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City of St. Helens COUNCIL AGENDA

Wednesday, October 5, 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. 3209:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.08 Regarding Planning Commission Rules of Operation
5. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Wells Fargo Offsite Business Account Application Form
 - B. Agreement with Bear Inspection & Consulting LLC for Special Inspection Services for the 2MG Reservoir Rehabilitation Project
 - C. Contract Payments
6. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Library Board Minutes dated July 12 and August 16, 2016
 - B. Arts & Cultural Commission Minutes dated June 28, 2016
 - C. Accounts Payable Bill List
7. **CONSENT AGENDA FOR APPROVAL**
 - A. Council Work Session and Regular Session Minutes dated September 7, 2016
 - B. Animal Facility License for Kevin Zmolek at 2707 Gable Road
 - C. OLCC License for Running Dogs Brewery at 34966 Roberts Lane
 - D. Waiver of Special Use Permit Fee for Monster Dash Run/Walk on October 8, 2016
 - E. Accounts Payable Bill List
8. **URBAN RENEWAL – SCOPE OF WORK FOR PLAN AND REPORT**
9. **MAYOR PETERSON REPORTS**
10. **COUNCIL MEMBER REPORTS**
11. **DEPARTMENT REPORTS**
12. **EXECUTIVE SESSION:** ORS 192.660(2)(e) Real Property Transactions
13. **ADJOURN**

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

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

Upcoming Dates to Remember:

- ~~October 5, Council Work Session, 1:00 p.m., Council Chambers~~ **CANCELLED**
- **October 5, Council Regular Session, 7:00 p.m., Council Chambers**
- October 10, Parks Commission, 4:00 p.m., Council Chambers
- October 11, Planning Commission, 7:00 p.m., Council Chambers
- October 18, Library Board, 7:15 p.m., Columbia Center Auditorium

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 shall,~~ by giving notice to 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) Unless a Commissioner in attendance does not participate in the process for reasons such as conflict of interest or personal bias, they shall vote affirmative or negative. No action can be taken until all Commissioners who are present and able to vote, do so.

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: September 21, 2016
 Read the second time: October 5, 2016

APPROVED AND ADOPTED this 5th day of October, 2016 by the following vote:

Ayes:

Nays:

 Randy Peterson, Mayor

ATTEST:

 Kathy Payne, City Recorder



Authorization for Information

In connection with an Offsite Business Account Application

Banker Name	Officer/Portfolio Number	Date
Banker Phone	Store Number	Banker AU
		Banker MAC

Business Account Applicant

Business Name Line 1	Enterprise Customer Number (ECN) (bank use only)
Business Name Line 2	

Owners/Key Individuals with Authority and Control

By signing this form, I authorize Wells Fargo Bank, N.A. ("the Bank") to obtain verifications and reports from time to time, such as credit bureau reports and account status reports on me as an individual, in connection with the business account application for the above-named business and any other account applications by this business. I understand the Bank requests this information for legitimate business reasons including reducing fraudulent accounts and preventing access to financial information and accounts by unauthorized persons. Should the information obtained from any such report cause the Bank to deny the account application for the business, I also authorize the Bank to communicate, either explicitly or implicitly, to any co-applicant and to any co-owner, director, officer, or employee of the business that the denial was based in whole or in part on such information. I also authorize the Bank to use such information and to share it with its affiliates in order to determine whether the business is qualified for other products and services offered by the Bank and its affiliates.

Owner/Key Individual 1 Name	Position/Title
Enterprise Customer Number (ECN)	
Signature	Date

Owner/Key Individual 2 Name	Position/Title
Enterprise Customer Number (ECN)	
Signature	Date

Owner/Key Individual 3 Name	Position/Title
Enterprise Customer Number (ECN)	
Signature	Date

Owner/Key Individual 4 Name	Position/Title
Enterprise Customer Number (ECN)	
Signature	Date

Bank Use Only

Account Number(s)	Date opened
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Offsite Business Account Application

Banker Name	Officer/Portfolio Number	Date
Banker Phone	Store Number	Banker AU
		Banker MAC

To help the government fight the funding of terrorism and money laundering activities, U.S. Federal law requires financial institutions to obtain, verify, and record information that identifies each person (individuals and businesses) who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

New Account Information

Account 1 Product Name			Account 2 Product Name		
Purpose of Account 1			Purpose of Account 2		
COID	Account Number	Sub product	COID	Account Number	Sub product
Opening Deposit (Acct 1)	New Account Kit (applies to both accounts)			Opening Deposit (Acct 2)	

Business Information

Customer Name			Street Address		
Enterprise Customer Number (ECN)			Address Line 2		
Account Relationship			City	State	
Taxpayer Identification Number (TIN)	TIN Type		ZIP/Postal Code	Country	
Business Type			Business Phone	Fax	
Business Sub-Type/Tax Classification			Non-Profit		
Cellular Phone			e-Mail Address		
Date Established	Current Ownership Since	Number of Employees		Website	
Annual Gross Sales	Year Sales Reported	Fiscal Year End			
Primary Financial Institution	Number of Locations		Publicly Traded	Country	Stock Market
Sales Market	Primary State 1	Primary State 2	Primary State 3	Primary Country 1	Primary Country 2
				Primary Country 3	
Industry			Is your business or organization involved in the Internet gambling business? (If yes, the account cannot be opened.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Sub-Industry					
Description of Business			Major Suppliers/Customers		



FO01-0000BBG2307A-01

Bank Use Only - Entity Verification

Name/Entity Verification		Address Verification		BACC Reference Number
Document Filing Number/Description		Filing Country	Filing State	Filing Date
Expiration Date				
Country of Registration	State of Registration	International Transactions		Check Reporting
State/Foundation Name		State/Foundation TIN		

Statement/Mailing Name and Address

Name(s) and Information Listed on Statement

Address Line 1

Address Line 2

City

State

Zip/Postal Code

Country

Owner/Key Individual 1 Information (all fields required)

Customer Name			Residence Address		
Business Relationship		% Ownership	Address Line 2		
Position/Title		Date of Birth	City		State
Taxpayer Identification Number (TIN)	TIN Type	Enterprise Customer Number (ECN)	ZIP/Postal Code		County
Employer	Occupation	Country of Citizenship	Permanently Resides in U.S.?	Check Reporting	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary ID Type		Primary ID Description		Secondary ID Description	
Primary ID St/Ctry/Prov	Primary ID Issue Date	Primary ID Expiration Date	Secondary ID State/Country	Secondary ID Issue Date	Secondary ID Expiration Date

Owner/Key Individual 2 Information (all fields required)

Customer Name			Residence Address		
Business Relationship		% Ownership	Address Line 2		
Position/Title		Date of Birth	City		State
Taxpayer Identification Number (TIN)	TIN Type	Enterprise Customer Number (ECN)	ZIP/Postal Code		County
Employer	Occupation	Country of Citizenship	Permanently Resides in U.S.?	Check Reporting	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Primary ID Type		Primary ID Description		Secondary ID Description	
Primary ID St/Ctry/Prov	Primary ID Issue Date	Primary ID Expiration Date	Secondary ID State/Country	Secondary ID Issue Date	Secondary ID Expiration Date



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Owner/Key Individual 3 Information (all fields required)

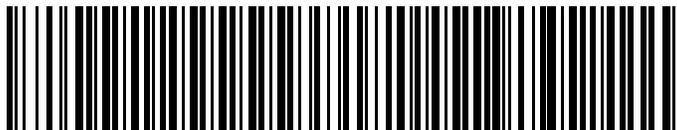
Customer Name			Residence Address		
Business Relationship		% Ownership	Address Line 2		
Position/Title		Date of Birth	City		State
Taxpayer Identification Number (TIN)	TIN Type	Enterprise Customer Number (ECN)	ZIP/Postal Code	County	
Employer	Occupation	Country of Citizenship	Permanently Resides in U.S.?	Check Reporting	
Primary ID Type		Primary ID Description	Secondary ID Type	Secondary ID Description	
Primary ID St/Ctry/Prov	Primary ID Issue Date	Primary ID Expiration Date	Secondary ID State/Country	Secondary ID Issue Date	Secondary ID Expiration Date

Owner/Key Individual 4 Information (all fields required)

Customer Name			Residence Address		
Business Relationship		% Ownership	Address Line 2		
Position/Title		Date of Birth	City		State
Taxpayer Identification Number (TIN)	TIN Type	Enterprise Customer Number (ECN)	ZIP/Postal Code	County	
Employer	Occupation	Country of Citizenship	Permanently Resides in U.S.?	Check Reporting	
Primary ID Type		Primary ID Description	Secondary ID Type	Secondary ID Description	
Primary ID St/Ctry/Prov	Primary ID Issue Date	Primary ID Expiration Date	Secondary ID State/Country	Secondary ID Issue Date	Secondary ID Expiration Date

Non-Individual Owner Information (bold fields required for Non-Individual Owner without control)

Customer Name		Street Address			
Enterprise Customer Number (ECN)		Address Line 2			
% Ownership	City			State	
ZIP/Postal Code	County	Country of Registration		State of Registration	
Business Type		Business Sub-Type/Tax Classification		Country	



FO01-0000BBG2307A-03

Certificate of Authority

Each person who signs the "Certified/Agreed to" section of this Application certifies that:

- A. The Customer's use of any Wells Fargo Bank, N.A. ("Bank") deposit account, product or service will confirm the Customer's receipt of, and agreement to be bound by, the Bank's applicable fee and information schedule and account agreement that includes the Arbitration Agreement under which any dispute between the Customer and the Bank relating to the Customer's use of any Bank deposit account, product or service will be decided in an arbitration proceeding before a neutral arbitrator as described in the Arbitration Agreement and not by a jury or court trial.
- B. Each person who signs the "Certified/Agreed To" section of this Application, or whose name, any applicable title and specimen signature appear in the "Authorized Signers" section of this Application, below, is authorized on such terms as the Bank may require to:
 - (1) Enter into, modify, terminate and otherwise in any manner act with respect to accounts at the Bank and agreements with the Bank or its affiliates for accounts and/or services offered by the Bank or its affiliates (other than letters of credit or loan agreements);
 - (2) Authorize (by signing or otherwise) the payment of Items from the Customer's account(s) listed on this Business Account Application (including without limitation any Item payable to (a) the individual order of the person who authorized the Item or (b) the Bank or any other person for the benefit of the person who authorized the Item) and the endorsement of Deposited Items for deposit, cashing or collection (see the Bank's applicable account agreement for the definitions of "Item" and "Deposited Item");
 - (3) Give instructions to the Bank in writing (whether the instructions include the manual signature or a signature that purports to be the facsimile or other mechanical signature including a stamp of an Authorized Signer as the Customer's authorized signature without regard to when or by whom or by what means or in what ink color the signature may have been made or affixed), orally, by telephone or by any electronic means in regard to any Item and the transaction of any business relating to the Customer's account(s), agreements or services, and the Customer shall indemnify and hold the Bank harmless for acting in accordance with such instructions; and
 - (4) Delegate the person's authority to another person(s) or revoke such delegation, in a separate signed writing delivered to the Bank.
- C. If a code must be communicated to the Bank in order to authorize an Item, and the code is communicated, the Item will be binding on the Customer regardless of who communicated the code.
- D. Each transaction described in this Certificate of Authority conducted by or on behalf of the Customer prior to delivery of this Certificate is in all respects ratified.
- E. If the Customer is a tribal government or tribal government agency, the Customer waives sovereign immunity from suit with respect to the Customer's use of any Bank account, product or service referred to in this Certificate.
- F. The information provided in this application is correct and complete, each person who signs the "Certified/Agreed To" section of this Application and each person whose name appears in the "Authorized Signers" section of this application holds any position indicated, and the signature appearing opposite the person's name is authentic.
- G. The Customer has approved this Certificate of Authority or granted each person who the "Certified/Agreed To" section of this Application the authority to do so on the Customer's behalf by:
 - (1) resolution, agreement or other legally sufficient action of the governing body of the Customer, if the Customer is not a trust or a sole proprietor;
 - (2) the signature of each of the Customer's trustee(s), if the Customer is a trust; or
 - (3) the signature of the Customer, if the Customer is a sole proprietor.

At least one individual owner, partner, or key executive with authority and control over the business must sign. For jointly owned sole proprietorships, both owners must sign.

Certified/Agreed to Signature	Print Full Legal Name	Title/Position	Date

Request for Taxpayer Identification Number and Certification

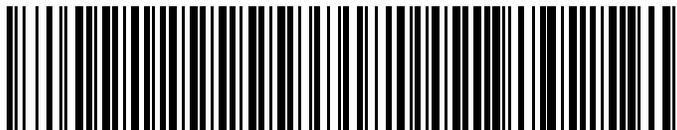
(Substitute Form W-9) (Do not complete for IOLTA/RETA accounts)

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- 2. UNLESS I HAVE CHECKED ONE OF THE BOXES BELOW, I am not subject to backup withholding either because 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 the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secured property, contributions to an Individual Retirement Arrangement (IRA), and payments other than interest and dividends). I am subject to backup withholding I am exempt from backup withholding
- 3. I am a U.S. citizen or other U.S. person.
- 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. (Does not apply to accounts within the U.S.)

Note: The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Tax Responsible Customer Name	Taxpayer Identification Number (TIN)
TIN Certification Signature	Date



FO01-0000BBG2307A-04

Authorized Signers - Certificate of Authority Cross Reference

Existing Customers - New Accounts

For use when persons identified as authorized signers on the customer's existing Business Account Application/Certificate of Authority are identical to the persons designated as authorized signers for the accounts listed on this Business Account Application. Please refer to the Business Account Application/Certificate of Authority currently on file for the following account.

Existing Account Number to be Cross Referenced

Authorized Signers - Owner/Key Individual

Authorized Signer 1 Name	Enterprise Customer Number (ECN)	Position/Title
Signature		Date

Authorized Signer 2 Name	Enterprise Customer Number (ECN)	Position/Title
Signature		Date

Authorized Signer 3 Name	Enterprise Customer Number (ECN)	Position/Title
Signature		Date

Authorized Signer 4 Name	Enterprise Customer Number (ECN)	Position/Title
Signature		Date

Authorized Signer Only - Limited Profile

Authorized Signer 5 Name	Enterprise Customer Number (ECN)	Position/Title	
Address (business address may be used)	City	State	Zip
Signature	Date	Phone Number	

Authorized Signer 6 Name	Enterprise Customer Number (ECN)	Position/Title	
Address (business address may be used)	City	State	Zip
Signature	Date	Phone Number	



FO01-0000BBG2307A-05



Certification Regarding Beneficial Owners of Legal Entity Customers

Bank Name:		Store Name:	
Banker Name:		Office/Portfolio Number:	Date:
Banker Phone:	Store Number:	Banker AU:	Banker MAC:

I. General Instructions

What is this form?

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who ultimately own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a legal entity includes a corporation, limited liability company, partnership, and any other similar business entity formed in the United States or a foreign country.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and social security number (or passport number or other similar information, in the case of foreign persons) for the following individuals (i.e., the **beneficial owners**):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President or Treasurer).

The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

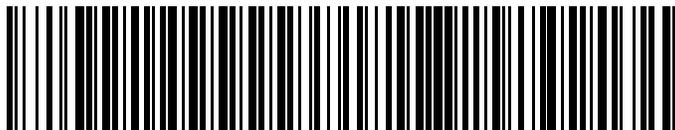
II. Certification Of Beneficial Owner(s)

Persons opening an account or maintaining a business relationship on behalf of a legal entity must provide the following information:

Account open/maintenance Information

A. Name of Person opening account or maintaining the Business Relationship

B. Name of Legal Entity for which the account is being opened/maintained



C. The following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above. If no individual meets this definition, please check "Beneficial Owner Not Applicable" below and skip this section.

Beneficial Owner Not Applicable

- For a person with a Taxpayer Identification Number (TIN), provide the TIN and leave Primary ID Type, Description and ST/Ctry/Prov blank.
- For a foreign person without a TIN, provide a Passport Number and Country of Issuance. In lieu of a passport, foreign persons may also provide a U.S. government-issued Alien ID or other foreign government-issued documents evidencing nationality or residence and bearing a photograph or similar safeguard.

Beneficial Owner 1 Information: _____% of ownership

Individual Name		Street Address		
Date of Birth		Address Line 2		
Taxpayer Identification Number (TIN)	TIN Type	Address Line 3		
Primary ID Type	Primary ID Description	City	State	Country
Primary ID St/Ctry/Prov		ZIP/Postal Code		

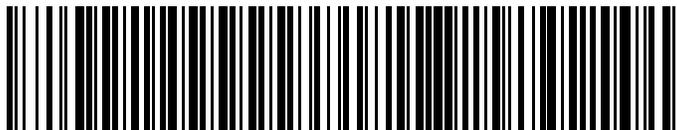
Beneficial Owner 2 Information: _____% of ownership

Individual Name		Street Address		
Date of Birth		Address Line 2		
Taxpayer Identification Number (TIN)	TIN Type	Address Line 3		
Primary ID Type	Primary ID Description	City	State	Country
Primary ID St/Ctry/Prov		ZIP/Postal Code		

Beneficial Owner 3 Information: _____% of ownership

Individual Name		Street Address		
Date of Birth		Address Line 2		
Taxpayer Identification Number (TIN)	TIN Type	Address Line 3		
Primary ID Type	Primary ID Description	City	State	Country
Primary ID St/Ctry/Prov		ZIP/Postal Code		

Manual Submission Instructions:
 Route signed and completed form to
 Deposit Product Support Services.
 Scanner Enabled Stores should scan.
 BBG1994 (Rev04 - 7/16)
 BBG6784-A (Rev00 - 3/16)



FO01-0000BBG6784A-02

Beneficial Owner 4 Information: _____% of ownership

Individual Name		Street Address		
Date of Birth		Address Line 2		
Taxpayer Identification Number (TIN)	TIN Type	Address Line 3		
Primary ID Type	Primary ID Description	City	State	Country
Primary ID St/Ctry/Prov		ZIP/Postal Code		

D. The following information for one individual with significant responsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.

(If appropriate, an individual listed under section (C) above may also be listed in this section (D)).

- For a person with a Taxpayer Identification Number (TIN), provide the TIN and leave Primary ID Type, Description and ST/Ctry/Prov blank.
- For a foreign person without a TIN, provide a Passport Number and Country of Issuance. In lieu of a passport, foreign persons may also provide a U.S. government-issued Alien ID or other foreign government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

Individual with Control Information

Individual Name		Street Address		
Date of Birth		Address Line 2		
Taxpayer Identification Number (TIN)	TIN Type	Address Line 3		
Primary ID Type	Primary ID Description	City	State	Country
Primary ID St/Ctry/Prov		ZIP/Postal Code		

Certified/Agreed To

I, _____, hereby certify, to
Print Name

the best of my knowledge, that the information provided above is complete and correct.

Signature _____ Date _____





Enhanced Due Diligence Customer Activity Screening

Bank Name:		Store Name:	
Banker Name:		Officer/Portfolio Number:	Date:
Banker Phone:	Store Number:	Banker AU:	Banker MAC:

Customer Information

Customer Name:		Customer Number (ECN):
Business Phone Number:	Approval Code (obtained from Enhanced Due Diligence Center):	Due Diligence Required: <input type="checkbox"/> Yes <input type="checkbox"/> No

Account Information

COID:	Account Number:
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Third-Party Payment Processor Question

1. Does your company offer payment processing services to other merchants/businesses? Example: Provides ability for other businesses to process credit card payments (Third-Party Payment Processor)
- Yes – Due diligence is required. Complete the Money Services Business questions before referring the customer to the Enhanced Due Diligence Center.
- No – Complete the Money Services Business Questions

Money Services Business (MSB) Questions

- Does your company sell or buy foreign currency or foreign currency denominated instruments (e.g., drafts, bank checks) to/from customers? (Foreign Currency Dealer)
 - Yes – Due diligence is required, proceed to question 2
 - No – Proceed to question 2
- Does your company issue or sell money orders and/ or traveler’s checks to customers?
 - Yes – Due diligence is required, proceed to question 3
 - No – Proceed to question 3
- Does your company cash, or provide money back from checks, money orders or traveler’s checks for customers? (Check Cashier)
 - Yes – Due diligence is required, proceed to question 4
 - No – Proceed to question 4
- Does your company sell, load, or reload prepaid debit cards (e.g., prepaid cards that function on a payment card network such as Visa, MasterCard) or any other type of open loop prepaid access?
 - Yes – Due diligence is required, proceed to question 5
 - No – Proceed to question 5
- Does your company sell, load, or reload any closed loop prepaid cards (e.g., restaurant cards, store cards, gas cards, telephone cards) or any other type of closed loop prepaid access?
 - Yes – Proceed to question 6
 - No – Proceed to question 7
- Can more than \$10,000 in prepaid cards or other devices, or loads or reloads, be sold to one person in one day?
 - Yes – Due diligence is required, proceed to question 7
 - No – Proceed to question 7
- Does your company set up prepaid debit card programs for other companies, or set up any other type of prepaid access?
 - Yes – Due diligence is required, proceed to question 8
 - No – Proceed to question 8
- Does your company accept funds, currency, or Virtual/ Internet currency (e.g., Bitcoin, Ven) from customers and send/ transmit the funds, currency, or Virtual/Internet currency to another person or location? (Money Transmission)
 - Yes – Due diligence is required
 - No – If response was No for questions 1 - 4 and No for question 6 - 8 then proceed with account opening

Follow-up

Due diligence not required? Encapture/scan completed form, along with other required documentation to Operations.

Due diligence required? The customer must be referred to the Enhanced Due Diligence Center at 1-877-686-7409 for completion of required due diligence prior to account opening.



FO01-00000BBG4711-01

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:	5 October 2016	
Subject:	Recommendation for Special Inspection Services for the 2MG Reservoir Rehabilitation Project	

Background:

The 2 million gallon concrete reservoir located at 35259 Pittsburg Road and constructed pre-1930, is the oldest of the four City reservoirs and has experienced increasing leakage over the years. After analyzing several alternatives, it was determined 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.

Rehabilitation work on the 2MG reservoir is scheduled to begin in October and be completed no later than December 31, 2016. The rehabilitation work will include blasting, cleaning, sealing, patching, epoxy coating, and disinfecting the interior concrete surface of the reservoir. During the rehabilitation of the reservoir, the City would like to ensure the highest quality of work by retaining the services of a qualified, third party professional coating inspector to conduct quality assurance inspection and testing of various aspects of the work. The selected Third Party Coating Inspector shall perform comprehensive interior inspections of the surface preparation and coating applications of 2MG Reservoir during its rehabilitation. The Coating Inspector shall verify that the highest quality of coating work is being performed on the project so that the maximum effective service life for the new coating system will be achieved.

On August 31, 2016, a Request for Proposals for Professional Coating Inspection Services was issued. Three proposals were received and reviewed by staff and the City's Design Engineer, Kennedy Jenks: Bear Inspection & Consulting LLC of Tenino, WA; Bureau Veritas North America, Inc. of Sacramento, CA; and CIV Consulting, LLC of Umatilla, OR. The proposal from Bear Inspection & Consulting LLC was selected unanimously as being most responsive and thorough, with a comprehensive understanding of the project needs.

This project is identified in the current 2016/2017 Capital Improvement Budget as *2MG Reservoir Rehab*, account 010-302-653207. The total budgeted amount is \$300,000; inspection services are expected to total approximately \$6,000.

Recommendation:

Authorize the Mayor to sign a Personal Services Agreement with Bear Inspection & Consulting LLC for Special Inspection Services for the 2MG Reservoir Rehabilitation Project, W-449.

CONTRACT PAYMENTS

City Council Meeting
October 5, 2016

Boede Construction, Inc.

Project: S-640 Manhole Rehab Project (PR#03) \$ 72,315.90

C.R. Contracting

Project: R-364 Crack Sealing Project (Inv#204) \$ 18,832.99

Kennedy/Jenks Consultants

Project: W-449 2MG Reservoir Rehab (Inv#104436) \$ 24,758.74

Murray, Smith & Associates, Inc.

Project: SD-146 Godfrey Park Storm (Inv#09-1078-78) \$ 5,797.64

S-2 Contractors, Inc.

Project: R-652 Trench Patching (Inv#1660E2) \$ 14,452.73

Project: M-451 Paved Path for Pedestrian Bridge (Inv#1660E1) \$ 2,454.38

Total \$ **16,907.11**

KP



City of St. Helens
 265 Strand Street, St. Helens, Oregon 97051
 Phone: 503.397.6272 | Fax: 503.366.3782

Payment Request #03

CONTRACTOR:
BOEDE CONSTRUCTION, INC
 6898 SHERMAN ROAD SE
 AUMSVILLE, OR 97325

PROJECT: 2016 MANHOLE REHABILITATION PROJECT
 PROJECT #: S-640
 DATE: 9/28/2016
 DEPARTMENT: Engineering

Total Contract Amount	\$142,636.00	Total Earned This Month	\$76,122.00
Total Amount Earned To Date	\$132,572.00	Less 5% Retainage	\$3,806.10

Previous Payment Requests

PP#	Previous Billing With Retainage	Retainage	Previous Amounts Paid	Invoice Date
1	\$7,100.00	\$355.00	\$6,745.00	08/02/16
2	\$49,350.00	\$2,467.50	\$46,882.50	08/29/16

Less Total of Previously Earned \$53,627.50
 Total Retainage of Previous Payments \$3,822.50

010-303-653308
 SN

Total Amount Due **\$72,315.90**

Item No.	Description	Unit	Qty	Contract Unit Price	Total Contract Price	Completed This Month	Quantity Completed This Month	Quantity Completed Prior Billing	Quantity Completed To Date	Total Earned To-Date
1	Mobilization, bonds, insurance and demobilization	LS	1	\$7,100.00	\$7,100.00	\$0.00		1.00	1.00	\$7,100.00
2	Manhole Rehabilitation, 48-inch Diameter, Epoxy Liner	VF	120	\$380.00	\$45,600.00	\$17,670.00	46.50	73.50	120.00	\$45,600.00
3	Manhole Rehabilitation, 48-inch Diameter, Cementitious Liner EPOXY	VF	72	\$380.00	\$27,360.00	\$20,026.00	52.70		52.70	\$20,026.00
4	Bench & Channel Removal and Reconstruction	EA	14	\$750.00	\$10,500.00	\$7,500.00	10.00	6.00	16.00	\$12,000.00
5	Manhole Replacement									
	a. 0ft to 5ft depth	EA	1	\$7,146.00	\$7,146.00	\$7,146.00	1.00		1.00	\$7,146.00
	b. 5.1ft to 10ft depth	EA	0	\$0.00	\$0.00	\$0.00			0.00	\$0.00
	c. 10.1ft and greater depth	EA	0	\$0.00	\$0.00	\$0.00			0.00	\$0.00
6	Construct Inside Drop	EA	2	\$2,400.00	\$4,800.00	\$0.00		1.00	1.00	\$2,400.00
7	Manhole Rehabilitation - Grout and Seal Pipes	EA	11	\$230.00	\$2,530.00	\$1,380.00	6.00	4.00	10.00	\$2,300.00
8	Temporary Removal & Reinstallation of Existing Fence	LF	40	\$10.00	\$400.00	\$0.00			0.00	\$0.00
9	New Fence Installation	LF	20	\$20.00	\$400.00	\$0.00			0.00	\$0.00
10	Rock Excavation	CY	8	\$100.00	\$800.00	\$0.00			0.00	\$0.00
11	Rehabilitation of Catch Basin at WWTP	LS	1	\$2,000.00	\$2,000.00	\$2,000.00	1.00		1.00	\$2,000.00
12	Traffic Control	LS	1	\$34,000.00	\$34,000.00	\$20,400.00	0.60	0.40	1.00	\$34,000.00
Contract Subtotal					\$142,636.00	\$76,122.00				\$132,572.00

APPROVED FOR PAYMENT

 INIT DATE

 ACCOUNTS PAYABLE

 FINANCE

 SUPERVISOR 9/28/16
 Q 28 10

527605

CUSTOMER'S ORDER NO. 5-640		DEPARTMENT Eng			DATE 9/14/16	
NAME Boede / molecular						
ADDRESS						
CITY, STATE, ZIP						
SOLD BY Tom	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	1 ea #9) Groute/seal 1:105		
2	5-13 MP 2 9/13/16		
3	1 ea #4) Bench & channel		
4	5-6 DE 6 9/14/16		
5	1 ea #4) Bench & channel		
6	5-7 DE 16 8/29/16		
7	1 ea #9) Groute/seal 1:105		
8	5-8 WF 3 8/29/16		
9	1 ea #4) Bench & channel		
10	5-10 DC 3 8/29/16		
11	1 ea #7a) Manhole Replacement		
12	5-19 NE 12 4' 8/31/16		
13	1 ea #13) Rehab CB w/TP		
14	501 I 1200 9/14/16		
15			
16			
17			
18			

SEE #527600

RECEIVED BY *[Signature]*

527606

CUSTOMER'S ORDER NO. 5-640		DEPARTMENT Eng		DATE 9/21/16	
NAME Beode Coust					
ADDRESS					
CITY, STATE, ZIP					
SOLD BY Tad	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD. PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT
✓ 1	6 ⁵ #2) EPOXY Liner			(b/c?)	
2	5-6 DE 22 9/9/16 6 ⁵ VUF				
✓ 3	7 ³ VUF #2) EPOXY Liner				
4	5-6 DE 6 9/9/16 7 ³ VUF				
✓ 5	5 ¹ VUF #2) EPOXY Liner				
6	5-5 DCI 9/9/16 5 ¹ VUF				
✓ 7	4 ¹ VUF #2) EPOXY Liner			(b/c?)	
8	5-7 DE 16 9/9/16 4 ¹ VUF				
✓ 9	6 ⁵ #2) EPOXY Liner				
10	5-8 DCI 9/9/16 4 ¹ VUF			(b/c?)	
✓ 11	3 ¹ VUF #2) EPOXY Liner				
12	5-10 DCI 9/9/16 3 ¹ VUF				
✓ 13	2 ¹ VUF #2) EPOXY Liner			(b/c?)	
14	5-10 DCI 9/9/16 2 ¹ VUF				
✓ 15	1ea #4) Bench Channel				
16	5-10 DCI 8/30/16				
✓ 17	1ea #4) Bench Channel				
18	5-6 DE 6 8/30/16				
RECEIVED BY					

527607

CUSTOMER'S ORDER NO. 5-640		DEPARTMENT Engrg		DATE 9/20/16		
NAME Beode const.						
ADDRESS						
CITY, STATE, ZIP						
SOLD BY Tull	CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION			PRICE	AMOUNT	
✓ 1	11VF #2) EPOXY liner			insine drop?		
2	5-10 D&10 9/16/16 11VF					
✓ 3	3VF #2) EPOXY liner			b/c?		
4	5-11 MP 9 9/16/16 3VF					
✓ 5	3VF #2) EPOXY liner					
6	5-11 MP 10 9/16/16 3VF					
✓ 7	3VF #2) EPOXY liner					
8	5-11 MP 11A 9/16/16 3VF					
✓ 9	3 ⁴⁰ VF #2) EPOXY liner					
10	5-12 MP 41 9/16/16 3 ⁴⁰ VF					
✓ 11	3VF #2) EPOXY liner					
12	5-17 ND 16A 9/16/16 3VF					
✓ 13	1ea #4) Bench/chamber					
14	5-17 ND 16A 9/15/16					
✓ 15	6VF #2) EPOXY liner					
16	5-15 M 18 9/16/16 6VF					
✓ 17	5 ^{1/2} VF #2) EPOXY liner					
18	5-15 M 18A 9/16/16 5 ^{1/2} VF					
RECEIVED BY						

527608

CUSTOMER'S ORDER NO. 5-640		DEPARTMENT Eng		DATE 7/21/16			
NAME Boede const							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY T. ...		CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION		PRICE	AMOUNT			
✓ 1	8' VE #2)	Epoxy liner					
2		5-16 ML 3 9/16/16 8' VE					
✓ 3	10 1/2' VE #2)	Epoxy liner					
4		5-16 ML 10 9/16/16 10 1/2' VE					
✓ 5	3 1/2' VE #2)	Epoxy liner					
6		5-13 MP 4 9/16/16 3 1/2' VE					
✓ 7	1 ea #9)	grout/seal paver		(calc)			
8		5-13 MP 7 9/20/16					
✓ 9	1 ea #9)	grout/seal paver					
10		5-2 W49 9/20/16					
11	LS #14)	Traffic control					
12		all 9/20/16					
✓ 13	1 ea #4)	bench/channel					
14		56 DE 22 8/23/16					
15							
16							
17							
18							
RECEIVED BY							

527609

CUSTOMER'S ORDER NO. 5-640		DEPARTMENT ENG		DATE 9/27/16			
NAME Boede const							
ADDRESS							
CITY, STATE, ZIP							
SOLD BY Travis		CASH	C.O.D.	CHARGE	ON. ACCT.	MDSE. RETD.	PAID OUT
QUANTITY	DESCRIPTION		PRICE	AMOUNT			
1	✓	1 ea #4) bench & channel					
2		5-8 wcc 8/30/16					
3	✓	1 ea #4) bench & channel					
4		5-6 DC 23 8/30/16					
5	✓	1 ea 4) Bench/channel					
6		5-12 ND 18 8/23/16					
7	✓	1 ea #4) Bench/channel					
8		5-11 MP 9 9/12/16					
9	✓	1 ea #9) grout/seal pipes					
10		5-11 MP 9 9/12/16					
11	✓	1 ea #9) grout/seal pipes					
12		5-13 MP 4 9/14/16					
13	✓	4 ⁵ #2) EPOXY liner					
14		5-17 ND 18 7/13/16 ^{9³} _{VF}					
15							
16							
17							
18							
RECEIVED BY							

KP



C.R. CONTRACTING

A Pavement Solutions Company

Invoice

Date	Invoice #
9/27/2016	204

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

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

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

Quantity	Description	Rate	U/M	Amount
1	Prevailing Wage Reimbursement	18,832.99		18,832.99

APPROVE FOR PAYMENT

INIT _____ DATE _____

[Signature] ACCOUNTS PAYABLE *9/29/16*

[Signature] FINANCE *6-28-16*

SUPERVISOR

011-011-549990

SN

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

Total	\$18,832.99
--------------	--------------------

KP

RECEIVED

SEP 12 2016

CITY OF ST. HELENS

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 # : 104436 - Revised
Project : 1676012*00
Project Name : St.Helen's 2MG Reservoir Rehab.
Invoice Date : 9/2/2016

W-449

For Professional Services Rendered through: 8/26/2016

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	\$404.10	\$991.95	\$1,396.05	\$1,028.95
01 -- Final Design	\$28,675.00	\$10,102.50	\$23,486.79	\$33,589.29	-\$4,914.29
02 -- Construction Phase Services	\$33,900.00	\$0.00	\$280.00	\$280.00	\$33,620.00
Totals:	\$65,000.00	\$10,506.60	\$24,758.74	\$35,265.34	\$29,734.66

Amount Due this Invoice

\$24,758.74

010-302-653207

SN

APPROVED FOR PAYMENT

INIT _____ DATE _____

ACCOUNTS PAYABLE _____

FINANCE _____

SUPERVISOR _____

9/28/16

9-28-16

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

Invoice # :104436

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

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

Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
Direct-Reproduction				
Willamette Print & Blueprint Co Inc inv# 478689	261139	40.00	1.10	44.00
<i>Regular Expenses</i>				44.00

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
ODC-Equipment Charges (UP)			
Miscellaneous Item 4% Communications Surcharge	947.95	1.00	947.95
<i>Unit Pricing</i>			947.95

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

Labor :	0.00	<u>0.00</u>
Expense :	947.95	<u>991.95</u>
Total :		<u>991.95</u>

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

Labor :	0.00	<u>0.00</u>
Expense :	947.95	<u>991.95</u>
Total :		<u>991.95</u>

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

Invoice # :104436

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>
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	4.00	165.00	660.00
Rate Schedule Labor			660.00

Total Task : 1.1 -- Project Management

Labor :	<u>4.00</u>	<u>660.00</u>
Expense :	0.00	<u>0.00</u>
Total :		<u>660.00</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)	14.05	120.00	1,686.00
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	5.90	165.00	973.50
Salter, Jake D. (PRT)	3.65	170.00	620.50
Total: Engineer/Scientist/Specialist 5	<u>9.55</u>		<u>1,594.00</u>
Engineer/Scientist/Specialist 8			
Barraza, Donald L	4.00	220.00	880.00
Rate Schedule Labor			4,160.00

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
ODC-Equipment Charges (UP)			
Miles on KJ Company Vehicle	62.00	0.54	33.48
Unit Pricing			33.48

Total Task : 1.3 -- Technical Memo

Labor :	<u>27.60</u>	<u>4,160.00</u>
Expense :	62.00	<u>33.48</u>
Total :		<u>4,193.48</u>

Task : 1.4 -- Final Design

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 2			
Kohnle, Susan L.	1.25	120.00	150.00
Pritchett, Steven T. (PRT)	0.45	120.00	54.00
Total: Engineer/Scientist/Specialist 2	<u>1.70</u>		<u>204.00</u>
Engineer/Scientist/Specialist 3			
Marx, Larry M. (H-FWY)	1.00	130.00	130.00
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	26.50	140.00	3,710.00
Engineer/Scientist/Specialist 5			

Phase : 01 -- Final Design

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	14.10	165.00	2,326.50
Spargo, Shawn C.	4.00	170.00	680.00
Salter, Jake D. (PRT)	0.35	170.00	59.50
Total: Engineer/Scientist/Specialist 5	18.45		3,066.00
Engineer/Scientist/Specialist 8			
Barraza, Donald L.	4.00	220.00	880.00
Rate Schedule Labor			7,990.00

Total Task : 1.4 -- Final Design

Labor :	51.65	7,990.00
Expense :	0.00	0.00
Total :		7,990.00

Task : 1.5 -- Bid Documents

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Administrative Assistant			
Sells, Shawna L. (H)	0.50	95.00	47.50
Engineer/Scientist/Specialist 2			
Kohnle, Susan L.	0.25	120.00	30.00
Engineer/Scientist/Specialist 3			
Marx, Larry M. (H-FWY)	2.00	130.00	260.00
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	7.00	140.00	980.00
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	8.00	165.00	1,320.00
Spargo, Shawn C.	12.00	170.00	2,040.00
Total: Engineer/Scientist/Specialist 5	20.00		3,360.00
Project Administrator			
Flury, Michelle (80H-PRT)	0.75	95.00	71.25
Rate Schedule Labor			4,748.75

Total Task : 1.5 -- Bid Documents

Labor :	30.50	4,748.75
Expense :	0.00	0.00
Total :		4,748.75

Task : 1.6 -- Bid Phase Support

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 2			
Kohnle, Susan L.	0.25	120.00	30.00
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	34.50	140.00	4,830.00
Engineer/Scientist/Specialist 5			

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

Invoice # :104436

Phase : 01 -- Final Design

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 5			
Garbely, Jennifer A.	4.00	165.00	660.00
Spargo, Shawn C.	2.00	170.00	340.00
Total: Engineer/Scientist/Specialist 5	<u>6.00</u>		<u>1,000.00</u>

Rate Schedule Labor 5,860.00

Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
ODC-Equipment Charges (UP)			
Miles on KJ Company Vehicle	64.00	0.54	34.56

Unit Pricing 34.56

Total Task : 1.6 -- Bid Phase Support

Labor :	<u>40.75</u>	<u>5,860.00</u>
Expense :	64.00	<u>34.56</u>
Total :		<u>5,894.56</u>

Total Phase : 01 -- Final Design

Labor :	<u>154.50</u>	<u>23,418.75</u>
Expense :	126.00	<u>68.04</u>
Total :		<u>23,486.79</u>

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

Invoice # :104436

Phase : 02 -- Construction Phase Services

Task : 2.1 -- Conformed Drawings

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Engineer/Scientist/Specialist 4			
Sera, Ramon G.	2.00	140.00	280.00
<i>Rate Schedule Labor</i>			280.00

Total Task : 2.1 -- Conformed Drawings

Labor :	2.00	280.00
Expense :	0.00	0.00
Total :		280.00

Total Phase : 02 -- Construction Phase Services

Labor :	2.00	280.00
Expense :	0.00	0.00
Total :		280.00

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

Invoice # :104436

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

24,758.74

KP



Murray, Smith & Associates, Inc.
Engineers/Planners

888 SW 5th Avenue, Suite 1170 • Portland, OR 97204 • PHONE 503.225.9010 • FAX 503.225.9022

RECEIVED

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

SEP 28 2016

September 23, 2016
Invoice No: 09-1078 - 78

CITY OF ST. HELENS

Invoice Total **\$5,797.64**

Project 09-1078 Sanitary Sewer Rehabilitation Program

For professional engineering services performed through August 31, 2016

Task 307 Updated Cost Estimates/Schedule - Godfrey Park Storm Sewer

In-House Reimbursable

Mileage		35.64	
In-House Reimbursable Subtotal		35.64	35.64
	Task Total		\$35.64

Task 370 Engineering Support Services during Construction - Godfrey Park

Labor

	Hours	Rate	Amount	
Principal Engineer III	.50	199.00	99.50	
Professional Engineer VI	37.50	151.00	5,662.50	
Total	38.00		5,762.00	
Labor Subtotal				5,762.00

Task Total \$5,762.00

Invoice Total \$5,797.64

SD-146 Godfrey Park Storm
010-304-653409 SW

APPROVED FOR PAYMENT

INT	DATE
	9/28/16
ACCOUNTS PAYABLE	9-28-16
FINANCE	
SUPERVISOR	

KP

S-2 Contractors, Inc.

6860 S. Anderson Rd.
Aurora, Or. 97002

PHONE # 503-651-4000 FAX # 503-651-4004

Invoice

DATE	INVOICE #
9/20/2016	1660E2

BILL TO
CITY OF ST HELENS ATTN: SUE NELSON PO BOX 278 ST HELENS, OR 97051

OR. CCB# 67253 AZ. CCB# ROC185469

QTY	DESCRIPTION	RATE	AMOUNT				
2,752.9	SF ASPHALT PATCHING. (EXCLUDES MCCORMACK PARK PEDESTRIAN PATH)	5.25	14,452.73				
<p><i>R-652 2016 Trench Patching</i> <i>SN</i></p> <p><i>010-302-653201 \$1,522.50</i></p> <p><i>010-304-653400 \$8,796.38</i></p> <p><i>011-011-523000 \$4,133.85</i></p>							
<p>APPROVED FOR PAYMENT</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p>INIT _____</p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p> </td> <td style="width: 50%; border: none;"> <p>DATE _____</p> <p>9/28/16</p> <p>9-28-16</p> </td> </tr> <tr> <td style="border: none;"> <p>ACCOUNTS PAYABLE</p> <p>FINANCE</p> <p>SUPERVISOR</p> </td> <td style="border: none;"></td> </tr> </table>				<p>INIT _____</p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>	<p>DATE _____</p> <p>9/28/16</p> <p>9-28-16</p>	<p>ACCOUNTS PAYABLE</p> <p>FINANCE</p> <p>SUPERVISOR</p>	
<p>INIT _____</p> <p><i>[Signature]</i></p> <p><i>[Signature]</i></p>	<p>DATE _____</p> <p>9/28/16</p> <p>9-28-16</p>						
<p>ACCOUNTS PAYABLE</p> <p>FINANCE</p> <p>SUPERVISOR</p>							

--	--

NET 30 DAYS

Total	\$14,452.73
--------------	-------------

KP

S-2 Contractors, Inc.

6860 S. Anderson Rd.

Aurora, Or. 97002

PHONE # 503-651-4000 FAX # 503-651-4004

Invoice

DATE	INVOICE #
9/22/2016	1660E1

BILL TO
CITY OF ST HELENS ATTN: SUE NELSON PO BOX 278 ST HELENS, OR 97051

OR. CCB# 67253 AZ. CCB# ROC185469

QTY	DESCRIPTION	RATE	AMOUNT
467.5	MCCORMACK PARK PEDESTRIAN PATH 8.5 X 55 <i>M-451 Paved Path for Pedestrian Bridge</i> <i>010-300-652970</i> <i>SN</i>	5.25	2,454.38

APPROVED FOR PAYMENT

INIT	DATE
<i>[Signature]</i>	9/23/16
ACCOUNTS PAYABLE	
FINANCE	9-23-16
SUPERVISOR	

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NET 30 DAYS

Total	\$2,454.38
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City of St. Helens

Library Board

Minutes from Tuesday, July 12, 2016
Columbia Center Auditorium

Members Present

Barbara Lines, Past-Chair
Marsha Caton, Chair
Mary Ellen Funderburg
Patty James
Nancy Herron, Vice-Chair
Melisa Gaelrun-Maggi

Members Absent

Eloise Bates

Guests

Councilors in Attendance

Susan Conn

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary

☞

CALL MEETING TO ORDER: The meeting was called to order at 7:22 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with a correction to the attendance record.

AGENDA REVISIONS: No change.

VOTE TO RENEW NANCY HERRON'S TERM ON THE BOARD, ELECT OFFICERS:
The Board voted unanimously to approve Member Herron for a full term. Board voted unanimously to elect Member Herron as the new Chair for the Library Board and to elect Member Funderburg as Vice-Chair. Current Chair Caton agreed to act as Past Chair.

STRATEGIC PLANNING UPDATE: Director Jeffries will present the contract for Hummel Consulting Services for approval to City Council at the next work session. She will also present the grant application for the Ford Family Foundation Technology Grant

for approval. The Board reviewed the grant application with Director Jeffries and refined some answers to the application questions.

The Board discussed what work could be done prior to meeting with consultant Penny Hummel. It was decided that the list of stakeholders would be divided up between Board Members. Each will find the contact person and contact information for community organizations that the Board feels should be invited to have a say in the strategic planning process. Director Jeffries suggested that Board Members could begin work on forming questions for a community survey. The Board would like to create save the date cards to distribute to potential workshop invitees. Jeffries will also ask Library Staff to identify patrons who should be include in the planning process.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

NEXT MEETING: The next regular meeting will be for Tuesday, August 16, at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

Chair Caton adjourned the meeting at 8:23 p.m.

CR

Respectfully submitted by:

Library Board Secretary, Nicole Woodruff

2015-2016 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Caton	Chang	Funderburg	Herron	Jolissaint	Jones	Lines
7/14/15	E	P	P	P	P	P	P
8/18/15	P	P	P	P	E	P	P
9/15/15	P	E	P	E	O	P	P
10/20/15	P	E	P	P	U	E	P
<u>11/09/15</u>	<u>P</u>	<u>E</u>	<u>P</u>	<u>P</u>	<u>E</u>	<u>E</u>	<u>P</u>
11/17/15	P	P	P	P	U	E	P
12/15/15	No December Meeting						
01/19/16	P	P	P	P		P	P
02/09/16	P	E	P	P		E	P
03/15/16	P	E	P	P			P
Date	Bates	Caton	Chang	Funderburg	Herron		Lines
04/12/16	P	E	P	P	P		P
Date	Bates	Caton	Chang	Funderburg	Herron	James	Lines
05/23/16	E	P	P	P	E	P	P
06/21/16	P	P	P	P	P	P	P
Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16							
09							
10							
11							
12							

City of St. Helens
Library Board
Minutes from Tuesday, August 16, 2016
Columbia Center Auditorium

Members Present

Barbara Lines
Marsha Caton, Past-Chair
Mary Ellen Funderburg, Vice-Chair
Patty James

Members Absent

Eloise Bates
Nancy Herron, Chair
Melisa Gaelrun-Maggi

Councilors in Attendance

Susan Conn

Guests

An Der Chang

Staff Present

Margaret Jeffries, Library Director
Nicole Woodruff, Library Secretary

OR

CALL MEETING TO ORDER: The meeting was called to order at 7:24 p.m. by Chair Marsha Caton.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: No public comment.

PREVIOUS MEETING MINUTES: Minutes approved with no corrections.

AGENDA REVISIONS: No change.

STRATEGIC PLANNING WORKING SESSION: Reviewed Planning Timeline and suggested moving up the date to mail the invitations to the planning workshop. The Board is concerned waiting to send invitations for the workshop might be problematic in that prospective attendees may book other activities for the day if not given enough notice. Also, discussed the dates Consultant Penny Hummel will be attending Board Meetings.

Director Jeffries is in contact with the St. Helens School District superintendent to confirm the date of the focus group with district staff.

Board spent the remaining time in the meeting identifying which members would contact individual community stakeholders.

Director Jeffries will create a script to use when contacting stakeholders and Secretary Woodruff will email the script and a save-the-date card template to each Board Member.

COUNCILOR'S REPORT: N/A

FRIENDS' REPORT: N/A

NEXT MEETING: The next regular meeting will be for Tuesday, September 20, 2016 at 7:15 p.m. in the Columbia Center Auditorium.

Members need to bring all relevant materials to each meeting.

ADJOURNMENT:

Chair Caton adjourned the meeting at 9:02 p.m.

CR

Respectfully submitted by:

Library Board Secretary, Nicole Woodruff

2016-2017 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bates	Caton	Funderburg	Gaelrun-Maggi	Herron	James	Lines
07/19/16	E	P	P	P	P	P	P
08/16/16	E	P	P	E	E	P	P
09/20/16							
10/18/2016							
11/15/2016							
12/13/2016							
01/17/2017							
02/21/2017							
03/21/2017							
04/18/2017							
05/16/2017							
06/20/2017							
Date							
07/18/2017							
08/15/2017							
09/19/2017							
10/17/2017							

City of St. Helens
Arts & Cultural Commission
Minutes from Tuesday June 28, 2016
City Council Chambers

Members Present

Kevin Chavez, Chair
Rosemary Imhof, Vice Chair
Kannikar Petersen
Diane Dillard
Diane Dunn

Members Absent

None

Guests

Allen Hulsople

Councilors in Attendance

Susan Conn

Staff Present

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



CALL MEETING TO ORDER

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

VISITORS

Allen Hulsople expressed interest in working on a mural on the Columbia Theater. Assistant Planner Jenny Dimsho will check with City Planner Jacob Graichen on historic landmark guidelines and permits needed.

MAY MINUTES

There was no quorum at the May meeting.

FISCAL REPORT

The Commission reviewed the fiscal report.

SPIRIT OF HALLOWEENTOWN 2016 MASK WORKSHOP

The workshop will take place on October 15th at the Library. Vice Chair Imhof is working with Tina Cannard on this project.

KICKSTARTER-GATEWAY SCULPTURE PROJECT PHASE II

Assistant Planner Jenny Dimsho showed the Kickstarter website. The campaign is in its final hours. The campaign is currently at 90%. Amy Jeffries and Doug Morten recently pledged \$1000. Wauna Credit Union has pledged \$1000 outside of Kickstarter. VanNatta Tree Farms has also pledged \$3000.

TRASHCAN PAINTING

There are currently four submissions. The Commission has twenty four barrels ready to be painted. The Commission discussed materials needed. Dunn will pick up snacks.

Library Director Jeffries will request Public Works move picnic tables down to Columbia View Park.

Commissioner Petersen discussed the award categories for this year’s competition. The Commission would like to add a kid’s category. They are hoping to get more kids involved. The Commission decided on three award categories: Youth, Halloween Theme, and Most Artistic Merit.

COMMISSION VACANCY

A supplemental list of questions to the applicants for the Arts and Cultural Commission member application was discussed.

COMMUNITY NEWS

The Mindful Doodling class is filled at the Library. A drum making class will be held at the Library.

ADJOURNMENT

The meeting was adjourned at 7:48 p.m.

NEXT MEETING

The next is scheduled for Tuesday, July 26, 2016 at 6:30 p.m.



Submitted by:

Jennifer Johnson
Accounting Assistant

Present=P Absent=A

Date	Dunn	Petersen	Dillard	Imhof	Chavez
May – no quorum					
June 28, 2016	P	P	P	P	P

Accounts Payable

To Be Paid Proof List

User: Carol
 Printed: 09/13/2016 - 11:58AM
 Batch: 00007.09.2016 - Emmert FY 16-17



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
EMMERT MOTORS, INC.									
020693									
STOCK# 6C140	9/9/2016	35,644.00	0.00	09/13/2016				False	0
010-305-653500 SUV - pickup 2					2016 CHEV.SILVERADO CREW P-UP W/TOOL BOX VI	2016 Chevrolet Silverado			
STOCK# 6C140 Total:		35,644.00							
EMMERT MOTORS, INC		35,644.00							
Report Total:		35,644.00							



Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/16/2016 - 11:05AM
 Batch: 00009.09.2016 - AP 9/16/16

104



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
ACCELA, INC. #774375									
000496									
INV-ACC23590	8/31/2016	447.00	0.00	09/16/2016				False	0
012-106-554000	Contractual/consulting serv			WEB PAYMENTS					
	INV-ACC23590 Total:	447.00							
INV-ACC23595	8/31/2016	1,281.80	0.00	09/16/2016				False	0
012-106-554000	Contractual/consulting serv			WEB PAYMENTS					
	INV-ACC23595 Total:	1,281.80							
INV-ACC23611	8/31/2016	97.00	0.00	09/16/2016				False	0
012-106-554000	Contractual/consulting serv			WEB PAYMENTS					
	INV-ACC23611 Total:	97.00							
	ACCELA, INC. #774375 T	1,825.80							
AIRGAS USA, LLC									
AIRGAS									
9939010962	8/31/2016	17.05	0.00	09/16/2016				False	0
017-017-501000	Operating Materials & Sup.			CO2					
	9939010962 Total:	17.05							
	AIRGAS USA, LLC Total:	17.05							

AMERICAN WATER WORKS ASSO

10

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
000420									
7001226110	7/30/2016	355.00	0.00	09/16/2016				False	0
013-403-490000	Professional development			MEMBERHIP DUES NEAL SHEPPEARD 00235003 11/1-					
	7001226110 Total:	355.00							
	AMERICAN WATER WO	355.00							
ASHLAND HILLS HOTEL & SUITES									
598756									
09122016	9/12/2016	571.72	0.00	09/16/2016				False	0
012-102-490000	Professional development			OAMR CONFERENCE KATHY / LISA					
	09122016 Total:	571.72							
	ASHLAND HILLS HOTE	571.72							
BANKCARD CENTER									
002197									
AUG 2016 - 4863	8/28/2016	59.30	0.00	09/16/2016				False	0
001-002-503000	K9 Expense			ALL ABOUT PETS					
AUG 2016 - 4863	8/28/2016	50.96	0.00	09/16/2016				False	0
001-002-501000	Operating Materials & Supp			KEURIG					
AUG 2016 - 4863	8/28/2016	50.00	0.00	09/16/2016				False	0
001-002-501000	Operating Materials & Supp			DOCKSIDE					
AUG 2016 - 4863	8/28/2016	125.00	0.00	09/16/2016				False	0
001-002-490000	Police Training/Supplies			OREGON ASSOC CHIEFS OF POLICE					
AUG 2016 - 4863	8/28/2016	780.97	0.00	09/16/2016				False	0
001-002-501000	Operating Materials & Supp			IKEA					
AUG 2016 - 4863	8/28/2016	43.58	0.00	09/16/2016				False	0
001-002-501000	Operating Materials & Supp			PAYPAL LAPTOP CASE					
AUG 2016 - 4863	8/28/2016	59.26	0.00	09/16/2016				False	0
009-212-652910	K-9 Program			FUEL					
AUG 2016 - 4863	8/28/2016	30.85	0.00	09/16/2016				False	0
009-212-652910	K-9 Program			FUEL					
AUG 2016 - 4863	8/28/2016	72.62	0.00	09/16/2016				False	0
009-212-652910	K-9 Program			FUEL					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
AUG 2016 - 4863	8/28/2016	49.51	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					FUEL				
AUG 2016 - 4863	8/28/2016	36.95	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					MEALS				
AUG 2016 - 4863	8/28/2016	20.00	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					FUEL				
AUG 2016 - 4863	8/28/2016	17.88	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					MEALS K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	44.24	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					MEALS K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	23.59	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					MEALS K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	33.64	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					MEALS K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	13.28	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					MEALS K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	204.41	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					HOTEL K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	-5.56	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					HOTEL K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	138.88	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					HOTEL K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	201.16	0.00	09/16/2016				False	0
009-212-652910 K-9 Program					HOTEL K-9 PICK UP				
AUG 2016 - 4863	8/28/2016	1,390.70	0.00	09/16/2016				False	0
001-002-501000 Operating Materials & Supp					TRAVELOCITY BACKGROUND INVESTIGATION ON				
AUG 2016 - 4863 Total:		3,441.22							
AUG 2016 - 7727	8/28/2016	80.16	0.00	09/16/2016				False	0
013-403-501000 Operating materials/supplies					WALMART - DRINKS FOR HOT WEATHER				
AUG 2016 - 7727	8/28/2016	23.04	0.00	09/16/2016				False	0
013-403-501000 Operating materials/supplies					WALMART - DRINKS FOR HOT WEATHER				
AUG 2016 - 7727	8/28/2016	9.98	0.00	09/16/2016				False	0
001-005-501000 Operating Materials & Supp					AMAZON GAS CAN STICKERS				
AUG 2016 - 7727	8/28/2016	9.98	0.00	09/16/2016				False	0
001-005-501000 Operating Materials & Supp					AMAZON GAS CAN STICKERS				
AUG 2016 - 7727	8/28/2016	31.74	0.00	09/16/2016				False	0
013-403-501000 Operating materials/supplies					WALMART DRINKS FOR HOT WEATHER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AUG 2016 - 7727	8/28/2016	138.65	0.00	09/16/2016				False	0
001-005-501000 Operating Materials & Supp					MOWER BLADES OEM				
AUG 2016 - 7727	8/28/2016	30.52	0.00	09/16/2016				False	0
013-403-501000 Operating materials/supplies					WALMART DRINKS HOT WEATHER				
AUG 2016 - 7727	8/28/2016	35.48	0.00	09/16/2016				False	0
013-403-457000 Office supplies					STAPLES OFFICE SUPPLIES				
AUG 2016 - 7727 Total:		359.55							
AUG 2016 - 8267	8/28/2016	325.00	0.00	09/16/2016				False	0
001-104-490000 Professional development					OAPA CONFERENCE REG JENNY DIMSHO				
AUG 2016 - 8267	8/28/2016	805.29	0.00	09/16/2016				False	0
001-005-501000 Operating Materials & Supp					WATER CONSERVATION SERVICES COIN SHOWER				
AUG 2016 - 8267	8/28/2016	805.29	0.00	09/16/2016				False	0
001-005-509000 Marine board expense					WATER CONSERVATION SERVICES COIN SHOWER				
AUG 2016 - 8267	8/28/2016	27.28	0.00	09/16/2016				False	0
012-101-527000 Communications					FACEBOOK				
AUG 2016 - 8267	8/28/2016	119.00	0.00	09/16/2016				False	0
001-004-490000 Schools & Conventions					MCLS N. WOODRUFF				
AUG 2016 - 8267	8/28/2016	199.00	0.00	09/16/2016				False	0
001-004-490000 Schools & Conventions					MCLS N. WOODRUFF				
AUG 2016 - 8267	8/28/2016	439.83	0.00	09/16/2016				False	0
001-004-481000 Visual Materials					PBS DVDS				
AUG 2016 - 8267	8/28/2016	510.45	0.00	09/16/2016				False	0
001-004-511000 Printed Materials					AMERICAN LIB ASSOC - BOOKS				
AUG 2016 - 8267	8/28/2016	68.65	0.00	09/16/2016				False	0
001-004-519000 Furnishing/Shelving Exp					DIGILOCK - MASTER KEYS				
AUG 2016 - 8267	8/28/2016	91.00	0.00	09/16/2016				False	0
001-004-517000 Library Program					AMERICAN LIB ASSOC PROMO MATERIALS				
AUG 2016 - 8267	8/28/2016	400.00	0.00	09/16/2016				False	0
013-402-490000 Professional development					APWA CONF REG SHARON DARROUX				
AUG 2016 - 8267	8/28/2016	850.00	0.00	09/16/2016				False	0
013-402-490000 Professional development					APWA CONF REG SUE NELSON / NEAL SHEPPEARD				
AUG 2016 - 8267 Total:		4,640.79							
AUG 2016 - 9549	8/28/2016	239.88	0.00	09/16/2016				False	0
012-101-527000 Communications					ADOBE				
AUG 2016 - 9549	8/28/2016	14.28	0.00	09/16/2016				False	0
001-004-457000 Office Supplies					AMAZON OFFICE SUPPLIES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AUG 2016 - 9549	8/28/2016	101.26	0.00	09/16/2016				False	0
012-107-457000 Office supplies					HR DIRECT				
AUG 2016 - 9549	8/28/2016	74.24	0.00	09/16/2016				False	0
012-102-526000 Advertisements					INDEED				
AUG 2016 - 9549 Total:		429.66							
BANKCARD CENTER To		8,871.22							
BEMIS PRINTING									
002701									
7051	8/18/2016	110.00	0.00	09/16/2016				False	0
001-002-501000 Operating Materials & Supp					TRAFFIC ACCIDENT EXCHANGE FORM				
7051 Total:		110.00							
BEMIS PRINTING Total:		110.00							
BUELL CALIBRATION & CONTROLS LLC									
004866									
2391	9/2/2016	360.00	0.00	09/16/2016				False	0
018-019-501000 Operating Materials					BI ANNUAL ON SITE INSTR. CALIB. OF WASTE WATI				
2391	9/2/2016	360.00	0.00	09/16/2016				False	0
018-020-501000 Operating Materials & Supplies					BI ANNUAL ON SITE INSTR. CALIB. OF WASTE WATI				
2391 Total:		720.00							
BUELL CALIBRATION &		720.00							
CARQUEST AUTO PARTS STORES									
005845									
08312016	8/31/2016	433.50	0.00	09/16/2016				False	0
015-015-501000 Operating Materials & Supp					AUTO PARTS				
08312016	8/31/2016	-9.37	0.00	09/16/2016				False	0
015-015-501000 Operating Materials & Supp					AUTO PARTS				
08312016	8/31/2016	534.01	0.00	09/16/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
001-002-510000 Automobile Expense					AUTO PARTS				
08312016	8/31/2016	-59.66	0.00	09/16/2016				False	0
001-002-510000 Automobile Expense					AUTO PARTS				
	08312016 Total:	898.48							
	CARQUEST AUTO PART	898.48							
CARY, DAN									
CARYD									
09142016	9/14/2016	60.00	0.00	09/16/2016				False	0
001-104-461000 Public meetings					PLANNING COMMISSION STIPEND				
	09142016 Total:	60.00							
	CARY, DAN Total:	60.00							
CENTERLOGIC, INC.									
011595									
36223	9/2/2016	113.99	0.00	09/16/2016				False	0
012-108-575000 Equipment expense					SUPER MULTI BLUE DRIVE EQUIPMENT				
	36223 Total:	113.99							
36324	9/2/2016	392.50	0.00	09/16/2016				False	0
010-305-653553 Phone system					IT SUPPORT PHONE SYSTEM UPGRADE				
	36324 Total:	392.50							
	CENTERLOGIC, INC. To	506.49							
CHAVES CONSULTING, INC.-CRMS									
006630									
160242	9/2/2016	259.14	0.00	09/16/2016				False	0
012-102-554000 Contractual/consulting serv					MONTHLY USER FEE OR 0486ERMS SAAS ORMS 011				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	160242 Total:	259.14							
	CHAVES CONSULTING,	259.14							
CINTAS CORPORATION									
037620									
5005855051	8/30/2016	68.10	0.00	09/16/2016				False	0
	001-002-501000 Operating Materials & Supp				CABINET REFILL				
	5005855051 Total:	68.10							
	CINTAS CORPORATION	68.10							
CINTAS CORPORATION-463									
006830									
463710610	8/22/2016	35.00	0.00	09/16/2016				False	0
	001-002-470000 Building Expense				MATERIALS				
	463710610 Total:	35.00							
463714064	8/29/2016	50.73	0.00	09/16/2016				False	0
	001-002-470000 Building Expense				MATERIALS				
	463714064 Total:	50.73							
	CINTAS CORPORATION	85.73							
COASTWIDE LABORATORIES									
007159									
2908594	9/12/2016	119.54	0.00	09/16/2016				False	0
	001-004-470000 Building Expense				TP / PAPER TOWELS				
	2908594 Total:	119.54							
	COASTWIDE LABORATO	119.54							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
COHEN, GREG									
COHEN									
09142016	9/14/2016	60.00	0.00	09/16/2016				False	0
001-104-461000	Public meetings				PLANNING COMMISSION STIPEND				
	09142016 Total:	60.00							
	COHEN, GREG Total:	60.00							
COLUMBIA COUNTY TITLE & ESCROW SERVICES, INC									
007699									
16-00823	9/8/2016	150.00	0.00	09/16/2016				False	0
012-106-554000	Contractual/consulting serv				58209 COL RIVER HWY				
	16-00823 Total:	150.00							
	COLUMBIA COUNTY TI	150.00							
COLUMBIA COUNTY TRANSFER STATION									
007579									
5404	8/31/2016	238.18	0.00	09/16/2016				False	0
001-005-509000	Marine board expense				MUN SOLID WASTE				
5404	8/31/2016	218.77	0.00	09/16/2016				False	0
013-403-501000	Operating materials/supplies				MUN SOLID WASTE				
	5404 Total:	456.95							
	COLUMBIA COUNTY TR	456.95							
COMCAST									
COMCAST									
09072016	9/7/2016	94.85	0.00	09/16/2016				False	0
013-403-458000	Telecommunication expense				9144				
	09072016 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							
COUNTRY MEDIA INC.									
006800									
244776	8/31/2016	60.00	0.00	09/16/2016				False	0
012-101-527000	Communications			FALL SPORTS					
244776 Total:		60.00							
244777	8/31/2016	106.38	0.00	09/16/2016				False	0
001-104-493000	Legal notices			PLANNING PUBLIC HEARING					
244777 Total:		106.38							
244778	8/31/2016	58.20	0.00	09/16/2016				False	0
012-102-526000	Advertisements			STATEMENT OF CANIDIDATES					
244778 Total:		58.20							
244796	8/31/2016	14.00	0.00	09/16/2016				False	0
012-102-526000	Advertisements			RECRUITING					
244796 Total:		14.00							
245612	8/31/2016	65.00	0.00	09/16/2016				False	0
012-101-527000	Communications			WINGS AND WHEELS					
245612 Total:		65.00							
COUNTRY MEDIA INC. T		303.58							
DAILY JOURNAL OF COMMERCE, INC									
009900									
742912584	8/31/2016	62.10	0.00	09/16/2016				False	0
010-302-653207	2 mg reserrior rehab			W-449 2MG RESEVOIR REHAB					
742912584 Total:		62.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	DAILY JOURNAL OF CO	62.10							
DEPARTMENT OF CONSUMER & BUSINESS SERVICES									
023011									
09012016	9/1/2016	44.80	0.00	09/16/2016				False	0
015-015-501000	Operating Materials & Supp				PERMIT 0000082513 AIR TANK STORAGE ROOM				
	09012016 Total:	44.80							
	DEPARTMENT OF CONS	44.80							
DPSST, ATTN: OPOA									
009574									
00983	8/26/2016	85.00	0.00	09/16/2016				False	0
001-002-490000	Police Training/Supplies				KATE WELTER DOMESTIC VIOLENCE INVESTIGATI				
	00983 Total:	85.00							
	DPSST, ATTN: OPOA Tot	85.00							
E2C CORPORATION									
E2C									
09152016	9/15/2016	2,350.00	0.00	09/16/2016				False	0
008-008-554000	Consulting/Contractual				SEPT 2016 MONTHLY CONTRACTORS COMPENSATI				
	09152016 Total:	2,350.00							
3966	9/13/2016	6,005.02	0.00	09/16/2016				False	0
008-008-558104	Events				SPIRIT OF HALLOWEENTOWN				
	3966 Total:	6,005.02							
	E2C CORPORATION Tota	8,355.02							

ELMERS FLAG & BANNER

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
011179									
9140	9/1/2016	26.70	0.00	09/16/2016	FLAG POLICE DEPT			False	0
001-002-501000 Operating Materials & Supp									
	9140 Total:	26.70							
	ELMERS FLAG & BANN	26.70							
EUGENE THURSTON, JOHN KENNETH									
THU									
0002694	9/13/2016	625.00	0.00	09/16/2016	UNAPPLIED RECEIPT 01391830			False	0
001-000-205000 Court's Unapplied									
	0002694 Total:	625.00							
	EUGENE THURSTON, JO	625.00							
HUBBARD, RUSSELL									
HUBBAR.R									
0914216	9/14/2016	60.00	0.00	09/16/2016	PLANNING COMMISSION STIPEND			False	0
001-104-461000 Public meetings									
	0914216 Total:	60.00							
	HUBBARD, RUSSELL To	60.00							
KOLDKIST BOTTLED WATER									
007248									
08312016	8/31/2016	35.75	0.00	09/16/2016	WATER 169870			False	0
001-002-501000 Operating Materials & Supp									
	08312016 Total:	35.75							
	KOLDKIST BOTTLED W	35.75							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
LAWRENCE, KATHRYN									
LAWREN.K									
09142016	9/14/2016	60.00	0.00	09/16/2016				False	0
001-104-461000	Public meetings			PLANNING COMMISSION STIPEND					
	09142016 Total:	60.00							
	LAWRENCE, KATHRYN	60.00							
LD PRODUCTS, INC.									
018060									
SIP-005202493	9/1/2016	122.96	0.00	09/16/2016				False	0
001-004-457000	Office Supplies			TONER					
	SIP-005202493 Total:	122.96							
	LD PRODUCTS, INC. Tot	122.96							
METRO PLANNING INC.									
020291									
3735	9/7/2016	112.50	0.00	09/16/2016				False	0
001-104-500000	Information services			WEB GIS 9/2016					
3735	9/7/2016	37.50	0.00	09/16/2016				False	0
013-402-575000	Equipment expense			WEB GIS 9/2016					
	3735 Total:	150.00							
	METRO PLANNING INC	150.00							
OREGON ACCREDITATION ALLIANCE									
021998									
1472	9/4/2016	1,050.00	0.00	09/16/2016				False	0
001-002-554000	Contractual Services			ANNUAL CONTINUATION FEE 9/1/16-8/31/17					
	1472 Total:	1,050.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	OREGON ACCREDITATI	1,050.00							
OREGON DEPARTMENT OF STATE LANDS									
023199									
09132016	9/13/2016	7,339.79	0.00	09/16/2016				False	0
	004-410-501200 Offshore Lease				WATERWAY LEASE 10474-ML				
	09132016 Total:	7,339.79							
	OREGON DEPARTMENT	7,339.79							
PHILLIPS, CYNTHIA									
025515									
09152016	9/15/2016	1,670.00	0.00	09/16/2016				False	0
	001-103-554000 Contractual/consulting serv				9/1-9/15 MUNICIPAL COURT JUDGE				
	09152016 Total:	1,670.00							
	PHILLIPS, CYNTHIA Tot	1,670.00							
RIVER CITY PROMOTIONS LLC									
RIVERCIT									
09152016	9/15/2016	200.00	0.00	09/16/2016				False	0
	008-008-558104 Events				COMMAND POST RENTAL EVENT 10/8/16				
	09152016 Total:	200.00							
	RIVER CITY PROMOTIO	200.00							
SANDERS, CARALEA									
SANDERD									
0002693	9/8/2016	225.00	0.00	09/16/2016				False	0
	001-000-205000 Court's Unapplied				BAIL REFUND REC 01402390 AMOUNT PAID 625				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	0002693 Total:	225.00							
	SANDERS, CARALEA To	225.00							
SEMLING, SHIELA SMLNG.SH									
09142016	9/14/2016	60.00	0.00	09/16/2016				False	0
001-104-461000	Public meetings				PLANNING COMMISSION STIPENDS				
	09142016 Total:	60.00							
	SEMLING, SHIELA Total	60.00							
SHRED-IT USA, LLC SHRED-IT									
8120823782	8/31/2016	85.90	0.00	09/16/2016				False	0
012-102-554000	Contractual/consulting serv				CITY HALL SHRED 13627551				
	8120823782 Total:	85.90							
	SHRED-IT USA, LLC Tot	85.90							
ST. HELENS VETERINARY CLINIC 029480									
09022016	9/2/2016	50.00	0.00	09/16/2016				False	0
001-002-503000	K9 Expense				FECAL OVA PARASITES AND GIARDIA OUT 34727				
	09022016 Total:	50.00							
09032016	9/3/2016	139.90	0.00	09/16/2016				False	0
001-002-503000	K9 Expense				PANACUR GRANULES 3 PACK 34727				
	09032016 Total:	139.90							
	ST. HELENS VETERINA	189.90							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
STROBEL, DANIELLE									
STRO									
0002677	9/15/2016	128.00	0.00	09/16/2016				False	0
001-000-205000	Court's Unapplied			RE ISSUE CK 115176 UNAPPLIED RECEIPT					
	0002677 Total:	128.00							
	STROBEL, DANIELLE To	128.00							
TERRITORIAL SUPPLIES INC.									
033015									
13158	9/2/2016	103.25	0.00	09/16/2016				False	0
001-002-501000	Operating Materials & Supp			NK TEST					
	13158 Total:	103.25							
	TERRITORIAL SUPPLIE	103.25							
TVW INC									
033827									
0024629-IN	8/31/2016	1,354.31	0.00	09/16/2016				False	0
012-107-554000	Contractual/consulting serv			JANITORIAL SERVICE CITY HALL					
	0024629-IN Total:	1,354.31							
0024630-IN	8/31/2016	1,318.70	0.00	09/16/2016				False	0
001-004-508000	Janitorial Services			JANITORIAL SERVICE COL CENTER					
	0024630-IN Total:	1,318.70							
0024631-IN	8/31/2016	475.14	0.00	09/16/2016				False	0
001-002-508000	Janitorial Services			JANITORIAL SERVICE POLICE					
	0024631-IN Total:	475.14							
0024632-IN	8/31/2016	163.96	0.00	09/16/2016				False	0
018-019-470000	Building Expense			JANITORIAL SERVICE WWTP					
0024632-IN	8/31/2016	163.97	0.00	09/16/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
018-020-470000 Building Expense					JANITORIAL SERVICE WWTP				
	0024632-IN Total:	327.93							
	TVW INC Total:	3,476.08							
VERIZON WIRELESS 000720									
9771170073	9/1/2016	168.00	0.00	09/16/2016				False	0
017-017-459000 Utilities					242060134-00001				
	9771170073 Total:	168.00							
	VERIZON WIRELESS To	168.00							
WEBSTER, AUDREY WEBSTERA									
09142016	9/14/2016	60.00	0.00	09/16/2016				False	0
001-104-461000 Public meetings					PLANNING COMMISSION STIPEND				
	09142016 Total:	60.00							
	WEBSTER, AUDREY Tot	60.00							
WEST/MEYER FENCE 036320									
20019006	9/9/2016	1,680.00	0.00	09/16/2016				False	0
011-000-131100 Damage Propertiy Receivable					FENCE REPAIR DAMAGE BY JOSH MCKAY				
	20019006 Total:	1,680.00							
	WEST/MEYER FENCE T	1,680.00							
WILCOX & FLEGEL 037003									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
C009977-IN	9/7/2016	656.32	0.00	09/16/2016				False	0
001-005-531000 Gasoline Expense				PARKS GAS					
	C009977-IN Total:	656.32							
C010096-IN	9/12/2016	2,434.11	0.00	09/16/2016				False	0
013-403-531000 Gasoline				SHOP GAS					
	C010096-IN Total:	2,434.11							
	WILCOX & FLEGEL Tota	3,090.43							
	Report Total:	44,687.33							

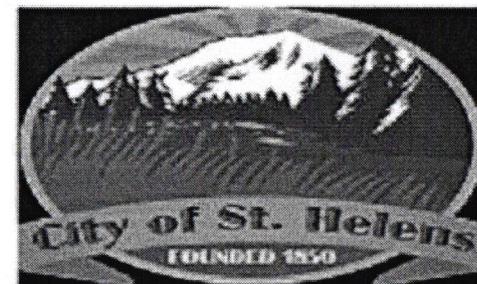
✓ *[Handwritten Signature]* 9/14/16

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 09/23/2016 - 8:51AM
 Batch: 00010.09.2016 - AP 9/23/16

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ABC FOR LIFE TRAINING CENTER									
000480									
82097	9/14/2016	160.00	0.00	09/23/2016				False	0
001-004-517000	Library Program			ASHI CPR AED TRAINING LIB					
	82097 Total:	160.00							
	ABC FOR LIFE TRAININ	160.00							
AKS ENGINEERING & FORESTRY									
001128									
4401A-01	9/14/2016	1,062.50	0.00	09/23/2016				False	0
010-304-653400	Storm drains			SD-149 N 9TH ST STORM PROJECT 4401					
	4401A-01 Total:	1,062.50							
	AKS ENGINEERING & F	1,062.50							
ALLRECIPES, MAGAZINE									
001104									
09202016	9/20/2016	9.00	0.00	09/23/2016				False	0
001-004-512000	Periodicals			SUBSCRIPTION					
	09202016 Total:	9.00							
	ALLRECIPES, MAGAZIN	9.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
BOBCAT OF PORTLAND									
003749									
2325880	8/29/2016	-63.15	0.00	09/23/2016				False	0
015-015-501000 Operating Materials & Supp					LENS REAR TOP CREDIT 000021282				
2325880 Total:		-63.15							
BOBCAT OF PORTLAND									
2327770	8/29/2016	750.16	0.00	09/23/2016				False	0
015-015-501000 Operating Materials & Supp					LIGHT TURN WINDOW DOOR CAB UPPER RH 000021				
2327770 Total:		750.16							
BOBCAT OF PORTLAND		687.01							
BROWN, MATTHEW									
BROWN.M									
09212016	9/21/2016	48.00	0.00	09/23/2016				False	0
012-106-457000 Office supplies					IKEA TABLE LEGS REIMBURSEMENT MATT BROWN				
09212016 Total:		48.00							
BROWN, MATTHEW Tot		48.00							
BUREAU OF LABOR & INDUSTRIES, BOLI									
004930									
09192016	9/19/2016	296.91	0.00	09/23/2016				False	0
010-302-653207 2 mg reservior rehab					PUBLIC WORKS FEE W-449 2MG RES REH PROJECT				
09192016 Total:		296.91							
BUREAU OF LABOR & I		296.91							
CANON SOLUTIONS AMERICA, INC									
021694									
4020076979	9/1/2016	160.17	0.00	09/23/2016				False	0
012-107-502000 Equipment expense					1634867 COPIER				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	4020076979 Total:	160.17							
	CANON SOLUTIONS AM	160.17							
CENTERLOGIC, INC.									
011595									
35279	7/1/2016	110.76	0.00	09/23/2016				False	0
	012-108-575000 Equipment expense			LICENSE 1 DEVICE					
	35279 Total:	110.76							
35562	7/6/2016	1,421.26	0.00	09/23/2016				False	0
	012-108-575000 Equipment expense			DLL ADAPTER / MONITOR MICRO OFFICE					
	35562 Total:	1,421.26							
35577	7/6/2016	63.72	0.00	09/23/2016				False	0
	012-101-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	74.33	0.00	09/23/2016				False	0
	001-100-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	67.86	0.00	09/23/2016				False	0
	001-103-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	30.23	0.00	09/23/2016				False	0
	001-104-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	176.40	0.00	09/23/2016				False	0
	001-002-500000 Computer System Maint.			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	381.45	0.00	09/23/2016				False	0
	001-004-500000 Computer Maintenance			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	65.55	0.00	09/23/2016				False	0
	001-105-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	22.05	0.00	09/23/2016				False	0
	015-015-500000 Computer System Maint.			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	72.42	0.00	09/23/2016				False	0
	012-102-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	180.12	0.00	09/23/2016				False	0
	012-106-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					
35577	7/6/2016	138.02	0.00	09/23/2016				False	0
	013-402-500000 Information services			QUARTERLY AGREEMENT JULY- SEPTEMBER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
35577	7/6/2016	176.40	0.00	09/23/2016				False	0
013-403-500000	Information services				QUARTERLY AGREEMENT JULY- SEPTEMBER				
35577	7/6/2016	247.05	0.00	09/23/2016				False	0
017-417-501000	Operating materials and suppli				QUARTERLY AGREEMENT JULY- SEPTEMBER				
35577	7/6/2016	29.40	0.00	09/23/2016				False	0
018-019-500000	Computer System Maint.				QUARTERLY AGREEMENT JULY- SEPTEMBER				
35577 Total:		1,725.00							
36274	9/2/2016	308.30	0.00	09/23/2016				False	0
012-101-500000	Information services				IT SUPPORT				
36274	9/2/2016	205.53	0.00	09/23/2016				False	0
001-100-500000	Information services				IT SUPPORT				
36274	9/2/2016	411.46	0.00	09/23/2016				False	0
001-103-500000	Information services				IT SUPPORT				
36274	9/2/2016	387.71	0.00	09/23/2016				False	0
001-104-500000	Information services				IT SUPPORT				
36274	9/2/2016	455.00	0.00	09/23/2016				False	0
001-004-500000	Computer Maintenance				IT SUPPORT				
36274	9/2/2016	390.75	0.00	09/23/2016				False	0
001-105-500000	Information services				IT SUPPORT				
36274	9/2/2016	452.49	0.00	09/23/2016				False	0
012-102-500000	Information services				IT SUPPORT				
36274	9/2/2016	1,089.80	0.00	09/23/2016				False	0
012-106-500000	Information services				IT SUPPORT				
36274	9/2/2016	843.64	0.00	09/23/2016				False	0
013-402-500000	Information services				IT SUPPORT				
36274	9/2/2016	260.00	0.00	09/23/2016				False	0
013-403-500000	Information services				IT SUPPORT				
36274	9/2/2016	205.53	0.00	09/23/2016				False	0
001-100-500000	Information services				IT SUPPORT				
36274 Total:		5,010.21							
36484	9/19/2016	1,480.38	0.00	09/23/2016				False	0
012-108-575000	Equipment expense				LAPTOP				
36484 Total:		1,480.38							
36493	9/19/2016	229.00	0.00	09/23/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
012-108-575000	Equipment expense				WIRELESS ACCESS POINT				
	36493 Total:	229.00							
36538	9/19/2016	455.00	0.00	09/23/2016				False	0
010-305-653553	Phone system				IT SUPPORT PHONE SYSTEM				
36538	9/19/2016	184.95	0.00	09/23/2016				False	0
001-002-500000	Computer System Maint.				IT SUPPORT				
	36538 Total:	639.95							
36606	9/20/2016	210.99	0.00	09/23/2016				False	0
012-108-575000	Equipment expense				MICROSOFT OFFICE - MATT BROWNS LAPTOP				
	36606 Total:	210.99							
	CENTERLOGIC, INC. To	10,827.55							
CENTURY LINK									
034004									
B11166428016255	9/11/2016	88.41	0.00	09/23/2016				False	0
001-002-458000	Telephone Expense				1664				
	B11166428016255 Total:	88.41							
	CENTURY LINK Total:	88.41							
CINTAS CORPORATION-463									
006830									
463717495	9/5/2016	35.00	0.00	09/23/2016				False	0
001-002-501000	Operating Materials & Supp				MATERIALS				
	463717495 Total:	35.00							
463720958	9/12/2016	99.08	0.00	09/23/2016				False	0
001-002-470000	Building Expense				MATERIALS				
	463720958 Total:	99.08							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
463724377	9/19/2016	47.96	0.00	09/23/2016				False	0
018-019-470000 Building Expense					MATS				
463724377	9/19/2016	47.95	0.00	09/23/2016				False	0
018-020-470000 Building Expense					MATS				
463724377 Total:		95.91							
CINTAS CORPORATION		229.99							
COLUMBIA RIVER P.U.D.									
008325									
09132016	9/13/2016	463.95	0.00	09/23/2016				False	0
001-002-459000 Utilities					7493				
09132016	9/13/2016	914.94	0.00	09/23/2016				False	0
001-004-459000 Utilities					7493				
09132016	9/13/2016	1,430.98	0.00	09/23/2016				False	0
001-005-459000 Utilities					7493				
09132016	9/13/2016	309.00	0.00	09/23/2016				False	0
001-005-509000 Marine board expense					7493				
09132016	9/13/2016	5,315.16	0.00	09/23/2016				False	0
011-011-453000 Street Lighting					7493				
09132016	9/13/2016	925.36	0.00	09/23/2016				False	0
012-107-459000 Utilites					7493				
09132016	9/13/2016	285.82	0.00	09/23/2016				False	0
013-403-459000 Utilities					7493				
09132016	9/13/2016	3,115.41	0.00	09/23/2016				False	0
017-017-459000 Utilities					7493				
09132016	9/13/2016	5,916.45	0.00	09/23/2016				False	0
017-417-459000 Utilities					7493				
09132016	9/13/2016	1,361.71	0.00	09/23/2016				False	0
018-019-534000 Electrical Energy					7493				
09132016	9/13/2016	25.45	0.00	09/23/2016				False	0
018-021-459000 Utilites					7493				
09132016	9/13/2016	522.21	0.00	09/23/2016				False	0
018-022-459000 Utilities					7493				
09132016	9/13/2016	4,085.13	0.00	09/23/2016				False	0
018-020-534000 Electrical Energy					7493				

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type Reference	PO #	Close PO	Line #
	09132016 Total:	24,671.57							
	COLUMBIA RIVER P.U.D	24,671.57							
COMCAST COMCAST 09122016 017-417-459000 Utilities	9/12/2016	134.87	0.00	09/23/2016 3238				False	0
	09122016 Total:	134.87							
09142016 001-005-458000 Telephone Expense	9/14/2016	129.13	0.00	09/23/2016 9228				False	0
	09142016 Total:	129.13							
	COMCAST Total:	264.00							
CONSOLIDATED SUPPLY 009000 S7871423.001 017-017-501000 Operating Materials & Sup.	9/6/2016	1,029.07	0.00	09/23/2016 MATERIALS				False	0
	S7871423.001 Total:	1,029.07							
S7894290.002 018-018-501000 Operating Materials & Supplies	8/30/2016	232.16	0.00	09/23/2016 MATERIALS				False	0
	S7894290.002 Total:	232.16							
S7897893.001 012-107-502000 Equipment expense	8/23/2016	142.71	0.00	09/23/2016 MATERIALS CH ROOF DRAIN PROJECT				False	0
	S7897893.001 Total:	142.71							
	CONSOLIDATED SUPPL	1,403.94							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
COSMOPOLITAN									
COSMO									
09202016	9/20/2016	34.97	0.00	09/23/2016				False	0
001-004-512000	Periodicals			SUBSCRIPTION					
	09202016 Total:	34.97							
	COSMOPOLITAN Total:	34.97							
COSTCO MEMBERSHIP									
009256									
09222016	9/22/2016	165.00	0.00	09/23/2016				False	0
012-106-457000	Office supplies			MEMBERSHIP RENEWAL 000111811321296					
	09222016 Total:	165.00							
	COSTCO MEMBERSHIP	165.00							
E2C CORPORATION									
E2C									
3968	9/21/2016	1,500.00	0.00	09/23/2016				False	0
008-008-558104	Events			PHOTOGRAPHER DEPOSIT					
	3968 Total:	1,500.00							
	E2C CORPORATION Total	1,500.00							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
31336	8/24/2016	129.41	0.00	09/23/2016				False	0
017-017-501000	Operating Materials & Sup.			ROCK N 9TH ST					
	31336 Total:	129.41							
31344	8/25/2016	109.73	0.00	09/23/2016				False	0
001-005-501000	Operating Materials & Supp			ROCK -PARKS					

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
		109.73							
31344 Total:		109.73							
31357 017-017-501000 Operating Materials & Sup.	8/30/2016	125.36	0.00	09/23/2016	ROCK -N 9TH ST			False	0
		125.36							
31357 Total:		125.36							
31372 017-017-501000 Operating Materials & Sup.	8/31/2016	131.34	0.00	09/23/2016	ROCK -N 9TH ST			False	0
		131.34							
31372 Total:		131.34							
31380 017-017-501000 Operating Materials & Sup.	9/1/2016	119.57	0.00	09/23/2016	ROCK -N 9TH ST			False	0
		119.57							
31380 Total:		119.57							
31404 018-019-501000 Operating Materials	9/7/2016	125.00	0.00	09/23/2016	ROCK -WWTP			False	0
31404 018-020-501000 Operating Materials & Supplies	9/7/2016	125.90	0.00	09/23/2016	ROCK -WWTP			False	0
		250.90							
31404 Total:		250.90							
31415 012-107-502000 Equipment expense	9/8/2016	243.28	0.00	09/23/2016	ROCK			False	0
31415 018-019-501000 Operating Materials	9/8/2016	255.68	0.00	09/23/2016	ROCK			False	0
31415 018-020-501000 Operating Materials & Supplies	9/8/2016	255.68	0.00	09/23/2016	ROCK			False	0
		754.64							
31415 Total:		754.64							
31425 018-019-501000 Operating Materials	9/9/2016	190.73	0.00	09/23/2016	ROCK			False	0
31425 018-020-501000 Operating Materials & Supplies	9/9/2016	190.74	0.00	09/23/2016	ROCK			False	0
		381.47							
31425 Total:		381.47							
31433	9/12/2016	257.71	0.00	09/23/2016				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					ROCK				
31433	9/12/2016	257.70	0.00	09/23/2016				False	0
018-019-501000 Operating Materials					ROCK				
	31433 Total:	515.41							
	EAGLE STAR ROCK PRO	2,517.83							
GILLESPEY, JAMES									
013744									
09162016	9/16/2016	20.00	0.00	09/23/2016				False	0
001-000-354000 Misc Revenue					REFUND PUBLIC REC REQUEST 01418554				
	09162016 Total:	20.00							
	GILLESPEY, JAMES Tota	20.00							
GRAICHEN, JACOB A.									
014039									
09162016	9/16/2016	196.52	0.00	09/23/2016				False	0
001-104-490000 Professional development					OREGON MAIN STREET WORKSHOP J. GRAICHEN / .				
09162016	9/16/2016	153.86	0.00	09/23/2016				False	0
001-104-558321 Main street					OREGON MAIN STREET WORKSHOP J. GRAICHEN / .				
	09162016 Total:	350.38							
	GRAICHEN, JACOB A. T	350.38							
GREENLEAF TREE RELIEF LLC									
014167									
16-1212	9/13/2016	400.00	0.00	09/23/2016				False	0
001-005-554000 Contractual Services					SIDE TRIM OAK AT CAMPBELL PARK				
	16-1212 Total:	400.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	GREENLEAF TREE RELI	400.00							
HACH COMPANY									
014200									
10093662	9/6/2016	57.08	0.00	09/23/2016				False	0
	017-017-501000 Operating Materials & Sup.				REAGENT SET CHLORINE FEE				
10093662	8/6/2016	114.16	0.00	09/23/2016				False	0
	017-417-472000 Lab testing				REAGENT SET CHLORINE FEE				
	10093662 Total:	171.24							
	HACH COMPANY Total:	171.24							
HANSON, ROBBIE									
014021									
0002695	9/19/2016	625.00	0.00	09/23/2016				False	0
	001-000-204000 Bail Deposit				BAIL REFUND FOR DEFENDANT HANSON KOLBY C				
	0002695 Total:	625.00							
	HANSON, ROBBIE Total:	625.00							
HELLER ENTERPRISES									
015064									
24025	9/9/2016	48.00	0.00	09/23/2016				False	0
	001-005-501000 Operating Materials & Supp				V BELT				
	24025 Total:	48.00							
	HELLER ENTERPRISES	48.00							
JORDAN, JASMINE									
030270									
09162016	9/16/2016	72.36	0.00	09/23/2016				False	0
	001-104-558321 Main street				ASTORIA OREGON MAIN STREET WORKSHOP J. JOR				

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
09162016 Total:		72.36							
JORDAN, JASMINE Total		72.36							
KINNEAR SPECIALTIES INC.									
017537									
5021818	9/9/2016	22.33	0.00	09/23/2016				False	0
015-015-501000 Operating Materials & Supp					MATERIALS				
5021818 Total:		22.33							
KINNEAR SPECIALTIES		22.33							
KNIFE RIVER									
017628									
1599432	8/19/2016	887.60	0.00	09/23/2016				False	0
011-011-501000 Operating Materials & Supp					3000 PSI W AIR NO FLY				
1599432 Total:		887.60							
1603992	8/30/2016	744.12	0.00	09/23/2016				False	0
011-011-501000 Operating Materials & Supp					QPR COLD MIX WATERVIEW				
1603992 Total:		744.12							
KNIFE RIVER Total:		1,631.72							
MAILBOXES NORTHWEST									
019366									
09012016	9/1/2016	56.22	0.00	09/23/2016				False	0
001-002-480000 Postage					SHIPPING POLICE CUSTOMER ID 2801				
09012016	9/1/2016	38.13	0.00	09/23/2016				False	0
011-011-453000 Street Lighting					SHIPPING CUSTOMER ID 4390				
09012016 Total:		94.35							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	MAILBOXES NORTHWE	94.35							
MAUL FOSTER ALONGI, INC.									
019555									
26462	9/9/2016	1,134.02	0.00	09/23/2016				False	0
009-209-554100	Environmental review			PROJECT 0830.02.03 BWP ON-CALL SERVICES					
	26462 Total:	1,134.02							
	MAUL FOSTER ALONGI	1,134.02							
MCCOY ELECTRIC CO., INC.									
019713									
215599	9/6/2016	213.20	0.00	09/23/2016				False	0
018-022-501000	Materials and supplies			YACHT LIFT STATION REPAIR STARTER					
	215599 Total:	213.20							
215600	8/31/2016	213.20	0.00	09/23/2016				False	0
018-022-501000	Materials and supplies			DOLLAR TREE LIFT STATION TROUBLESHOOT					
	215600 Total:	213.20							
215601	8/31/2016	106.60	0.00	09/23/2016				False	0
018-022-501000	Materials and supplies			APARTMENT PUMP STATION TROUBLESHOOT					
	215601 Total:	106.60							
215602	8/31/2016	159.90	0.00	09/23/2016				False	0
018-019-501000	Operating Materials			APARTMENT PUMP STATION					
215602	8/31/2016	159.90	0.00	09/23/2016				False	0
018-022-501000	Materials and supplies			APARTMENT PUMP STATION					
	215602 Total:	319.80							
	MCCOY ELECTRIC CO.,	852.80							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
METROPRESORT									
020292									
485793	9/6/2016	2,933.11	0.00	09/23/2016				False	0
012-106-554000	Contractual/consulting serv			UB BILL PRINTING					
	485793 Total:	2,933.11							
	METROPRESORT Total:	2,933.11							
MOUCHA, ANYA									
MOUCHA.A									
09012019	9/1/2016	1,560.00	0.00	09/23/2016				False	0
008-008-558104	Events			CONTRACT SERVICES AUG 2016 ANYA MOUCHA					
	09012019 Total:	1,560.00							
	MOUCHA, ANYA Total:	1,560.00							
NORTHERN SAFETY CO., INC.									
021152									
902080788	8/29/2016	76.32	0.00	09/23/2016				False	0
013-403-501000	Operating materials/supplies			11MIL NITRILE UNLINED					
	902080788 Total:	76.32							
	NORTHERN SAFETY CO	76.32							
NORTHSTAR CHEMICAL, INC.									
021556									
91458	9/7/2016	371.54	0.00	09/23/2016				False	0
017-417-527000	Chlorine			SODIUM HYPOCHLORITE 12.5					
	91458 Total:	371.54							
	NORTHSTAR CHEMICAL	371.54							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date Description	Task Label	Type Reference	PO #	Close PO	Line #
NORTHWEST NATURAL GAS									
021400									
09122016 013-403-459000 Utilities	9/12/2016	47.16	0.00	09/23/2016 8675				False	0
09122016 Total:		47.16							
09132016 012-107-459000 Utilitites	9/13/2016	15.72	0.00	09/23/2016 2848				False	0
09132016 001-002-459000 Utilities	9/13/2016	15.72	0.00	09/23/2016 5638				False	0
09132016 001-004-459000 Utilities	9/13/2016	45.96	0.00	09/23/2016 7673				False	0
09132016 018-019-459000 Utilites	9/13/2016	14.36	0.00	09/23/2016 5750 HALF				False	0
09132016 001-005-459000 Utilities	9/13/2016	86.54	0.00	09/23/2016 8563				False	0
09132016 018-020-459000 Utilities	9/13/2016	14.37	0.00	09/23/2016 5750 HALF				False	0
09132016 001-005-459000 Utilities	9/13/2016	18.75	0.00	09/23/2016 3047				False	0
09132016 Total:		211.42							
NORTHWEST NATURAL		258.58							
NURNBERG SCIENTIFIC									
021703									
0161742-IN 018-019-501000 Operating Materials	9/14/2016	83.55	0.00	09/23/2016 FILTER CELL NITRATE				False	0
0161742-IN 018-020-501000 Operating Materials & Supplies	9/14/2016	83.56	0.00	09/23/2016 FILTER CELL NITRATE				False	0
0161742-IN Total:		167.11							
NURNBERG SCIENTIFIC		167.11							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
OAWU									
021691									
21062	7/18/2016	190.00	0.00	09/23/2016				False	0
018-019-490000	Schools & Conventions				SUMMER CLASSIC / NEW MEMBERSHIP 2016-2017/ E				
	21062 Total:	190.00							
21369									
013-403-490000	9/1/2016	75.00	0.00	09/23/2016				False	0
	Professional development				MEMBERSHIP RENEWAL 2016-2017 KEITH PENDELL				
	21369 Total:	75.00							
	OAWU Total:	265.00							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC									
OSHW									
332	9/14/2016	255.00	0.00	09/23/2016				False	0
001-002-554000	Contractual Services				ANNUAL POST EXPOSURE ACCESS FEE PER PERSON				
	332 Total:	255.00							
	OCCUPATIONAL SAFETY	255.00							
OPTA									
021715									
09222016	9/22/2016	450.00	0.00	09/23/2016				False	0
001-105-490000	Professional development				FALL CONF REG HEIDI DAVIS				
	09222016 Total:	450.00							
	OPTA Total:	450.00							
OPUS:INTERACTIVE, INC.									
021979									
281009	9/14/2016	39.00	0.00	09/23/2016				False	0
012-102-500000	Information services				5951				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
281009 Total:		39.00							
281220	9/14/2016	5.00	0.00	09/23/2016				False	0
001-002-500000 Computer System Maint.				5022					
281220 Total:		5.00							
281309	9/14/2016	5.00	0.00	09/23/2016				False	0
001-002-500000 Computer System Maint.				4775					
281309 Total:		5.00							
OPUS:INTERACTIVE, IN		49.00							
OREGON AMERICAN PLANNING ASSOCIATION, OR/WA JOINT C									
022031									
09152016	9/15/2016	50.00	0.00	09/23/2016				False	0
001-104-558321 Main street				FULL TIME STUDENT REGISTRAION JASMINE JORD					
09152016 Total:		50.00							
OREGON AMERICAN PL		50.00							
ORKIN									
ORKIN									
123638323	8/26/2016	87.72	0.00	09/23/2016				False	0
001-002-470000 Building Expense				PEST CONTROL 27805635					
123638323 Total:		87.72							
ORKIN Total:		87.72							
PACIFIC STAINLESS PRODUCTS, INC.									
PACIFICS									
96018TR-IN	8/23/2016	850.00	0.00	09/23/2016				False	0
011-011-501000 Operating Materials & Supp				1 LOT REPAIR AND POWDER COAT BANNER POLE					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	96018TR-IN Total:	850.00							
	PACIFIC STAINLESS PRO	850.00							
PAMPLIN MEDIA GROUP, COMMUNITY NEWSPAPERS/ 031685									
09202016	9/20/2016	50.00	0.00	09/23/2016				False	0
	001-004-512000 Periodicals				SOUNTH COUNTY SPOTLIGHT SUBSCRIPTION				
	09202016 Total:	50.00							
	PAMPLIN MEDIA GROU	50.00							
PETERSEN, WILLIAM AL PETER.WA									
09142016	9/14/2016	60.00	0.00	09/23/2016				False	0
	001-104-461000 Public meetings				PLANNING COMMISSION STIPEND				
	09142016 Total:	60.00							
	PETERSEN, WILLIAM A	60.00							
PITNEY BOWES 025600									
1001918600	9/13/2016	175.08	0.00	09/23/2016				False	0
	012-106-502000 Equipment expense				INK POSTSAGE MACHINE				
	1001918600 Total:	175.08							
	PITNEY BOWES Total:	175.08							
PORTLAND GENERAL ELECTRIC 025702									
09192016	9/19/2016	16.72	0.00	09/23/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
009-209-554000 Contract Services				9275					
09192016	9/19/2016	49.62	0.00	09/23/2016				False	0
009-209-554000 Contract Services				7687					
09192016	9/19/2016	42.81	0.00	09/23/2016				False	0
011-011-453000 Street Lighting				9724					
	09192016 Total:	109.15							
	PORTLAND GENERAL E	109.15							
PRECISION ENGRAVING, INC.									
026004									
57968	8/30/2016	17.00	0.00	09/23/2016				False	0
001-002-501000 Operating Materials & Supp				MAIL BOX PLATES FOR EUSTICE HANSON					
	57968 Total:	17.00							
	PRECISION ENGRAVING	17.00							
RICOH USA INC									
027295									
5044340983	9/5/2016	108.35	0.00	09/23/2016				False	0
012-107-502000 Equipment expense				15120165 COPIES					
	5044340983 Total:	108.35							
	RICOH USA INC Total:	108.35							
RICOH USA, INC.									
027294									
97466861	9/2/2016	218.25	0.00	09/23/2016				False	0
001-002-470000 Building Expense				POLICE COPIER 1496666-3356313					
	97466861 Total:	218.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	RICOH USA, INC. Total:	218.25							
ROGERS MACHINERY COMPANY, INC									
027589									
1050031	9/7/2016	1,125.20	0.00	09/23/2016				False	0
017-417-501000 Operating materials and suppli				MATERIALS					
	1050031 Total:	1,125.20							
ROGERS MACHINERY C									
		1,125.20							
SANDERS, CARALEA									
SANDERD									
0002697	9/21/2016	150.00	0.00	09/23/2016				False	0
001-000-205000 Court's Unapplied				BAIL REFUND REC 0142390					
	0002697 Total:	150.00							
SANDERS, CARALEA To									
		150.00							
SCHOLL YARD MAINTENACE, RICK									
R.SCHOLL									
195634	9/2/2016	75.00	0.00	09/23/2016				False	0
001-002-470000 Building Expense				AUGUST YARD CARE					
	195634 Total:	75.00							
SCHOLL YARD MAINTEN									
		75.00							
SELDEN, LAURIE									
030715									
09302016	9/30/2016	3,015.00	0.00	09/23/2016				False	0
001-103-554000 Contractual/consulting serv				9-15-16/9-30-16 CRIMINAL PROSECUTORAIL SERVICI					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	09302016 Total:	3,015.00							
	SELDEN, LAURIE Total:	3,015.00							
SHRED-IT USA, LLC									
SHRED-IT									
8120826569	8/31/2016	268.78	0.00	09/23/2016	POLICE SHRED 13664225			False	0
	001-002-470000 Building Expense								
	8120826569 Total:	268.78							
	SHRED-IT USA, LLC Tot	268.78							
SPECIALTY CONCRETE LLC									
031456									
9060	9/7/2016	389.00	0.00	09/23/2016	PD DOG KENNEL			False	0
	001-002-503000 K9 Expense								
	9060 Total:	389.00							
	SPECIALTY CONCRETE	389.00							
STAPLES BUSINESS ADVANTAGE									
031983									
3314156009	9/3/2016	106.08	0.00	09/23/2016	OFFICE SUPPLIES			False	0
	012-107-457000 Office supplies								
	3314156009 Total:	106.08							
3314595916	9/8/2016	242.34	0.00	09/23/2016	OFFICE SUPPLIES			False	0
	013-403-457000 Office supplies								
	3314595916 Total:	242.34							
3314595917	9/10/2016	68.02	0.00	09/23/2016	OFFICE SUPPLIES			False	0
	001-103-457000 Office supplies								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
3314595917	9/10/2016	152.00	0.00	09/23/2016				False	0
012-106-457000	Office supplies			TONER					
3314595917	9/10/2016	41.09	0.00	09/23/2016				False	0
012-107-457000	Office supplies			OFFICE SUPPLIES					
	3314595917 Total:	261.11							
	STAPLES BUSINESS AD	609.53							
SUNSET EQUIPMENT CO.									
032700									
39267	9/15/2016	21.84	0.00	09/23/2016				False	0
017-017-501000	Operating Materials & Sup.			LOW SMOKE 2.6 OZ					
	39267 Total:	21.84							
	SUNSET EQUIPMENT C	21.84							
TASER INTERNATIONAL									
033065									
S11451891	9/13/2016	1,679.57	0.00	09/23/2016				False	0
001-002-501000	Operating Materials & Supp			CARTRIDGE / BATTERY PK					
	S11451891 Total:	1,679.57							
	TASER INTERNATIONAL	1,679.57							
TELEDYNE INSTRUMENTS INC									
016027									
S020140676	9/7/2016	370.50	0.00	09/23/2016				False	0
018-020-501000	Operating Materials & Supplies			0013818 LEAD ACID BAT ASSY					
	S020140676 Total:	370.50							
	TELEDYNE INSTRUMEN	370.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
UPS									
033900									
00006550XW366	9/9/2016	8.23	0.00	09/23/2016				False	0
013-403-457000	Office supplies				SHIPPING CHARGES 6550XW				
00006550XW366	9/9/2016	42.67	0.00	09/23/2016				False	0
011-011-501000	Operating Materials & Supp				SHIPPING CHARGES 6550XW				
	00006550XW366 Total:	50.90							
	UPS Total:	50.90							
VERNON, VICKI R.									
034920									
08142016	8/14/2016	200.00	0.00	09/23/2016				False	0
001-103-554000	Contractual/consulting serv				DAVID ESTRADA				
	08142016 Total:	200.00							
08152016	8/15/2016	268.00	0.00	09/23/2016				False	0
001-103-554000	Contractual/consulting serv				TIFFANY BAILEY				
	08152016 Total:	268.00							
	VERNON, VICKI R. Total	468.00							
WHELESS CONSTRUCTION									
036120									
09122016	9/12/2016	700.00	0.00	09/23/2016				False	0
012-107-554000	Contractual/consulting serv				ROOF REPAIR CITY HALL BUILDING				
	09122016 Total:	700.00							
	WHELESS CONSTRUCT	700.00							
WILCOX & FLEGEL									
037003									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
C010208-IN 001-002-531000 Gasoline Expense	9/15/2016	1,912.17	0.00	09/23/2016 POLICE GAS				False	0
	C010208-IN Total:	1,912.17							
CL37391 001-002-531000 Gasoline Expense	9/15/2016	45.68	0.00	09/23/2016 POLICE GAS				False	0
	CL37391 Total:	45.68							
	WILCOX & FLEGEL Tota	1,957.85							
WILD CURRANT RESTAURANT 037008 3500 001-004-517000 Library Program	9/15/2016	240.00	0.00	09/23/2016 LUNCH SERVICE				False	0
	3500 Total:	240.00							
	WILD CURRANT RESTA	240.00							
	Report Total:	68,781.43							

MW 9/23/16

Accounts Payable

To Be Paid Proof List

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 Batch: 00012.09.2016 - AP 9/26/16

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
FC COLUMBIA COUNTY									
011855									
09262016	9/26/2016	1,000.00	0.00	09/26/2016				False	0
001-100-558100	Grants and awards			SOCCER IN THE SAND TEAM					
	09262016 Total:	1,000.00							
	FC COLUMBIA COUNTY	1,000.00							
	Report Total:	1,000.00							

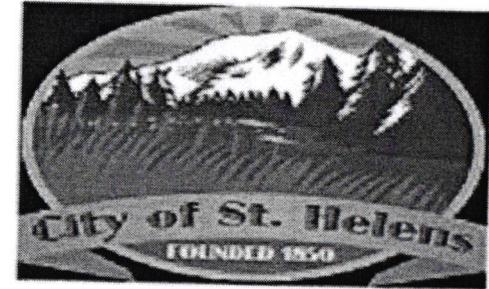
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Accounts Payable

To Be Paid Proof List

User: jenniferj
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 Batch: 00015.09.2016 - AP 9/28/16

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #	
Account Number				Description	Reference					
HOGUE, JOSEPH W. 015620										
09282016	9/28/2016	1,000.00	0.00	09/28/2016						
001-002-490000	Police Training/Supplies			FBI NATIONAL ACADEMY J. HOUGUE UNIFORMS M					False	0
09282016 Total:		1,000.00								
HOGUE, JOSEPH W. Tota		1,000.00								
Report Total:		1,000.00								

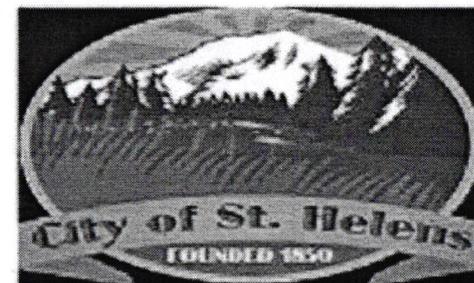
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Accounts Payable

To Be Paid Proof List

User: jenniferj
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 Batch: 00014.09.2016 - AP 9/30/16

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ADVANCED LOCKING SOLUTIONS, INC.									
000668									
11759	9/29/2016	654.60	0.00	09/30/2016				False	0
013-403-501000				Operating materials/supplies	PADLOCKS				
	11759 Total:	654.60							
	ADVANCED LOCKING S	654.60							
AMAZON.COM									
001145									
08112016	8/11/2016	25.95	0.00	09/30/2016				False	0
001-004-483000				Audio Materials	MATERIALS 6045787810229787				
08112016	8/11/2016	92.18	0.00	09/30/2016				False	0
001-004-457000				Office Supplies	MATERIALS 6045787810229787				
08112016	8/11/2016	27.46	0.00	09/30/2016				False	0
001-004-500000				Computer Maintenance	MATERIALS 6045787810229787				
	08112016 Total:	145.59							
	AMAZON.COM Total:	145.59							
BUREAU OF LABOR & INDUSTRIES, BOLI									
004930									
09282016	9/28/2016	250.00	0.00	09/30/2016				False	0
011-011-549990				Crack Seal Project	R-634 2016 CRACK SEALING PW FEE				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	09282016 Total:	250.00							
	BUREAU OF LABOR & I	250.00							
CENTERLOGIC, INC.									
011595									
36501	9/19/2016	204.45	0.00	09/30/2016				False	0
	012-101-500000 Information services				IT SUPPORT				
36501	9/19/2016	315.00	0.00	09/30/2016				False	0
	010-305-653553 Phone system				IT SUPPORT				
36501	9/19/2016	136.30	0.00	09/30/2016				False	0
	001-100-500000 Information services				IT SUPPORT				
36501	9/19/2016	272.86	0.00	09/30/2016				False	0
	001-103-500000 Information services				IT SUPPORT				
36501	9/19/2016	136.30	0.00	09/30/2016				False	0
	001-104-500000 Information services				IT SUPPORT				
36501	9/19/2016	808.75	0.00	09/30/2016				False	0
	001-002-500000 Computer System Maint.				IT SUPPORT				
36501	9/19/2016	130.00	0.00	09/30/2016				False	0
	001-004-500000 Computer Maintenance				IT SUPPORT				
36501	9/19/2016	259.13	0.00	09/30/2016				False	0
	001-105-500000 Information services				IT SUPPORT				
36501	9/19/2016	300.07	0.00	09/30/2016				False	0
	012-102-500000 Information services				IT SUPPORT				
36501	9/19/2016	722.70	0.00	09/30/2016				False	0
	012-106-500000 Information services				IT SUPPORT				
36501	9/19/2016	559.44	0.00	09/30/2016				False	0
	013-402-500000 Information services				IT SUPPORT				
36501	9/19/2016	157.50	0.00	09/30/2016				False	0
	013-403-500000 Information services				IT SUPPORT				
36501	9/19/2016	-611.76	0.00	09/30/2016				False	0
	012-108-575000 Equipment expense				IT SUPPORT CREDIT				
	36501 Total:	3,390.74							
	CENTERLOGIC, INC. To	3,390.74							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
CENTURY LINK									
034002									
09172016	9/17/2016	20.72	0.00	09/30/2016				False	0
018-019-458000	Telecommunication Expense				025B				
09172016	9/17/2016	20.72	0.00	09/30/2016				False	0
018-020-458000	Telecommunication Expense				025B				
09172016	9/17/2016	40.71	0.00	09/30/2016				False	0
017-017-458000	Telephone Expense				369B				
	09172016 Total:	82.15							
	CENTURY LINK Total:	82.15							
CENTURY LINK									
034004									
B11166583916259	9/15/2016	88.40	0.00	09/30/2016				False	0
017-417-458000	Telephone expense				1665				
	B11166583916259 Total:	88.40							
	CENTURY LINK Total:	88.40							
CINTAS CORPORATION									
037620									
5006041847	9/20/2016	27.32	0.00	09/30/2016				False	0
018-019-501000	Operating Materials				CABINET CLEANED REFILL				
5006041847	9/20/2016	27.33	0.00	09/30/2016				False	0
018-020-501000	Operating Materials & Supplies				CABINET CLEANED REFILL				
	5006041847 Total:	54.65							
5006041848	9/20/2016	174.31	0.00	09/30/2016				False	0
001-005-501000	Operating Materials & Supp				CABINET CLEANED REFILL				
	5006041848 Total:	174.31							
5006041876	9/27/2016	70.41	0.00	09/30/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
013-403-470000 Building					CABINET CLEANED REFILL				
		<hr/>							
5006041876 Total:		70.41							
5006041877	9/27/2016	73.17	0.00	09/30/2016				False	0
012-107-457000 Office supplies					CABINET CLEANED REFILL				
		<hr/>							
5006041877 Total:		73.17							
		<hr/>							
CINTAS CORPORATION		372.54							
CINTAS CORPORATION-463 006830									
463724379	9/19/2016	43.53	0.00	09/30/2016				False	0
013-403-470000 Building					MATS				
		<hr/>							
463724379 Total:		43.53							
		<hr/>							
CINTAS CORPORATION		43.53							
COASTWIDE LABORATORIES 007159									
2908594-1	9/19/2016	119.34	0.00	09/30/2016				False	0
001-004-470000 Building Expense					PAPER TOWELS				
		<hr/>							
2908594-1 Total:		119.34							
		<hr/>							
2909815	9/16/2016	61.42	0.00	09/30/2016				False	0
012-107-457000 Office supplies					PAPER TOWELS				
		<hr/>							
2909815 Total:		61.42							
		<hr/>							
COASTWIDE LABORATO		180.76							
CODE PUBLISHING, INC. 007162									
54367	9/20/2016	91.80	0.00	09/30/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
012-102-554000	Contractual/consulting serv			ELECTRONI UPDATE ST. HELENS MUN CODE					
	54367 Total:	91.80							
	CODE PUBLISHING, INC	91.80							
COLUMBIA CO. DEPT. OF COMM. JUSTICE									
007581									
201608CSH	9/15/2016	1,625.00	0.00	09/30/2016					
	001-005-554000	Contractual Services		PARKS WORK CREW		False 0			
201608CSH	9/15/2016	1,300.00	0.00	09/30/2016					
	013-403-554000	Contractual/consulting serv		PW WORK CREW		False 0			
	201608CSH Total:	2,925.00							
	COLUMBIA CO. DEPT. O	2,925.00							
CONSOLIDATED SUPPLY									
009000									
S7929590.001	9/20/2016	498.75	0.00	09/30/2016					
	001-004-470000	Building Expense		FIT KIT FOR URINAL		False 0			
	S7929590.001 Total:	498.75							
	CONSOLIDATED SUPPL	498.75							
DAHLGREN BUILDERS SUPPLY									
009800									
09262016	9/26/2016	17.06	0.00	09/30/2016					
	012-107-502000	Equipment expense		MATERIALS		False 0			
09262016	9/26/2016	24.24	0.00	09/30/2016					
	011-011-501000	Operating Materials & Supp		MATERIALS BANNERS		False 0			
09262016	9/26/2016	23.13	0.00	09/30/2016					
	017-017-501000	Operating Materials & Sup.		MATERIALS MAILBOX N 9TH ST		False 0			
09262016	9/26/2016	654.19	0.00	09/30/2016					
	008-008-558104	Events		MATERIALS H.TOWN		False 0			

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
09262016	9/26/2016	13.98	0.00	09/30/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
09262016	9/26/2016	83.59	0.00	09/30/2016				False	0
001-002-501000 Operating Materials & Supp				MATERIALS					
09262016	9/26/2016	17.98	0.00	09/30/2016				False	0
018-019-501000 Operating Materials				MATERIALS					
09262016	9/26/2016	8.99	0.00	09/30/2016				False	0
012-107-502000 Equipment expense				MATERIALS					
09262016	9/26/2016	1,293.16	0.00	09/30/2016				False	0
009-212-652910 K-9 Program				MATERIALS KENNEL K-9					
09262016	9/26/2016	116.30	0.00	09/30/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
09262016	9/26/2016	26.90	0.00	09/30/2016				False	0
011-011-501000 Operating Materials & Supp				MATERIALS					
09262016	9/26/2016	-101.84	0.00	09/30/2016				False	0
009-212-652910 K-9 Program				MATERIALS KENNEL K-9 CREDIT					
09262016 Total:		2,177.68							
DAHLGREN BUILDERS		2,177.68							
E2C CORPORATION									
E2C									
3969	9/23/2016	7,120.51	0.00	09/30/2016				False	0
008-008-558104 Events				ENTERTAINMENT AIRFARE TRANSP. LODGING / FO					
3969 Total:		7,120.51							
3970	9/28/2016	1,000.00	0.00	09/30/2016				False	0
008-008-558104 Events				DEPOSIT AUDIO VISUAL FOR PUMPKIN LIGHTING					
3970 Total:		1,000.00							
E2C CORPORATION Tota		8,120.51							
ESCOBAR, MANUEL ROSA									
ESCOBAR									
09222016	9/22/2016	10.00	0.00	09/30/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
001-000-354000 Misc Revenue					REFUND PUBLIC REC REQ DEP BAL 51722				
	09222016 Total:	10.00							
	ESCOBAR, MANUEL RO	10.00							
GENERATION TRANSMISSION									
013293									
09152016	9/15/2016	2,500.00	0.00	09/30/2016				False	0
015-015-501000 Operating Materials & Supp					REBUILD TRANSMISSION 2000 FORD RANGER 54				
	09152016 Total:	2,500.00							
	GENERATION TRANSM	2,500.00							
IMHOF, ROSEMARY									
016584									
09282016	9/28/2016	225.49	0.00	09/30/2016				False	0
009-201-558112 Spirit of halloweentown					REIMBURSEMENT FOR MASK MAKING WORKSHOP				
	09282016 Total:	225.49							
	IMHOF, ROSEMARY Tot	225.49							
INGRAM LIBRARY SERVICES, INC.									
016240									
94579420	8/30/2004	-30.59	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94579420 Total:	-30.59							
94746230	9/8/2016	43.45	0.00	09/30/2016				False	0
001-004-483000 Audio Materials					BOOKS				
	94746230 Total:	43.45							
94746231	9/8/2004	11.50	0.00	09/30/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-004-511000 Printed Materials					BOOKS				
	94746231 Total:	11.50							
94746232	9/8/2004	14.40	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94746232 Total:	14.40							
94746233	9/8/2004	48.99	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94746233 Total:	48.99							
94746234	9/8/2004	97.08	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94746234 Total:	97.08							
94756503	9/8/2004	104.28	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94756503 Total:	104.28							
94756504	9/8/2004	529.42	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94756504 Total:	529.42							
94756505	9/8/2004	243.19	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94756505 Total:	243.19							
94828841	9/13/2004	671.16	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				
	94828841 Total:	671.16							
94828842	9/13/2004	11.98	0.00	09/30/2016				False	0
001-004-511000 Printed Materials					BOOKS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	94828842 Total:	11.98							
94846920	9/1/2004	-15.59	0.00	09/30/2016				False	0
001-004-511000	Printed Materials				BOOKS				
	94846920 Total:	-15.59							
	INGRAM LIBRARY SERV	1,729.27							
INTEGRA TELECOM, INC.									
016479									
14158036	9/21/2016	397.28	0.00	09/30/2016				False	0
001-002-458000	Telephone Expense				754802				
14158036	9/21/2016	58.59	0.00	09/30/2016				False	0
012-106-480000	Postage				754802				
14158036	9/21/2016	1,222.92	0.00	09/30/2016				False	0
012-107-458000	Telecommunication expense				754802				
14158036	9/21/2016	305.66	0.00	09/30/2016				False	0
001-004-458000	Telephone Expense				754802				
14158036	9/21/2016	49.03	0.00	09/30/2016				False	0
017-017-458000	Telephone Expense				754802				
14158036	9/21/2016	559.19	0.00	09/30/2016				False	0
017-417-458000	Telephone expense				754802				
14158036	9/21/2016	202.33	0.00	09/30/2016				False	0
013-403-458000	Telecommunication expense				754802				
14158036	9/21/2016	179.84	0.00	09/30/2016				False	0
018-019-458000	Telecommunication Expense				754802				
14158036	9/21/2016	179.84	0.00	09/30/2016				False	0
018-020-458000	Telecommunication Expense				754802				
14158036	9/21/2016	295.26	0.00	09/30/2016				False	0
018-022-458000	Telecommunication expense				754802				
	14158036 Total:	3,449.94							
	INTEGRA TELECOM, IN	3,449.94							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
030274									
126119	9/25/2016	434.00	0.00	09/30/2016				False	0
010-304-653409	Godfrey Outfall				SD-146 GODFREY PARK STORM				
	126119 Total:	434.00							
	JORDAN RAMIS PC Tota	434.00							
JUSTICE SYSTEMS									
017270									
1500923-IN	8/15/2016	750.00	0.00	09/30/2016				False	0
001-103-500000	Information services				ORACLE AND FULLCOURT RECOVERY AND MIGRA				
	1500923-IN Total:	750.00							
	JUSTICE SYSTEMS Total	750.00							
LAKESIDE INDUSTRIES									
018000									
8014055MB	9/21/2016	852.76	0.00	09/30/2016				False	0
011-011-501000	Operating Materials & Supp				EZ STREET ASPH				
	8014055MB Total:	852.76							
	LAKESIDE INDUSTRIES	852.76							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
1614	8/30/2016	120.00	0.00	09/30/2016				False	0
001-103-554000	Contractual/consulting serv				SCOTT FLINN				
	1614 Total:	120.00							
	LANG, ATTORNEY AT LA	120.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
LAWSON PRODUCTS, INC.									
018040									
9304386188	9/21/2016	286.72	0.00	09/30/2016				False	0
015-015-501000	Operating Materials & Supp			MATERIALS					
	9304386188 Total:	286.72							
	LAWSON PRODUCTS, IN	286.72							
LD PRODUCTS, INC.									
018060									
SIP-005238038	9/9/2016	30.33	0.00	09/30/2016				False	0
001-004-457000	Office Supplies			TONER					
	SIP-005238038 Total:	30.33							
	LD PRODUCTS, INC. Tot	30.33							
LIBRARY IDEAS, LLC									
018424									
51692	9/12/2016	3,090.00	0.00	09/30/2016				False	0
001-004-517100	Digital resources			FREGAL MUSIC SUBSCRIPTION					
	51692 Total:	3,090.00							
	LIBRARY IDEAS, LLC To	3,090.00							
MEANS NURSERY, INC.									
020008									
15732	9/21/2016	55.97	0.00	09/30/2016				False	0
001-005-501000	Operating Materials & Supp			FLOWERS					
	15732 Total:	55.97							
15784	9/23/2016	81.54	0.00	09/30/2016				False	0
008-008-558104	Events			FLOWERS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	15784 Total:	81.54							
	MEANS NURSERY, INC.	137.51							
MIDWEST TAPE									
020427									
94295339	9/6/2016	22.99	0.00	09/30/2016				False	0
	001-004-481000 Visual Materials				DVD				
	94295339 Total:	22.99							
94301958	9/7/2016	12.99	0.00	09/30/2016				False	0
	001-004-481000 Visual Materials				DVD				
	94301958 Total:	12.99							
94323933	9/15/2016	16.99	0.00	09/30/2016				False	0
	001-004-483000 Audio Materials				DVD				
	94323933 Total:	16.99							
	MIDWEST TAPE Total:	52.97							
NORTHWEST DELI DISTRIBUTION INC									
021184									
277406-1	7/20/2016	529.70	0.00	09/30/2016				False	0
	001-005-501000 Operating Materials & Supp				LINERS				
	277406-1 Total:	529.70							
	NORTHWEST DELI DIST	529.70							
OAWU									
021691									
21062	7/18/2016	190.00	0.00	09/30/2016				False	0
	018-020-490000 Schools & Conventions				OTHER HALF OF J. LEAVY SUMMER CLASSIC / MEM				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	21062 Total:	190.00							
	OAWU Total:	190.00							
PAYNE, KATHY									
025401									
09242016	9/24/2016	37.20	0.00	09/30/2016				False	0
	012-102-490000 Professional development				TRAVEL EXPENSE OAMR ACADEMY CONFERENCE				
	09242016 Total:	37.20							
	PAYNE, KATHY Total:	37.20							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH									
025390									
03-063985	9/1/2016	387.00	0.00	09/30/2016				False	0
	013-403-554000 Contractual/consulting serv				J. TEMPLIN S. WILLIAMS T. UNDERWOOD				
	03-063985 Total:	387.00							
	PEACEHEALTH MEDICA	387.00							
PETERSON CAT									
019599									
SW290033853	9/26/2016	99.63	0.00	09/30/2016				False	0
	018-022-501000 Materials and supplies				SUPPLY STARTING SYSTEM MOTOR				
	SW290033853 Total:	99.63							
	PETERSON CAT Total:	99.63							
PHILLIPS, CYNTHIA									
025515									
09302016	9/27/2016	1,670.00	0.00	09/30/2016				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			9-16-16/9-30-16 MUN COURT JUDGE					
	09302016 Total:	1,670.00							
	PHILLIPS, CYNTHIA Tot	1,670.00							
PITNEY BOWES									
025600									
1001812059	9/10/2016	252.00	0.00	09/30/2016					
	012-106-502000 Equipment expense			7/1-9/30 RENT POSTAGE MACHINE					
	1001812059 Total:	252.00							
	PITNEY BOWES Total:	252.00							
SCAPPOOSE SAND & GRAVEL									
030050									
12669	9/16/2016	90.35	0.00	09/30/2016					
	017-017-501000 Operating Materials & Sup.			SAND					
12669	9/16/2016	90.35	0.00	09/30/2016					
	018-018-501000 Operating Materials & Supplies			SAND					
	12669 Total:	180.70							
	SCAPPOOSE SAND & GR	180.70							
SCHOLL, LISA									
L.SCHOLL									
09242016	9/24/2016	412.54	0.00	09/30/2016					
	012-102-490000 Professional development			TRAVEL EXP. L. SCHOLL OAMR ANNUAL CONFEREI					
	09242016 Total:	412.54							
	SCHOLL, LISA Total:	412.54							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
SOLUTIONS YES									
013581									
INV81533	9/19/2016	284.12	0.00	09/30/2016				False	0
012-107-502000	Equipment expense			C002 COPIES					
	INV81533 Total:	284.12							
	SOLUTIONS YES Total:	284.12							
ST. HELENS COMPUTER CENTER									
028496									
09272016	9/27/2016	20.00	0.00	09/30/2016				False	0
001-000-354000	Misc Revenue			REFUND PUBLIC REC REQUEST DEPOSIT 01427667					
	09272016 Total:	20.00							
2520	9/23/2016	100.00	0.00	09/30/2016				False	0
018-019-501000	Operating Materials			TONER					
2520	9/23/2016	100.90	0.00	09/30/2016				False	0
018-020-501000	Operating Materials & Supplies			TONER					
	2520 Total:	200.90							
	ST. HELENS COMPUTER	220.90							
STAPLES BUSINESS ADVANTAGE									
031983									
3315277734	9/17/2016	34.87	0.00	09/30/2016				False	0
012-107-457000	Office supplies			OFFICE SUPPLIES					
	3315277734 Total:	34.87							
3315277735	9/17/2016	101.80	0.00	09/30/2016				False	0
012-107-457000	Office supplies			OFFICE SUPPLIES					
	3315277735 Total:	101.80							
3315277736	9/17/2016	187.89	0.00	09/30/2016				False	0
013-402-457000	Office supplies			OFFICE SUPPLIES					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
3315277736 Total:		187.89							
3315277737	9/17/2016	7.84	0.00	09/30/2016				False	0
018-019-501000 Operating Materials					OFFICE SUPPLIES				
3315277737	9/17/2016	7.85	0.00	09/30/2016				False	0
018-020-501000 Operating Materials & Supplies					OFFICE SUPPLIES				
3315277737 Total:		15.69							
3315277738	9/17/2016	5.00	0.00	09/30/2016				False	0
018-020-501000 Operating Materials & Supplies					OFFICE SUPPLIES				
3315277738	9/17/2016	5.99	0.00	09/30/2016				False	0
018-019-501000 Operating Materials					OFFICE SUPPLIES				
3315277738 Total:		10.99							
STAPLES BUSINESS AD		351.24							
STATE OF OREGON									
021980									
09282016	9/28/2016	40.00	0.00	09/30/2016				False	0
012-102-490000 Professional development					JENNIFER JOHNSON NOTARY APP FEE				
09282016 Total:		40.00							
STATE OF OREGON Total		40.00							
STUCKEY, MARTHA									
STUCKEY									
09282016	9/28/2016	100.00	0.00	09/30/2016				False	0
001-004-517000 Library Program					HONORARIUM FOR LIBRARY PROGRAM				
09282016 Total:		100.00							
STUCKEY, MARTHA Tot		100.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
TARCHIA LAW									
033044									
1266	9/2/2016	20.00	0.00	09/30/2016				False	0
001-103-554000	Contractual/consulting serv			BRIAN A MARTIN					
	1266 Total:	20.00							
	TARCHIA LAW Total:	20.00							
TCMS CORPORATION									
033013									
015178	9/16/2016	1,383.50	0.00	09/30/2016				False	0
012-107-554000	Contractual/consulting serv			CITY HALL C10630					
	015178 Total:	1,383.50							
015179	9/16/2016	374.00	0.00	09/30/2016				False	0
012-107-554000	Contractual/consulting serv			CITY HALL C10000					
	015179 Total:	374.00							
015196	9/16/2016	235.00	0.00	09/30/2016				False	0
018-020-470000	Building Expense			WWTP C10855 9/1-11/30					
015196	9/16/2016	235.00	0.00	09/30/2016				False	0
018-019-470000	Building Expense			WWTP C10855 9/1-11/30					
	015196 Total:	470.00							
	TCMS CORPORATION T	2,227.50							
TECHNICAL FURNITURE SYSTEMS									
033019									
OR162065-3	8/3/2016	493.00	0.00	09/30/2016				False	0
001-004-519000	Furnishing/Shelving Exp			SHELVING SEISMIC WELD FRAMES					
	OR162065-3 Total:	493.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
	TECHNICAL FURNITUR	493.00							
THOMPSON, BRENT 032896 09202016	9/20/2016	335.60	0.00	09/30/2016				False	0
001-002-490000	Police Training/Supplies				TRAVEL EXPENSE B. THOMPSON OPCA CONFERENC				
	09202016 Total:	335.60							
	THOMPSON, BRENT Tot	335.60							
VERNON, VICKI R. 034920 08152016	8/15/2016	488.00	0.00	09/30/2016				False	0
001-103-554000	Contractual/consulting serv				EVERETT STOUGARD JR.				
	08152016 Total:	488.00							
	VERNON, VICKI R. Total	488.00							
	Report Total:	41,010.17							

MJB
9/29/16

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 5th day of October, 2016 are the following Council minutes:

2016

- Work Session and Regular Session Minutes dated September 7, 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

September 7, 2016

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

Members Absent: Randy Peterson, Mayor

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

Others: Chuck Daughtry Nicole Thill Cody Mann
Tina Curry Steve Topaz Garrett Lines

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



Visitor Comments

◆ **Steve Topaz.** Last year, the Godfrey Park drainage project began. It's a \$2 million project that was supposed to be done by now. There is plastic blowing around that used to cover open ground. He heard a rumor that the project has been approved and paid in full. When is the project going to be done and how much has been paid to the contractor? There is a section that is still missing a 48" pipe.

Council President Morten directed Steve to speak with Public Works after the meeting.

Steve pointed out the request to purchase a vehicle from Emmert. Last year, there was a drainage problem that put a little bit of water into their showroom. The City dug a fairly long trench and put in a pump station. Now they're doing business. However, he had a fair amount of water in his facility and no one put in a pump station. Why do you receive better water handling when you conduct business with the City?

Review Proposed Enterprise Zone Policy from CCET

Chuck Daughtry, Executive Director of Columbia County Economic Team, was present. He reviewed his memo, which is included in the archive meeting packet for this meeting. He is visiting all of the area sponsors to talk about amending the enterprise zone policy:

- During the period of Enterprise Zone Benefits applicant companies agree to pay average wage rate of 150% of the County's most current average wage rate as approved by the State of Oregon.
- Companies agree to remit 10% of the abatement in betterment for economic development with Columbia County.
- Companies agree to enter into a First Source Hiring Agreement with local employment

agencies to hire qualified Columbia County residents.

He proposes the 10% betterment fund be designated for economic development. 50% would be retained by CCET for operations and 50% would be remitted back to the jurisdiction for economic development purposes. He used Teevin Bros. in Rainier as an example. With a hypothetical investment of \$1 million, their tax rate is \$19.48 per thousand of assessed value. That would produce an annual tax revenue of \$19,480. That's an additional \$60,000 in taxes over a three-year period. If a five-year extension is negotiated, that's when they can add the 10% betterment; which would bring in \$10,000 over a five-year period.

Councilor Conn commented that it seems logical to her that money derived from economic development be used for future economic development.

Council President Morten asked why the 10% betterment would not go back in full to the jurisdiction? Chuck said the 50% going back to CCET would essentially be for staffing. Right now it's just him but he would like to increase that.

Councilor Conn talked about the recent Economic Development Conference she attended. Most jurisdictions have multiple staff members. No other jurisdiction has only one person.

City Administrator Walsh is in favor of having a policy for betterment funds. Councilor Locke likes the concept but would like to look at the overall affect.

It was the consensus of the Council to continue this to the next work session for deliberation.

Councilor Carlson asked for an update on Scappoose development. Chuck reviewed the two large projects:

- Cascades expansion.
 - Secures new jobs in Scappoose and preserves existing jobs in St. Helens.
 - About \$5 million will be spent in St. Helens to update the equipment, so the rolls can easily be processed at the Scappoose converting facility.
 - The slab was poured several weeks ago.
 - The walls are being erected.
 - He meets with the City of Scappoose, Business Oregon and Cascades tomorrow to discuss accessing ODOT immediate opportunity funds for West Lane. It needs to be widened and utility work.
- Oregon Manufacturing Innovation Center.
 - Portland State University
 - Oregon Institute of Technology
 - Boeing
 - Research and development facility.
 - Jersey building improvements.

Discussion of working with small businesses. Chuck really needs another staff member to have time to work with small businesses, update the website, manage a RARE student, etc.

Councilor Carlson would like to move forward with Chuck's proposal. The future of the community's economic development is very bright.

Council will deliberate at the September 21 work session and follow-up with Chuck.

Discuss Request from Senior Center

Council President Morten asked Finance Director Brown to elaborate on where the \$10,000 grant would come from. Brown reviewed the request. It could come from Council discretionary funds or re-appropriated contingency funds.

Councilor Locke would love to award the grant. It's a great program but is reluctant to do it this year.

Brown cautioned the Council about starting small and requests increasing every year. Other nonprofits could also come to the Council and ask why they're not receiving assistance.

Council President Morten would like to meet with Cheryl Young to make sure this is a very worthwhile cause. If she is going to request this annually, it needs to come at the appropriate time during the budget review process. Brown will make a note of it for next budget cycle. Councilor Locke was concerned that we need to treat all nonprofits the same. Morten directed Brown to contact Cheryl and let her know that they don't have the funds available for the grant this year. However, the Council recognizes the importance of their food program. Brown will do so.

Discuss Request from St. Helens Soccer Team

Councilor Carlson reviewed the request, which was heard at the previous work session. The donation shows support of St. Helens youth. It can come from Council discretionary funds, like the support of Baily Crawford when she was raising money to travel across the United States representing St. Helens and Oregon as the Rodeo Princess.

Motion: Upon Conn's motion and Carlson's second, the Council unanimously voted to donate \$200 to the soccer team.

Discuss Proposal to Place "Blessings Boxes" Around St. Helens

Councilor Carlson reviewed her concerns and would like to hear input from staff.

- Exposure to the elements. It will draw dampness.
- Leary about creating another thing to keep clean.

Discussion ensued about maintenance.

Council President Morten is concerned about getting people to resources. Putting the boxes in the park and next to bathrooms is not doing that, especially since we no longer allow camping in parks. Churches are a great resource. There are several that offer meals, food baskets, backpack programs, etc. Community Action Team (CAT) is also a great resource to put the boxes near.

Library Director Jeffries agreed with Morten's suggestion of placing the boxes near existing resources. A concern she has about placing a box at the Library is that it sends a message of encouraging people to be on the Library steps 24/7. In recent years, they have taken steps to move people away from the Library after hours.

Council President Morten directed City Administrator Walsh to draft a letter to Portia and Glen Swenson. He recommends placing the boxes near the Food Bank, churches that offer food programs and CAT.

Discussion Regarding Bing's Delinquent LID & Sewer Payments

Finance Director Brown reviewed his memos that are included in the archive meeting packet.

Bing's is behind on their LID and sewer payments. Paul Joe is in attendance and would like to talk to the Council about what's happening.

Paul said he received notice yesterday of this meeting, through a text. He is not prepared to make comments on this today. He would like to have representation and would like to have the City attorney's contact information to communicate directly with.

Council President Morten asked if he received prior notice about the past amounts due. Paul said he only received two letters, which did not indicate the past due amount. Morten directed Brown to set up a meeting soon with Paul and his representation.

Brown reviewed the letters mailed to Paul, which included amount due and deadline to pay. He believes they were given ample notice. City Administrator Walsh pointed out that if this was any other account they would have been shut off by now. However, Bing's is an institution and it's not something the City wants to do.

It was the consensus of Council to make payment arrangements with a deadline for final payment. If it cannot be arranged by September 21, staff should report back to Council.

Review Proposed Ordinance Regarding Secondhand Dealers **Review Agreement with City of Portland for RAPID**

Chief Moss explained that the Secondhand Dealers ordinance was written in the late 1980's. It required pawn businesses to document transactions on a pawn slip and submit to the Police Department every Monday. For years, they received those slips on a weekly basis. As the number of pawn businesses have decreased, they have lost focus and have not received pawn slips. A few weeks ago, City Communications Officer Crystal Farnsworth received a request to review the pawn slips. Crystal contacted him and they realized they haven't been doing it. This made him realize it's time to move forward with new technology.

The City of Portland has a program called Regional Automated Property Database (RAPID). It is currently shared by almost every agency in the Portland metro area, southwest Washington and beyond. Pawn businesses subscribe to a system and enter the data. Agencies are able to view the data and collect it electronically. It's beneficial for nearby agencies to view what is being pawned. Shelby at Jordan Ramis made proposed amendments to the ordinance to allow for the collection of electronic data. The program is \$654/year. It will be covered under the Police Department's budget.

Discussion Regarding Support of the Visitors Center

Councilor Carlson would like to talk about the City's roll in the partnership. She has been approached by a citizen with concerns that someone is leaving the Chamber and it will go dark.

◆Scott Burge, Scappoose Mayor and Chamber Board Member. Natasha Parvey is leaving. She was hired with the knowledge that it was an 18-24 month job. The lights will stay on. The Visitors Center will continue. The Board made a decision that all proceeds from the Wings and Wheels 16K run will be put into the Visitors Center budget. Right now, we're about \$1600. There especially need to be bodies in there during the October events. They received a \$10,000 grant from Travel Oregon for a consultant to do a bicycle tourism studio. Existing bicycle trails will be marketed to day-trippers. Gretchen has been a tremendous asset to the Visitors Center and plans to stay, at least through October.

Councilor Carlson suggested making the Visitors Center building available for nonprofits to rent and hold fundraisers. Scott agreed that was a good idea.

Review Agreement with Wauna Credit Union for Sponsorship of Waterfront Stage

City Administrator John Walsh reviewed the proposed agreement. Wauna Credit Union would like to sponsor the permanent stage and have naming rights. Understanding that it is still premature for a permanent stage, they want to begin the sponsorship now by purchasing a 30x50 tent to be used for events. And also display flags with their name. It is a three-year renewable sponsorship in the amount of \$22,750.

Council President Morten talked about the expansion and development of the waterfront property. He is in favor of the proposal but does want to consider seating and what the stage will look like.

Councilor Conn appreciates the offer from Wauna Credit Union. She is hesitant about changing the name based on who the sponsor is, but understands the relevancy.

Councilor Carlson likes the idea of a temporary venue. Wauna Credit Union is not new to being a community partner. She has no problem giving them first right on a permanent structure.

Councilor Locke clarified that this gives Wauna Credit Union first rights to continue the contract. Council agreed. He was concerned that we may need to open this to other sponsors as well. Walsh explained that the agreement ends December 31, 2019. It does not include an auto-renew option. However, it does include a good-faith sponsor right to a first refusal option.

Tina Curry was in attendance to talk about the sponsorship. She secured the sponsor and urged Council to move forward with the agreement.

Council agreed to move forward.

Department Reports

Police Chief Moss reported...

- Tonight's agenda includes a surplus property declaration for three police cars and a pickup. Public Works will take the pickup to use for snow plowing, so that can be removed.
- Canine Officer Ryder is a 17 month old German Shepherd new to the department. He and Officer Thompson will begin their training in October.
- The top candidate for the Code Enforcement Officer position declined the position. They are reviewing the list and are a few weeks away from having that position filled.
- The reserve application process closed on Friday. Testing will be held Saturday.
- A Crisis Intervention Team Coordinator has been hired. She will begin the last week of September.

Public Works Engineering Director Nelson reported...

- The Council has expressed concerns about parking and site distance at the corner of S. First Street and St. Helens Street, in front of Wild Currant. Nothing will completely eliminate the issue. She reviewed some options:
 - Eliminate a couple parking spots. She does not recommend doing that because it won't completely solve the issue and parking is already at a minimum.
 - Designate the first two spots as compact. It will not prevent someone with a large vehicle parking there.
 - Post signs for a shorter parking duration, such as 15 minute parking.

Councilor Carlson expressed her concerns about the lack of clear vision when pedestrians are crossing the road during events. Nelson agreed with the concern and pointed out that none of

the options will prevent a pedestrian from being struck by a vehicle. Councilor Conn suggested stop signs at all four ways. Nelson explained that they are not warranted, based on the rules they have to follow. They don't have an accident report to warrant spending a lot of money to fix that intersection. After much discussion, no resolution was agreed upon.

- A previous ordinance allowed for parking along the first block of S. First Street. That code was amended and eliminated the ability to park on the sidewalk. After a review of options, it was the consensus of the Council to paint the curb yellow. Council directed Nelson to notify the property owners that the curbs will be painted.
- There was a question regarding a possible roadway connection between N. River Street and N. 2nd Street. That project has been on the back burner for a very long time. She hopes to begin working on it, once the storm drain project is complete.
- The contractor of the Godfrey Park Storm Drain project needs to find another location to store their equipment and materials. They asked to use the Grey Cliffs Park parking lot for approximately three months. Council asked them to consider some other nearby areas for storage and only use the park as a last resort.
- Concerns from citizens have been raised about speeding on S. 15th Street by the Senior Center and park. They placed speed radar signs along that route. The average speed of southbound lanes was 20.5 mph. The 85th percentile was 27 mph. The speed limit is 25 mph. The average speed of northbound lanes was 19.7 mph. We average 300-500 vehicles per day. They are not heavily used streets. The intersection does not warrant further markings. The radar signs do have a slight impact on the speed of the cars. They will continue to rotate the signs in that area.
- The contracts for the Gable Road project are still being revised by ODOT. Once they are received, the County and City will move forward on planning.
- There was a question regarding the posting of the time limitations at the docks. She reviewed the ordinance and the sign verbiage. The two are worded identical. Vessels are limited to five calendar days on any City dock.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- A stakeholders meeting for the strategic planning process has been scheduled for November 5. She is requesting to close the Library on that day. There will also be a focus group with school district employees in late October. She is requesting to close on a Wednesday morning in late October for that. Council concurred.
- Earlier this year, the Oregon Historical Society contacted libraries across the state about holding speaker programs. It was to be in conjunction with two displays that they had. We applied for two of those speakers to come and were given one. They really wanted the other one as well, so reached out to the other speaker and used Library program money to bring that person in. The first one is a story teller named Rebecca Hom. She will be presenting a writer's workshop prior to her program. That will be held Tuesday, September 13. The other one is called Re-imagining Historic Chinese Mining Landscapes and will be held September 22.
- A teen babysitting training will be held again this month. It is very popular.

Finance Director Brown reported...

- The deadline to submit RFPs for IT Services was September 1. Two submittals were received. He, City Recorder Payne, Police Chief Moss, Public Works Engineering Director Nelson and Librarian Herren-Kenaga will be reviewing them.
- The new utility admin rules have been released.

- The audit is scheduled for November. He is going to have the auditors take a more in-depth look into some of the liability accounts.
- He will set up a meeting with Bings and come back with a resolution.

City Recorder Payne reported...

- Nothing to report.

Event Coordinator Tina Curry reported...

- 4th of July recap.
 - Thanked staff and volunteers for making it a success. We received positive feedback.
 - Tailgating went well.
 - The family of Ed Lokken was very thankful for the award he received.
 - Nonprofits raised over \$6,000 as a group.
 - Over \$20,000 was raised, covering all the costs of fireworks.
- Update on Halloweentown activities.
 - A lot more activities are planned this year.
 - Purchases are being made this year that will be continued to be used for future events.
 - The waterfront property will be used for parking this year. Designated handicap and vendor parking will be located across from Dockside.
 - There will be 24 bathrooms available.
 - The vendor carts have been sold out.
 - Information continues to be posted and shared on social media.
 - Another celebrity may be arriving at the end of the month. She should know for sure by the end of next week.
 - Go to www.discovercolumbiacounty.com for an updated agenda and event tickets.
 - Activities will happen in the Wauna Credit Union tent on the waterfront property.
 - Public Works will be helping with set up.
 - The taxi cab will be in the Spirit of Halloweentown parade on October 1.
 - A community pumpkin lighting will take place on October 1.
 - The pumpkin lighting with Marnie will take place on October 8.
 - An old beverage truck will be permanently placed, facing the wrong direction, next to City Hall during October.
 - A self-guided tour will take place downtown during the evenings.
 - Visitors are expected to come from all across the world.

City Administrator Walsh reported...

- The area-wide planning for the waterfront is starting to wrap up. The final meeting will be held on September 12, followed by a final event on October 12.
- Review of successful grants.
 - Transportation Growth Management Plan addresses connectivity of the waterfront property.
 - McCormick Park picnic shelter.
 - Tourism branding and wayfinding.

Council Reports

Moved to the evening meeting.

Executive Session

ORS 192.660(2)(d) Labor Negotiations

ORS 192.660(2)(e) Real Property Transactions

Motion: At 4:03 p.m., upon Locke’s motion and Carlson’s second, the Council unanimously voted to move into executive session under ORS 192.660(2)(d) Labor Negotiations and (e) Real Property Transactions.

Motion: At 4:36 p.m., upon completion of the executive session, Conn 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 4:37 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

DRAFT

City of St. Helens CITY COUNCIL

Regular Session Minutes

September 7, 2016

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

Members Absent: Randy Peterson, Mayor

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

Others: Howard Blumenthal, Cody Mann, Garrett Lines
Nicole Thill

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

Pledge of Allegiance – Council President Morten

Visitor Comments

♦**Howard Blumenthal.** He is here to update the Council about Nob Hill Nature Park and the waterfront property.

- Someone hacked down a tree, dug a hole and pulled plants from the demonstration garden in Nob Hill Park.
- Suggested posting “no smoking” signs in Nob Hill Nature Park, as well as updating the signs in Columbia View Park.
- People are taking the fence apart to get into the waterfront property, adjacent to the Wastewater Treatment Plant. He suggested putting a gate and signage on that end.
- He walks the trails and cleans up cigarette butts on the property.
- Last winter, a barge sunk near the far end of the property. It appears to be leaking oil into the river. DEQ talked to the owner today and told him it needs to be taken care of.

Ordinances – First Readings

A. **Ordinance No. 3210:** An Ordinance Amending St. Helens Municipal Code 5.16 Regarding Secondhand Dealers and Pawnshops
Council President Morten read Ordinance No. 3210 by title for the first time. The final reading will be held at the next regular session.

Resolutions

A. **Resolution No. 1759:** A Resolution Endorsing Adoption by Columbia County of the Provisions of Oregon Senate Bill 1513, a Bill Authorizing Counties to Exempt up to \$250,000 of Assessed Valuation of Each Homestead Owned and Occupied by a Surviving Spouse of a

Fire Service Professional, Police Officer, or Reserve Officer Killed in the Line of Duty from Ad Valorem Taxes Imposed by All Taxing Jurisdictions
Council President Morten read Resolution No. 1759 by title. **Motion:** Upon Locke's motion and Conn's second, the Council unanimously adopted Resolution No. 1759. [Ayes: Locke, Carlson, Conn, Morten; Nays: None]

B. **Resolution No. 1760:** A Resolution of the Common Council of the City of St. Helens Approving Local Criteria for Companies Applying for South Columbia County Enterprise Zone and Lower Columbia Enterprise Zone Extended Property Tax Exemptions
This item was deleted from the agenda.

Public Comment – Increase in Drop Box Rates

No comments received.

C. **Resolution No. 1761:** A Resolution Establishing Drop Box Rates and Superseding Resolution No. 1718
Council President Morten read Resolution No. 1761 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1761. [Ayes: Locke, Carlson, Conn, Morten; Nays: None]

Award Purchase of Public Works Vehicle to Emmert Motors

Motion: Upon Locke's motion and Carlson's second, the Council unanimously awarded the purchase of a Public Works vehicle to Emmert Motors.

Approve and/or Authorize for Signature

- A. User's Agreement and Software License with City of Portland for Law Enforcement Contributors of the Regional Automated Property Information Database (RAPID)
- B. Agreement with Wauna Credit Union for Sponsorship of Waterfront Stage
- C. [RATIFY] First Amendment to James W. Fowler Co. Public Improvement Contract for Godfrey Park Storm Sewer Replacement Project
- D. Contract Payments
- E. Oregon State Lands Amended and Restated Submerged and Submersible Land Lease (10474-ML)

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

Appointments to City Boards/Commissions

No appointments.

Consent Agenda for Acceptance

- A. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Council Work Session and Regular Session Minutes dated August 17, 2016
- B. Declare Surplus Property – Police Vehicles
- C. Accounts Payable Bill List

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

Council Reports

Council President Morten reported...

- The City will be participating in the Barbara Bullis Golf Tournament.
- He would really like to see City Planner Jacob Graichen attend the Council work sessions. It would be nice to have his input available. Councilor Carlson agreed with having him here during work sessions but suggested that he only come down for the department reports, so he does not have to sit through the entire meeting. Councilors Locke and Conn agreed.
- He recently noticed that Sand Island is very clean. There does not appear to be as much of a problem with garbage being left.
- Kudos to Public Works and Parks for their work on the Highway 30 corridor. It looks much better.

Councilor Conn reported...

- She thanked the Council for allowing her to attend the Northwest Economic Development course in Ellensburg, Washington. It was enlightening. Economic professionals from Oregon, Washington, Idaho, Montana and Dubai led the classes. They discussed ethics, making economic development connections, managing economic development organizations, business retention and expansion, reuse and redevelopment of building sites and facilities, site location factors, finding and using data, mapping, best practices, strategic planning, entrepreneurship and leadership. It included excellent presentations and interactive class work. Four people from Columbia County attended.

Councilor Carlson reported...

- She is really excited about Spirit of Halloweentown. The issues that came out from last year have been addressed.
- This Saturday is the Suicide Awareness Walk at Scappoose High School. It begins at 10 a.m. with registration at 9 a.m. She encouraged everyone to come out and support the event.
- She appreciates that Scappoose Mayor Burge came to the meeting to talk about the Visitors Center.

Councilor Locke reported...

- He referred to Howard's comments about the waterfront property. People using the property and not cleaning up after themselves is a problem all over town and not centralized just to the downtown area. We need to show community pride and start cleaning up after ourselves and others.
- Jim Tierney was here at our last meeting and talked about the need for a housing survey. Funding was requested to help with the project. After discussion, it was decided to confirm how much funding was needed and bring it back to the next meeting for approval.

Department Reports

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- Nothing to report.

Library Director Jeffries reported...

- Nothing to report.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- He appreciates City staff, County staff and businesses working together for Spirit of Halloweentown.

Adjourn - There being no further business, the meeting adjourned at 7:32 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Doug Morten, Council President

DRAFT

City of St. Helens
Consent Agenda for Approval

ANIMAL FACILITIES

The following facilities have been inspected by City of St. Helens Police Department and are recommended for approval of an Animal Facility License:

<u>Owner Name</u>	<u>Location</u>	<u>Purpose</u>
• Kevin & Kristi Zmolek	2707 Gable Rd.	multiple dogs

St. Helens Police Department
COMMUNITY PARTNER RELEASE

This is a copy of a St. Helens Police Department report released pursuant to the Freedom of Information Act. Sensitive or personal information may have been redacted prior to the release of this report.

COMMUNITY PARTNER RELEASE	
DATE RELEASED 09/14/2016	
AUTHORIZED BY 22520-GRAHAM, RICK W	RELEASED BY 33MDUR-DURAN, MALINDA R
BUSINESS NAME CITY COUNCIL	
NAME	
RELEASE INSTRUCTIONS	



St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2016-16065577

GENERAL OFFENSE									
REPORTED DATE/TIME 09/05/2016 0935		OCCURRED DATE/TIME 09/05/2016 0935			REPORTING OFFICER/DEPUTY NAME & # GRAHAM, RICK W (22520)				
LOCATION OF INCIDENT 2707 GABLE RD, ST HELENS							PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 05107			
SEVERITY	FAMILY VIOLENCE		GANG INVOLVEMENT		BIAS		SPECIAL STUDY		
RELATED INCIDENT NUMBERS CP 33 2016-16065577									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS REFERRED - NON-LAW ENFORCEMENT AGENCY				APPROVED BY CASTILLEJA, JOSE (44420)			APPROVED ON 09/08/2016		
OFFENSES [1]									
OFFENSE ANIMAL VIOLATION/ORD					PREMISE TYPE Residence Single Family				
PERSON - MENTIONED #1									
NAME (LAST, FIRST MIDDLE) ZMOLEK, KEVIN RICHARD				SEX MALE	RACE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 2707 GABLE RD, ST HELENS OR 97051					HEIGHT	WEIGHT	HAIR COLOR	EYES	
HOME PHONE		CELL PHONE		WORK PHONE		EMAIL ADDRESS			
DRIVERS LICENSE (STATE)	SOCIAL SECURITY NUMBER		POB		ETHNICITY UNKNOWN				
PERSON - MENTIONED #2									
NAME (LAST, FIRST MIDDLE) ZMOLEK, KRISTINA MARIE				SEX FEMALE	RACE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 2707 GABLE RD, ST HELENS OR 97051					HEIGHT	WEIGHT	HAIR COLOR	EYES	
HOME PHONE		CELL PHONE		WORK PHONE		EMAIL ADDRESS			
DRIVERS LICENSE (STATE)	SOCIAL SECURITY NUMBER		POB		ETHNICITY UNKNOWN				

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE SUMMARY	
AUTHOR GRAHAM, RICK W (22520)	DATE/TIME 09/05/2016 0956
SUBJECT CASE SUMMARY	
<p>On 09/05/2016 at approximately 0924 hours I met with Kevin and Kristina Zmolek at their home at 2707 Gable Road to conduct an Animal Facility License Application Inspection.</p>	
NARRATIVE	
AUTHOR GRAHAM, RICK W (22520)	DATE/TIME 09/05/2016 1028
SUBJECT ACTION TAKEN	
<p>On Monday, 090516 at approximately 0924 hours, I met with Mr. Kevin Zmolek and Mrs. Kristina "Kristi" Zmolek at their residence at 2707 Gable Road, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, OAR 603-015-0025 through 603-015-0065. Included with their application was their liability insurance rider information from Country Financial Mutual Insurance Company [REDACTED] and information regarding where they seek veterinary care for their animals; Columbia Veterinary Clinic at 35645 Firlok Park Boulevard, St. Helens, OR.</p> <p>I noticed their home is a single family, wood framed residence in a residential neighborhood. The Zmoleks explained that the facility license is to allow them to have a larger number of family pets, not to run a shelter or boarding service. The Zmoleks have a total of four family dogs, all of whom appeared to be well groomed and in good health.</p> <p>I saw the residence had a spacious back yard encircled with a sturdy 6' high wooden fence. The fence was in good condition and was adequate to keep the animals on their property and to keep other animals from entering her yard. This space has adequate runoff to prevent water pooling. During inclement weather or days of excessive heat, the dogs have access to a "doggy door" to allow them into the home. The Zmoleks said the dogs are primarily indoor dogs.</p> <p>Mr. Zmolek invited me into the home. The home was clean and orderly. The dogs were well-mannered and did not appear to be aggressive. They all had Columbia County Issued dog licenses. The home has working electricity, potable water and wash facilities to keep clean. The home was a comfortable 72 degrees (approximately) with both natural and artificial lighting illuminating the interior. The food was stored in a sealed plastic container to prevent vermin infestation. The food and water is served in bowls that are up off of the floor. The dog's bedding was clean and dry,</p>	

St. Helens Police Department
COMMUNITY PARTNER RELEASE

being located in the garage and other rooms on the mail floor of the house.

The house and yard were clean. Mr. Zmolek said he cleans up regularly, putting feces into the garbage. While Mr. Zmolek does not have a quarantine area for possible diseased animals, he stressed they do not run a shelter or "rescue facility" and they do take their animals for veterinary care when needed.

I am not aware of any recent complaints received by SHPD regarding noise, odors, stray animals, or other Ordinance violations regarding the Zmolek residence.

ACTION RECOMMENDED	
AUTHOR GRAHAM, RICK W (22520)	DATE/TIME 09/05/2016 1047
SUBJECT ACTION RECOMMENDED	
<p>From everything I gathered during this inspection I believe the Zmolek's residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit.</p> <p>Refer to City Council for consideration.</p>	

St. Helens Police Department
COMMUNITY PARTNER RELEASE

IMAGE ATTACHMENT (970712) ANIMAL FACILITY LICENSE APPLICATION

St. Helens Police Department
COMMUNITY PARTNER RELEASE

City of St. Helens

P.O. Box 278 • 265 Strand Street • St. Helens, OR 97051 • 503-397-6272

Application Fee: \$40.00

Animal Facility License Application

St. Helens Municipal Code Chapter 6.04

If you own any of the following inside the city limits, you must have an Animal Facility License:

- More than 3 adult dogs; or
- More than 3 adult dogs and one litter of puppies; or
- More than 3 adult hens and/or ducks and 6 chicks or ducklings under 9 weeks; or
- More than 3 adult rabbits and/or 1 litter of bunnies under 9 weeks; or
- An exotic animal

Complete the application and return to the above address with the fee. You must list each animal separately in the space provided below that you intend to keep at your facility. Your facility, including perimeter fence if required, must be inspected before your application will be forwarded to the City Council for action. The Police Department will contact you within 10 days of application to schedule an inspection. The application fee is \$40 for a two year license and must be renewed prior to expiration.

If your application is denied, you have two options to obtain compliance:

1. You meet the requirements for an animal facility license; or
2. You have only allowed animals on your property.

Once you can prove that you are in compliance for a license, we can seek approval by the City Council. If you have eliminated the need for an animal facility license, you may request a refund of the application fee.

Address at which animal(s) will be kept:				
Applicant Information		Alternate Contact/In Case of Emergency		
Name: <u>Kevin Zwolek</u>		Name: <u>Kriste Zwolek</u>		
Mailing address: <u>2707 Gable Rd</u>		Mailing address: <u>SAME</u>		
City/State/Zip: <u>St. Helens, OR 97051</u>		City/State/Zip:		
Cell phone: [REDACTED]		Cell phone: [REDACTED]		
Home phone: [REDACTED]		Home phone: [REDACTED]		
Email: [REDACTED]		Day/time of week that works best for you: <u>After 10 AM, weekdays</u>		
List each animal to be kept at the above address (attach additional paper if more than 6 animals)				
Species/Breed	Name	Sex	Age	County/Dog License Expiration Date
1. <u>Boxer</u>	<u>Lily</u>	<u>F</u>	<u>10</u>	<u>12/31/16</u>
2. <u>Cats</u>	<u>Chinookwa</u>	<u>M</u>	<u>7</u>	<u>12/31/16</u>
3. <u>Abby Labmix</u>	<u>Abby</u>	<u>F</u>	<u>14</u>	<u>12/31/16</u>
4. <u>Chinookwa</u>	<u>Lacey</u>	<u>F</u>	<u>2</u>	<u>12/31/16</u>
5.				
6.				
Veterinarian Information				
Name: <u>Kobyn Kieger</u>		Phone: <u>503-397-1928</u>		
Address: <u>35045 Firlock Pl Blvd</u>		City/State/Zip: <u>St. Helens, OR 97051</u>		
Liability Insurance Information				
Agent's Name: <u>Eric Lindberg</u>		Phone: [REDACTED]		
Insurance Company: <u>Country</u>		Policy No. [REDACTED]		
Attach a copy of the policy indicating applicant is covered while maintaining the described animal(s) or have a copy available for the officer when they come to inspect your facility.				

AUTHORIZATION

I, Kevin Zwolek understand that I am applying for an animal facility license to keep the above listed animal(s) at 2707 Gable Rd, St. Helens, Oregon. I have read Municipal Code Chapter 6.04 Animal Control Code, and fully understand my obligation as an animal owner and facility operator and agree to comply with the Code and applicable county, state and federal laws. I further understand that this license, if approved, is valid for a period of two years and must be renewed prior to expiration.

Kevin Zwolek
Applicant Signature

8/11/16
Date Signed

FOR OFFICE USE ONLY		
Date received: <u>8-22-16</u>	Officer assigned:	Date forwarded to City Recorder:
Received by: <u>mail</u>	Date/Time of inspection:	Council meeting date:
Receipt No.: <u>01424376 8-30-16</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>8-30-16</u>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>AGNO</u>		Expiration date:

Updated 8/5/2016

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** RECEIPT ***

Columbia County Clerk

230 Strand St.
St. Helens, OR 97051
(503) 397-3796

ZMOLEK, KEVIN
2707 GABLE RD
ST. HELENS, OR 97051

RENEW ANIMAL LICENSE		Detail	Amount
RECEIPT ACTION		RENEW LICENSE	
OWNER NAME		ZMOLEK, KEVIN	
ANIMAL NAME		ABBY	
RABIES EXPIRATION DATE		02/28/2019	
ANIMAL LICENSE NUMBER		SH04893	
LICENSE EXPIRATION DATE		12/31/2016	
LICENSE FEE		13	\$13.00
CLERK FEE		2	\$2.00
FEE ADJUSTMENT		0	
LATE FEE		0	
DONATION AMOUNT		0	
ITEM TOTAL:			\$15.00

RENEW ANIMAL LICENSE		Detail	Amount
RECEIPT ACTION		RENEW LICENSE	
OWNER NAME		ZMOLEK, KEVIN	
ANIMAL NAME		LILY	
RABIES EXPIRATION DATE		02/28/2019	
ANIMAL LICENSE NUMBER		SH04894	
LICENSE EXPIRATION DATE		12/31/2016	
LICENSE FEE		13	\$13.00
CLERK FEE		2	\$2.00
FEE ADJUSTMENT		0	
LATE FEE		0	
DONATION AMOUNT		0	
ITEM TOTAL:			\$15.00

Receipt #: 135524 Receipt Date: 3/1/2016 3:42:27 PM Station: 16
 Receipt Name: ZMOLEK Cashier: HUSERB
 Comments: Page 1 of 2

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** RECEIPT ***

Columbia County Clerk

230 Strand St.
St. Helens, OR 97051
(503) 397-3796

NEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	NEW LICENSE	
OWNER NAME	ZMOLEK, KEVIN	
ANIMAL NAME	GUS	
RABIES EXPIRATION DATE	01/04/2017	
ANIMAL LICENSE NUMBER	34748	
LICENSE EXPIRATION DATE	12/31/2016	
LICENSE FEE	13	\$13.00
CLERK FEE	2	\$2.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	
ITEM TOTAL:		\$15.00

NEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	NEW LICENSE	
OWNER NAME	ZMOLEK, KEVIN	
ANIMAL NAME	LACEY	
RABIES EXPIRATION DATE	02/28/2017	
ANIMAL LICENSE NUMBER	34749	
LICENSE EXPIRATION DATE	12/31/2016	
LICENSE FEE	13	\$13.00
CLERK FEE	2	\$2.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	
ITEM TOTAL:		\$15.00

Receipt Total	\$60.00
CASH	60.00

Receipt #: 135524 Receipt Date: 3/1/2016 3:42:27 PM Station: 16
 Receipt Name: ZMOLEK Cashier: HUSERB
 Comments: Page 2 of 2

ANIMAL VIOLATION/ORD

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2016-16065577

CITY OF ST. HELENS
265 Strand
St. Helens, OR 97051

08/30/2016 9:01 AM
Receipt No. 01424376

bl
AFL 40.00

Total 40.00

Cash 0.00
Check 4680 40.00

KEVIN ZMOLEK
Customer #000000
2207 GABLE RD

ST HELENS, OR 97051-

Cashier: Heidi
Station: CH-FRONTDESKW7

St. Helens Police Department
COMMUNITY PARTNER RELEASE

IMAGE ATTACHMENT (970716) CAD REPORT

Call 16065577 Date 09/02/16 Time 10:55:14 Opr kcomfort
 Location: 2707 GABLE RD; 701
 Call type R-2 Agcy SHPD Area 700 Dist
 Remarks: Report, follow up Map: 5835B How rcvd: DISP
 Case No.: CLR: TUC: Juris SH
 Vehicle 1: 985DKM/
 Vehicle 2: 985JDM/

Last: 701 First: Phone:
 ADDRESS: SHPD

CROSS STREETS:
 ALEXANDRA LN FIRLOCK PARK RD

ANM FACILITY LIC INSPEC 10:55:35
 Call 16065577 scheduled for 09/05 08:50. 10:56:27
 Agency LAW paged. 09:18:31
 LIC/985DKM 09:35:05
 LIC/985JDM 09:35:16

----- Unit Activity -----				
Date	Time	Unit	Status	Operator
09/05/16	09:18:31	701	Dsptch	hvaughn
09/05/16	09:24:29	701	Arrived	hvaughn
09/05/16	09:24:31	701	10-53	hvaughn
09/05/16	09:35:05	701	10-53	dkarthau
09/05/16	09:35:05	701	10-53	dkarthau
09/05/16	09:35:05	701	10-53	dkarthau
09/05/16	09:35:16	701	10-53	dkarthau
09/05/16	09:35:16	701	10-53	dkarthau
09/05/16	09:35:16	701		dkarthau

St. Helens Police Department
COMMUNITY PARTNER RELEASE

*** END OF HARDCOPY ***

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2016 NEW

A copy of the OLCC application documents submitted for the business listed below was emailed to the Police Department for review. No adverse response was received.

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Running Dogs Brewery	Jaron & Maggie Clayton	34966 Roberts Lane	New Outlet

Heidi Davis

From: Terry Moss
Sent: Wednesday, September 28, 2016 8:23 AM
To: Heidi Davis
Subject: RE: Monster Dash

The Columbia County Rotary Club is hosting the third annual Monster Dash this coming October 8, 2016. Monster Dash is a 5k and 10k running event benefitting local veterans. This event is being held in conjunction with the Halloweentown events and is being advertised as a Halloweentown function. As the Columbia County Rotary Club is a non-profit organization and funds generated during this event are dedicated to local charities, we very respectfully request that the permit fees for this event be waived.

Sincerely,

Terry Moss
Columbia County Rotary Club
Past-President

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
KENNEDY/JENKS CONSULTANTS									
017440									
104436	9/2/2016	23,810.79	0.00	09/23/2016				False	0
					010-302-653207 2 mg reserrior rehab				
									2 MG RESERVOIR REHAB PROJECT W-449
					104436 Total:				23,810.79
					KENNEDY/JENKS CONS				23,810.79
MAUL FOSTER ALONGI, INC.									
019555									
26463	9/9/2016	20,307.20	0.00	09/23/2016				False	0
					009-209-554100 Environmental review				
									PROJECT 0830.03.03 WWTP LAGOON ON CALL SERV
					26463 Total:				20,307.20
					MAUL FOSTER ALONGI				48,185.54
					26464				
	9/9/2016	27,878.34	0.00	09/23/2016				False	0
					009-209-554100 Environmental review				
									PROJECT 0830.04.02 ST. HELENS AREA WIDE PLANN
					26464 Total:				27,878.34
					MAUL FOSTER ALONGI				48,185.54
					Report Total:				182,217.32

MJF 9/23/16



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner (for John Walsh, City Administrator)
RE: Urban Renewal – Scope of Work for Plan and Report
DATE: September 30, 2016

Urban Renewal is a funding tool used successfully in other communities to fund various projects and revitalize areas. In St. Helens' case it could be used to fund infrastructure for the Vener Property and other projects throughout the city such as those identified on the City's corridor plan adopted in 2015.

ECONorthwest has prepared a Scope of Work (SOW) to help St. Helens prepare an Urban Renewal Plan and Report which is required by state statute to utilize Urban Renewal.

Note that the SOW includes the October 12th final open house for the waterfront redevelopment framework plan as the first community event of the formal Urban Renewal effort in St. Helens. The reason for this is cost efficiency, taking advantage of public attendance, and to keep the momentum going, generally.

The cost to the City is noted at the end of the attached SOW. Money is budgeted for this in the current budget cycle.

In order to proceed and to take advantage of the October 12th Framework Plan open house, staff needs authorization from the City Council at your October 5th meeting.

Attached: ECONorthwest Scope of Work



DATE: September 29, 2016
TO: John Walsh, City of St. Helens
FROM: Lorelei Juntunen and Emily Picha
SUBJECT: SCOPE OF WORK FOR ST. HELENS URBAN RENEWAL PLAN AND REPORT - REVISED

Project understanding

The City of St. Helens is in the process of completing a framework plan for the Veneer Site, a 25-acre waterfront site near downtown St. Helens, and adjacent industrial areas. As part of this effort, the City is working with its consultant team to identify a set of funding tools that can fund the major infrastructure investments necessary to support development on the site, including roads, utilities, and open space, as well as provide incentives for vertical development. Through an evaluation of funding tools, the project team identified urban renewal as a potentially powerful tool to fund key on-site improvements as well as other infrastructure improvements throughout the City along Highway 30, the downtown grid, and Columbia Boulevard/St. Helens Street.

Approach

Our approach leverages our experience in urban renewal plans, feasibility studies, substantial amendments, strategic planning, and report writing to provide the best possible product to the City of St. Helens. We will:

- Bring our extensive knowledge of Oregon Statutes relating to urban renewal to answer technical questions and ensure practices conform with Oregon law.
- Apply previously built Excel models to make efficient and accurate financial projections of TIF revenues and borrowing capacity.
- Use our experience with dozens of other urban renewal agencies across the state to provide strategic advice to the City on best practices for urban renewal.
- Apply our experience with urban renewal to foster a smooth and efficient process, and to support a meaningful public education campaign.

Our team has worked on the majority of urban renewal plans developed in the last ten years in Oregon, including three which have successfully gone to public vote: Beaverton, Wilsonville TIF Zones, and Wilsonville Coffee Creek. We have deep experience in successfully managing citizen committees, working with taxing districts, and developing successful plans. We are often complimented on our ability to explain the complexities of urban renewal.

We assumed a boundary that comprises 21% of the City's land area, as shown in Exhibit 1. This boundary encompasses the framework plan projects but also includes other priority projects along key corridors in the City, such as TGM-related projects.

(or spending capacity) of the plan, when revenue sharing will occur, and how soon the area will have resources to invest in projects and how overlapping taxing districts will be impacted.

We will first work with the City to determine the potential infrastructure needs (informed by the framework plan, TGM grant, the US 30 and Columbia Blvd/St. Helens Street Corridor Plan, and other planning processes), informed by the City's capital improvement plan and other master plans, and forecast potential tax increment generation. We will recommend projects and advise on levels of maximum indebtedness for the urban renewal plan.

The financial analysis in the plan must be carefully considered. Financial forecasts that are too optimistic can result in raised expectations from the community, elected officials, and key stakeholders. This can set the area up for failure in the long-term. On the other hand, financial forecasts that are too conservative will place unnecessary limits on the use of urban renewal, reducing its maximum indebtedness below true capacity. There are two major inputs to the financial component of an urban renewal plan (tax increment revenue projections, and project identification and costing), and the City team has made progress on both of them:

- As a preliminary review associated with the framework planning process, ECONorthwest completed initial forecasts of tax increment finance revenues and bonding capacity. While more work is necessary to update them, our preliminary analysis found sufficient potential bonding capacity to justify ongoing exploration.
- Regarding project identification and costs, the team carefully evaluated the infrastructure and other investments needed to support redevelopment of the Veneer property and adjacent industrial areas. This will serve as a solid foundation for the urban renewal financial plan and stakeholder conversations.

Process for adoption

The requirements of ORS 457 governing urban renewal in Oregon are complex and can be frustrating to carry out for those who are unfamiliar with these requirements. There are meetings and requirements in addition to those specified in the RFP. We will provide a checklist for staff regarding pertinent information that will need to be completed, including: the Agency report, urban renewal plan, report accompanying the plan, planning commission report, taxing districts letter, meeting with the county commission, ordinance, city council meetings, and notices. There are specific sequences and approvals required in ORS 457 and our process covers all of those.

Team

Our team has a long history of working together on urban renewal and economic development projects, having completed dozens of successful projects together over the past five years. Our core team is:

- **Lorelei Juntunen and Emily Picha** have worked for the past several years on the St. Helens waterfront, including working with Maul Foster Alongi and Kittelson on the

Integrated Planning Grant and Framework Plan processes on the Veneer Site. Lorelei and Emily would manage the project, interact with key stakeholders, and lead the creation of the urban renewal plan and report.

- **Nick Popenuk of Tiberius Solutions** would lead financial analysis.
- **Elaine Howard of Elaine Howard Consulting** is Oregon’s foremost expert on the urban renewal planning process and would advise the team on stakeholder involvement and plan development that comports with state urban renewal statutes.
- **Kittelson** will coordinate new rough costing work transportation projects within the proposed boundary.
- **Maul Foster Alongi** will coordinate cost estimating for civil work completed through the framework plan, to do any new costing work for civil engineering projects.

Scope

Task 1. Project kickoff

The team will meet with City Staff, including the City’s finance director, to review the scope of work and timeline, discuss advisory committee representation, and review any questions regarding data or process.

Budget: \$5,105

Schedule: Nov - Mar

Task 2. Outreach program

The outreach program will target three audiences: (1) an Advisory Committee, (2) the general public, and (3) affected taxing districts.

ADVISORY COMMITTEE

The Advisory Committee will be the primary body providing recommendations on the specific characteristics of the draft urban renewal plan. This group will include representatives of the businesses and residents in neighborhoods affected by the proposed urban renewal area, staff representatives of affected taxing districts, and key civic and business leaders from the City of St. Helens at large. The Advisory Committee will meet three times during the drafting of the urban renewal plan and report, and once more if the City Council decides to pursue adoption of a final urban renewal plan. The timing and topics of these meetings are:

- Meeting #1 – November – Urban Renewal 101 and direction from City Council; Update on Framework Plan projects and previous tax increment revenue projection findings, Goals and Objectives; boundary and projects.
- Meeting #2 – February – Finance, timing, and project prioritization
- Meeting #3 – April – Review of draft urban renewal plan and report

- Meeting #4 – TBD – Review of final urban renewal plan and report (if needed)

GENERAL PUBLIC

In addition to the Advisory Committee, the outreach program will include the general public. The team will attend up to two community events with a table or booth providing information on the potential use of urban renewal, one at the beginning of the process, and one toward the end when a draft plan is available for review.

The first opportunity will be at the final open house for the Framework Plan. At this event, our team will focus on education, including the pros and cons of urban renewal, and seeking input from the public on if and how they would like to see urban renewal used in their community.

We will work with staff and the Advisory Committee to identify a second opportunity for engagement regarding urban renewal that is appropriate to the likely level of interest in the community, the timeline for the process, and the overall community needs.

Over the course of the project, the City may want to provide periodic updates to the public through local newsletters and emails. Our budget assumes that we will write the draft language for three project updates. Language for each update will be brief (approximately ½ page), with City staff responsible for final edits, formatting, and distribution to the public.

AFFECTED TAXING DISTRICTS

Funding for urban renewal works through the division of property tax revenues, which results in foregone revenues for overlapping taxing districts. Because of this, taxing districts are important stakeholders in the urban renewal process. Although there are several taxing districts that overlap the City of St. Helens, the districts with the largest property tax rates (i.e., the ones most impacted by urban renewal) are the City of St. Helens, Columbia County, Columbia River Fire District, and St. Helens School District. Because the City of St. Helens is the Client, they (staff and elected officials) will be deeply involved in the evaluation of urban renewal, and therefore they are not specifically the focus of these outreach efforts. Thus, when we refer generally to “affected taxing districts” in this scope of work, we are referring to the County, Fire District, and School District.

We will offer to meet one-on-one with affected taxing districts at the beginning of the outreach process to (1) let them know that St. Helens is considering the use of urban renewal and share the preliminary boundary, (2) to invite them to send a staff person to participate in the Advisory Committee, and (3) to seek any upfront comments or guidance that they may have for the City of St. Helens as they evaluate the possibility of using urban renewal.

Our expectation is that all three of these taxing districts will choose to have a high-level staff person participate in the Advisory Committee, and that this staff person will keep other staff and elected updated on our progress.

Once a draft urban renewal plan has been completed and presented to City Council, if the City Council chooses to proceed with a final urban renewal plan and report, then we will meet again

with representatives of affected taxing districts, including meetings with senior staff, and (if desired) presentations to their governing bodies. These meetings will satisfy the statutory requirements to “consult and confer” with affected taxing districts.

Budget: \$16,925

Schedule: Nov - Mar

Products: Public outreach materials as necessary

PowerPoint presentations, agendas, and summary meeting notes for Advisory Committee meetings

Meetings: Up to 15

Up to 4 Advisory Committee meetings (including the final meeting, if needed)

Up to 3 initial presentations to governing bodies of affected taxing districts

Up to 3 follow-up meetings with staff of affected taxing districts

Up to 3 follow-up presentations to governing bodies of affected taxing districts

Participation in up to 2 public events

Task 3. Draft urban renewal plan and report

We will prepare a draft urban renewal plan and report as required by State statute, evaluating all key issues necessary for the City Council to make a decision on whether or not to pursue adoption of an urban renewal plan.

Our budget assumes that we will begin with the boundary that the City has already discussed with ECONorthwest, revising it to remove some non-taxable acreage to comply with statutory limits on the amount of acreage that can be in an urban renewal area. Some additional changes to the boundary may be necessary,

The urban renewal plan will include:

- Introduction and overview, including the general approach to the use of urban renewal and the timing of when to establish the urban renewal area and why.
- Map of the boundary¹
- Goals and objectives
- Urban renewal projects and activities
- Strategy for property acquisition and disposition
- Strategy for relocation methods
- High-level financing plan (details of the financing plan are included in the report)

¹ An official boundary description provided by a surveyor, not included in the scope of work for this contract, would be necessary for the final urban renewal plan and report, prior to City Council adoption, but the draft version would simply include a map of the proposed boundary.

- Process for future amendments
- Overview of land uses
- Relationship to local plans and objectives

The urban renewal report will include:

- Existing physical, social, and economic conditions
- Impact on municipal services
- Reasons for selecting the boundary
- Estimated project costs and completion dates
- Financial analysis of the plan, including TIF projections, and assumptions on other funding sources for identified urban renewal projects.
- Financial impact on affected taxing districts (i.e., foregone revenue)
- Compliance with statutory limits on assessed value and size of urban renewal area
- Relocation Report

Preparation of the draft urban renewal plan and report will be informed by the Advisory Committee, feedback from the general public, and the initial direction from the City Council. Once complete, ECO will present the draft plan and report to the City Council for their consideration. During this City Council meeting, we will assist City staff in facilitating a City Council decision on whether or not to proceed with creation of a final urban renewal plan and report for adoption, and if so, with what modifications to the draft plan and report. The scope of work assumes that two City Council meetings will be necessary for these conversations.

Budget: \$28,575

Schedule: Nov - June

Products: Draft urban renewal plan and report
PowerPoint presentations for City Council meetings

Meetings: Two
Presentations to City Council

Task 4. Final urban renewal plan and report

Following the presentation of the draft urban renewal plan and report to City Council in Task 3, if the City Council directs us to move forward with adoption of the urban renewal plan, we will make any necessary revisions to the plan and report, based on City Council input, resulting in the Final Urban Renewal Plan and Report. If the revisions are substantial, we will then meet one last time with the Advisory Committee to discuss these revisions. We will draft all required documents, provide the City with a schedule of all required meetings and when notices need to

be sent, and attend all required meetings to present the Plan and Report and answer questions. Note that the City will be responsible for the mailing and publishing of notices.

Budget: \$12,225

Schedule: Apr - June

Products: Final Urban Renewal Plan and Report
Urban Renewal Agency Staff Report (transmits the plan and report and recommends motion)
Planning Commission Report (we will provide the language typically used, your planning department may want to modify for their format)
City Council Staff Report (transmits the plan and report and explains ordinance)
Ordinance
Notice (super-notice)²
Notice of adoption of ordinance³
Cover memorandum for recording
One PowerPoint presentation to be used for all meetings

Meetings: Up to 7
Advisory committee meeting if City Council directed major changes to the draft documents (covered in Task 3)
Public meeting if City Council directed major changes to the draft documents (typically on same day as Advisory Committee meeting, covered in Task 3)
Urban Renewal Agency Meeting to start process of Plan review
Planning Commission Meeting
County Commission presentation (they do not vote, but required to present to them. Covered in Task 3)
City Council hearing and first reading of ordinance
City Council second reading of ordinance and vote

Summary of budget and schedule

We propose completing all tasks described in the scope of work for a total budget not-to-exceed \$66,000. If the project is able to begin in October, we anticipate completing all work before June 30, 2017.

² We provide the language. The City would send out the notice to either utility customers, voters or property owners. There will be a mailing cost unless you used a mailing that is already scheduled such as utility bills.

³ We provide language, the City publishes in the local newspaper.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

Subject: **Administration & Community Development Dept. Report**

Date: October 5, 2016

Planning Division Report attached.

Finance Division Report attached.

Business License Reports attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner

Date: 09.27.2016

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION

Conducted a pre-application meeting for a subdivision near the SW corner of the Pittsburg Road/N. Vernonia Road intersection. There is potential for 63 to 77 lots for single-family dwellings. This is a reboot of a subdivision that was approved before the Great Recession, but the approval lapsed.

Both the Assistant Planner and I met with ODOT's grant manager for the 2016/2017 TGM grant (Riverfront Connector corridor plan) to discuss some preliminary matters. The next step will be working on a draft Statement of Work (SOW).

Reviewed draft Framework Plan for the for Veneer Property prepared by the City's consultants. This is the initial draft of the final version. The Assistant Planner and I will meet with the consultants on September 29th to discuss and hopefully fine-tune their implementation recommendation (i.e., adoption into the Development Code).

DEVELOPMENT CODE ENFORCEMENT

Assistant Planner called a property owner about a fence being built contrary to city standards (height) on S. Vernonia Road. Based on their conversation, the issue should be resolved soon.

Sent a letter to a property between Church and S. 19th Streets for a building violation. This is a repeat from June. Code enforcement assisted.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

September 13, 2016 meeting (outcome): The Commission conducted a public hearing for a zone change of approx. 12.5 acres of mostly undeveloped land at the SW corner of the Pittsburg Road/N. Vernonia Road intersection.

The Commission reviewed the finality of this cycle's CLG grant (courtesy of the Assistant Planner).

The Commission discussed the recommendation from the Council in regards to draft ORD 3209. After discussing the exact language, they agreed with the Council.

There are two Commissioner terms expiring. Both wish to continue. One hasn't served two consecutive terms and is an automatic re-up. The other has, so advertisement per the Council's rules will be necessary. Interview committee formed for this.

October 11, 2016 meeting (upcoming): The Commission will have a public hearing for Elk Ridge Phase 6, a 58 lot subdivision. They originally approved this in 2013, but construction has taken enough time that the original approval lapsed.

Some other items TBD.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Routine data updates.

MAIN STREET PROGRAM

I attended the SHEDCO Board of Directors meeting on September 14, 2016 at the Chamber of Commerce. This is the first month for this year's Community Coordinator (#6).

I attended a Main Street program related workshop and awards ceremony in Astoria this month.

ASSISTANT PLANNER—*In addition to routine tasks, the Assistant Planner has been working on:*
See attached.

Jacob Graichen

From: Jennifer Dimsho
Sent: Friday, September 23, 2016 9:13 AM
To: Jacob Graichen
Subject: September Planning Department Report

Here are my additions to the September Planning Department Report.

GRANTS

1. McCormick Park Bridge OPRD Grant Closeout
2. CLG Historic Preservation Grant Program Grant Summary – Presentation to PC/Council. Received final reimbursement
3. OPRD McCormick Picnic Shelter Grant (16k grant, 30k project). Signed grant agreement. Met with PW/Parks to move forward with shelter purchase
4. Riverfront Connector TGM grant: Scoping meeting with ODOT grant coordinator
5. 2016 HEAL Cities Grant (Deadline: Sept. 30) – Nob Hill Nature Park improvement package. Prepared and submitted application/budget. Received 2 letters of support

EPA AWP

6. EPA AWP Advisory Committee Meeting: Sept. 12 – Scheduled meeting, reviewed meeting materials, sent out meeting materials, and provided feedback
7. Scheduled for Oct 12 Final Open House – Preparations for location, food & drink, press, outreach, reviewed materials

MISC

8. Gateway Sculpture Project Kickstarter Reward deliveries
9. Put together ACC Postcard kits. Delivered to various businesses and hotels to sell.
10. Attended ACC Meeting Sept. 27 – Update on postcard kits, Kickstarter reward deliveries, & Gateway P.2 Budget discussion
11. Attended Year of Wellness Meeting at OSU on Sept 15 – Discussed CCCO Community Grant potential
12. Created GIS Map for Spirit of Halloweentown public safety discussions
13. Worked on application for ODOT right-of-way purchase of Dalton Lake property
14. Worked with new RARE AmeriCorps Mainstreet Coordinator, Jasmine and introduced her to a few ongoing projects
15. Prepared PowerPoint slides for a League of Oregon Cities community engagement presentation
16. Answered site specific questions from CAT about a potential affordable housing grant-funded project

Jenny Dimsho

Assistant Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

COUNCIL MEETING – 10/05/2016

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: FINANCE DEPARTMENT REPORT
DATED REPORT: SEPTEMBER 27, 2016

Greetings Council,

Wells Fargo:

For approval of signing is the final application document for Wells Fargo for us to officially start setting up accounts and our processes for transitioning to Wells Fargo Banking Services and Purchase Card Program. Purchase Cards and Merchant transactions will be transitioned first, then working regular banking/deposits, and updating our financial software for the new bank.

Shortel Phone System:

On our last conference call with Inflow at the end of September, it was made aware of a few lagging issues on the part of CenturyLink and Integra that has caused us to delay the phone installation once more. After hearing about the delay, I have decided to take over the project from Crystal who is getting too busy with City events to coordinate everything that needs to happen for us to finish. Crystal will still be helping me when needed. I have a confirmed to-do list and am meeting with Centerlogic either by phone or in person every few days to ensure that we will finish everything needed before our next installation date... That date is now the last week in November (11/28 – 12/02). As of right now, my expectation is to have no more delays and the new phone system installed as newly scheduled.

Tech Panel:

An email went out to all staff and council regarding a new “Tech Panel” to work with CenterLogic on current and future issues. This is one of the steps we are taking to help improve relations. I have not heard back from any Council Members regarding interest in joining the Tech Panel. As of right now, CenterLogic would like to meet monthly, and then eventually move to quarterly meetings. I also asked staff and council to inform me of any on-going tech issues they are having so I can make note of them and we can discuss fixing these issues at our first panel meeting. Please email me if you would like to be part of this Tech Panel.

Thank you,

Matt Brown
Finance Director
503.366.8227
mattb@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: September 19, 2016

The following occupational business licenses are being presented for City approval:

Signature: 
Date: 9/19/16

RESIDENT BUSINESS – RENEWAL 2016

- | | | |
|--------------------------|----------------------|---------------------------------|
| <input type="checkbox"/> | The Embroidery Hutch | Custom Embroidery & Retail Shop |
|--------------------------|----------------------|---------------------------------|

RESIDENT BUSINESS – NEW 2016

- | | | |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | *Cakehouse
48 Red Cedar Street | Baked Goods/Delivery |
| <input type="checkbox"/> | NW Motoring LLC
555 S Columbia River Hwy, Suite D | Auto Brokerage/Sales |
| <input type="checkbox"/> | PK
215 S. 1 st Street | Sell Collectables & Antiques |

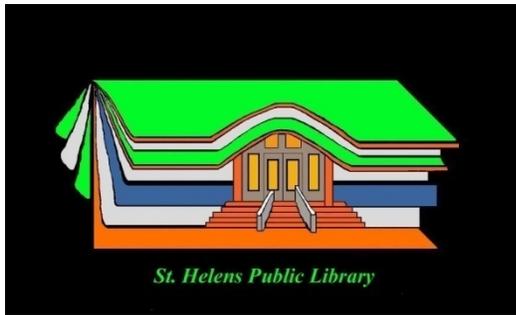
NON-RESIDENT BUSINESS - 2016

- | | | |
|--------------------------|-------------------------------|---|
| <input type="checkbox"/> | Hery's Housekeeping Services | House Cleaning |
| <input type="checkbox"/> | ONHC PC | Attending Physician/Medical Director Services |
| <input type="checkbox"/> | Pipe It Plumbing LLC | Plumbing Contractor |
| <input type="checkbox"/> | Strata Inc. | Telecom Installation |
| <input type="checkbox"/> | Tobey A. Metzner Construction | Contractor |

MISCELLANEOUS - 2016

- | | | |
|--------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> | Iron Mountain Secure Shredding Inc. | Change of Ownership |
| <input type="checkbox"/> | Doering Mechanical Contractor | 7-Day, Mechanical Contractor |
| <input type="checkbox"/> | Northwest Plumbing & Drain | 7-Day, Plumbing |
| <input type="checkbox"/> | Wilson Pacific Development Inc. | 7-Day, Excavation/Demo |

*Denotes In-Home Business



September 28, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Oregon Humanities Conversation Project: *Looking for Leadership: What Do We Want from Leaders?*

Different people have different ideas about what they want and expect from leaders. Our understanding of what constitutes leadership is shaped by the behavior and appearance of the people we call "leaders." Many of our ideas about leadership are tied to positions of power and authority and influenced by race, gender, age, and other identities. Join leadership studies teacher Lois Ruskai Melina for a conversation exploring questions such as, "How are leadership, power, and authority different? What are other names for what we experience as leadership? Is leadership always in service to the greater good? How can we raise up the kinds of leaders who can best serve our communities?" This program is hosted by the St. Helens Public Library and sponsored by Oregon Humanities.

Tuesday, October 11, 7pm, In the Library

Library Strategic Planning Focus Group

The opening of the library **will be delayed until noon on Wednesday, October 19** in order to have a staff focus group as a part of the library's strategic planning process.

Friends of the Library Annual Fall Book Sale

It's the annual fall book sale held by Friends of the St. Helens Public Library, which is the major fundraising group for the St. Helens Public Library. Come see the books currently on sale in the hallway – PLUS, a room full of books that you have not yet seen...

Friday, October 21, 10-3pm, Hallway

Saturday, October 22, 9am-2pm, Hallway

St. Helens Garden Club Annual Fall Plant Sale

The St. Helens Garden Club presents their annual fall plant sale.

Saturday, October 22, 9-2pm, Front Porch

Costumed Storytime

Whether you love dressing as a princess, a dinosaur, a superhero, or something else entirely, put on your favorite costume and join us for stories, songs, dances, wiggles, and more! Suggested ages 6 months through 5 years -- caregivers are also encouraged to participate.

Wednesday, October 26, 11:15am, Children's Room

NaNoWriMo Kick-Off Party

Have you ever wanted to be a writer? Find out more about National Novel Writing Month, learn tips about how to plot your novel, play games, eat food, and hear from award-winning Science Fiction author Ken Scholes as he shares writing wisdom at the NaNoWriMo Kick-Off party!

Thursday, October 27, 7pm, Auditorium

Pumpkin Painting

Make the mess at our place! You bring the pumpkin and we provide the paints, brushes, and stencils for you to make a spooky, funny, or beautiful creation. Please call 503-397-4544 to register for this program. Children and teens of all ages are welcome.

Friday, October 28, 3pm, On the Porch

Previously Reported:

LEGO Club

Visit the library for unstructured LEGO play time with our growing collection of donated LEGO sets. Duplo sets are also available for younger children. Come create with us!

Alternate Thursdays (10/6, 10/20, 11/3, 11/17, 12/1, 12/15) from 330-430pm

Writer's Workshop with Maggie Stuckey

Anyone who's thinking of writing a nonfiction book and hoping to see it published by a traditional publisher (i.e., not a self-publisher or e-book platform), wait! Your potential publishers want to see a good proposal – not the whole manuscript.

Portland author, Maggie Stuckey will unlock the mysteries of the nonfiction book proposal at a special event at the St. Helens Public Library. Maggie knows the publishing world and its quirks from years of firsthand experience. She is the author of 11 books under her own name, and 20-some others as ghostwriter or collaborator; all are nonfiction and most were published by one of the big-name New York houses. In this workshop, she will explain the purpose of the proposal and the in-house reviewing process, and then describe the standard format and all the necessary nuts and bolts.

Thursday, Oct 6, 7pm, Auditorium

Calendar:

- | | |
|--------------|---|
| 10/6 | LEGO Club, 330-430pm |
| 10/6 | Writer's Workshop with Maggie Stuckey, 7pm, Auditorium |
| 10/18 | Library Board Meeting, 715pm |
| 10/19 | Library Closed Till Noon |
| 10/20 | LEGO Club, 330-430pm |
| 10/21 | Friends of the Library Book Sale, 10-3pm |
| 10/22 | Friends of the Library Book Sale, 9-2pm |
| 10/22 | Garden Club Plant Sale, 9-2pm, On the Porch |
| 10/26 | Costumed Storytime, 11:15am, Children's Room |
| 10/26 | Friends of the Library Meeting, 530-630pm, Armstrong Room |
| 10/27 | NaNoWriMo Kick Off, 7pm, Auditorium |
| 10/28 | Pumpkin Painting, 3pm, On the Porch |