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City of St. Helens COUNCIL AGENDA

Wednesday, November 2, 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. **APPROVE AND/OR AUTHORIZE FOR SIGNATURE**
 - A. Dedication Deed for Right of Way Dedication – 35732 Hankey Road (McCarter)
 - B. Contract Payments
5. **CONSENT AGENDA FOR ACCEPTANCE**
 - A. Accounts Payable Bill List
6. **CONSENT AGENDA FOR APPROVAL**
 - A. Council Work Session and Regular Session Minutes dated September 21, October 5 and October 19, 2016
 - B. Animal Facility Licenses at 525 N. 11th Street (Hulbert) and 47 Sunset Place (Wilson)
 - C. Accounts Payable Bill List
7. **MAYOR PETERSON REPORTS**
8. **COUNCIL MEMBER REPORTS**
9. **DEPARTMENT REPORTS**
10. **ADJOURN**

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

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



CITY OF ST. HELENS PLANNING DEPARTMENT
M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Hankey Road right-of-way dedication
DATE: October 24, 2016

As part of a Lot Line Adjustment request (file LLA.1.16) at 35732 Hankey Road, right-of-way dedication is required commensurate with similar requirements for land divisions north of the subject property with city limits.

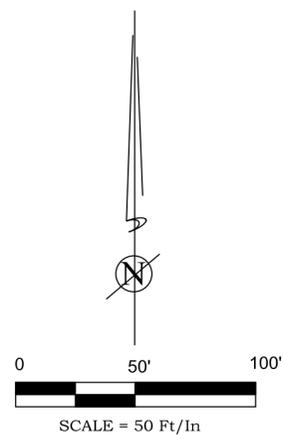
This is routine.

See **attached** plans which illustrates the matter.

Please authorize the Mayor's signature of the legal document (**attached**) that will, once recorded with the County, result in the dedication.

Attached: Preliminary survey of proposed Lot Line Adjustment showing required ROW dedication

Dedication deed



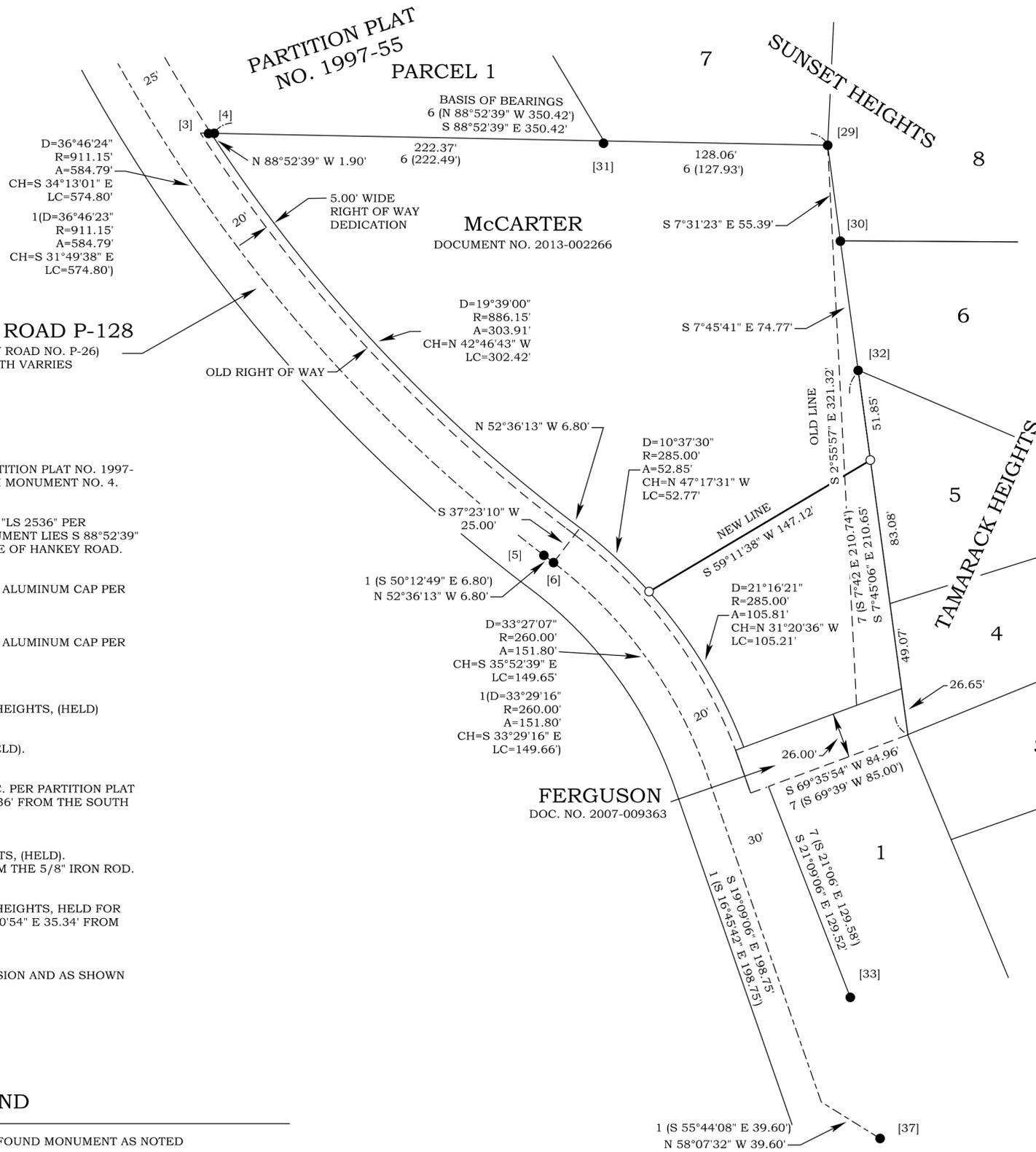
HANKEY ROAD P-128
(COUNTY ROAD NO. P-26)
WIDTH VARRIES

MONUMENT NOTES:

- [3] FOUND A 5/8" IRON ROD (DISTURBED), PER PARTITION PLAT NO. 1997-55, MONUMENT BEARS S 87°55'29" W 3.28' FROM MONUMENT NO. 4.
- [4] FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LS 2536" PER PARTITION PLAT NO. 1997-55, (HELD). THE MONUMENT LIES S 88°52'39" E 1.90' FROM THE NEW EAST RIGHT OF WAY LINE OF HANKEY ROAD.
- [5] FOUND A 5/8" IRON ROD WITH AN UNREADABLE ALUMINUM CAP PER CS NO. 4423, (HELD).
- [6] FOUND A 5/8" IRON ROD WITH AN UNREADABLE ALUMINUM CAP PER CS NO. 4423, (HELD).
- [29] S.W. CORNER OF THE LEMONT D.L.C.
FOUND A BENT 5/8" IRON ROD PER TAMARACK HEIGHTS, (HELD)
- [30] FOUND A 1/2" IRON ROD PER CS NO. L-1414, (HELD).
- [31] FOUND A 5/8" IRON ROD WITH A SMASHED Y.P.C. PER PARTITION PLAT NO. 1997-55, MONUMENT BEARS S 1°07'21" W 1.36' FROM THE SOUTH LINE OF PARTITION PLAT NO. 1997-55.
- [32] FOUND A 5/8" IRON ROD PER TAMARACK HEIGHTS, (HELD).
A 1/2" IRON PIPE BEARS N 82°53'44" E 1.73' FROM THE 5/8" IRON ROD.
- [33] FOUND A BENT 5/8" IRON ROD PER TAMARACK HEIGHTS, HELD FOR TAMARACK HEIGHTS, MONUMENT BEARS N 70°50'54" E 35.34' FROM THE CENTERLINE PER CS NO. 4423.
- [37] FOUND A 1/2" IRON PIPE PER HANKINS SUBDIVISION AND AS SHOWN ON CS NO. 4423, (HELD).

LEGEND

- FOUND MONUMENT AS NOTED
- SET A 5/8" X 30" IRON ROD WITH A YELLOW PLASTIC CAP MARKED "KLS SURVEYING INC."
- [X] MONUMENT POINT NO
- () RECORD SURVEY DATA
- [] RECORD DEED DATA
- CS NO. SURVEY NUMBER, COLUMBIA COUNTY SURVEY RECORDS
- Y.P.C. YELLOW PLASTIC CAP



NARRATIVE:

--THIS SURVEY WAS PERFORMED AT THE REQUEST OF KATHERINE McCARTER TO MONUMENT A PROPOSED PROPERTY LINE ADJUSTMENT BETWEEN TWO LOTS OF RECORD CONTAINED IN DEED DOCUMENT NO. 2013-002266, COLUMBIA COUNTY DEED RECORDS.

--FOR THE BASIS OF BEARINGS I HELD MONUMENTS 4 & 29 PER PARTITION PLAT NO. 1997-55.

--FOR CONTROL I HELD THE MONUMENTS AS NOTED IN THE MONUMENT NOTES.

NORTH LINE
--FOR THE NORTH LINE I HELD MONUMENT NUMBERS 4 & 29 PER PARTITION PLAT NO. 1997-55.

EAST LINE
--FOR THE EAST LINE I HELD MONUMENT NUMBERS 29, 30 AND 32, AND THE GRANT BOUNDARY METHOD TO COMPUTE THE NORTH LINE OF LOT 1 OF TAMARACK HEIGHTS

SOUTH LINE
--TO ESTABLISH THE SOUTH LINE I HELD THE DEED DISTANCE [26.00'] WHEN MEASURED AT RIGHT ANGLES FROM THE NORTH LINE OF LOT 1 OF TAMARACK HEIGHTS PER DOCUMENT NO. 2007-009363, COLUMBIA COUNTY DEED RECORDS.

HANKEY ROAD
--TO ESTABLISH THE EASTERLY RIGHT OF WAY OF HANKEY ROAD P-128 I HELD MONUMENT NO. 6 AND ROTATED THE RECORD DATA 2°23'24" TO FIT MONUMENT NO. 37 PER CS NO. 4423.

--THE NEW LINE WAS ESTABLISHED AT THE LOCATION SHOWN PER THE REQUEST OF THE CLIENT

REFERENCES:

- SURVEYS:**
- 1 = CS NO. 4423
 - 2 = CS NO. 5496
 - 3 = CS NO. 5526
 - 4 = CS NO. L-385
 - 5 = CS NO. L-1414
 - 6 = PARTITION PLAT NO. 1997-55
 - 7 = TAMERACK HEIGHTS
 - 8 = SUNSET HEIGHTS
 - 9 = HANKENS SUBDIVISION
- DEEDS:**
- 1 = BOOK 92, PAGE 383
 - 2 = BOOK 151, PAGE 674
 - 3 = DOCUMENT NO. 2007-009363
 - 4 = DOCUMENT NO. 2013-002266

REGISTERED PROFESSIONAL LAND SURVEYOR PRELIMINARY OREGON JANUARY 19, 1993 DONALD D WALLACE, JR 2601 RENEWAL DATE 6/30/18	 K.L.S. SURVEYING INC. 1224 ALDER STREET VERNONIA, OREGON 97064 (503) 429-6115	PROPERTY LINE ADJUSTMENT SURVEY FOR KATHY McCARTER IN THE NE 1/4 OF SECTION 5, T4N, R4W, W.M. CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON JULY 9, 2016			
DRAWN BY: SWM	FIELD: SWM/MDM/SWMJR	EQUIPMENT: GTP301/RECON	JOB No. 16-051	DRAWING NAME: 16-051 PLA	REVISED: 10-20-2016

AFTER RECORDING RETURN TO:

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

NO CHANGE IN TAX STATEMENT

This space is reserved for recorder's use.

DEDICATION DEED

Kevin McCarter and Katherine McCarter, Grantors, convey and dedicates to the City of St. Helens, an Oregon municipal corporation, Grantee, the following described real property, for the use of the public as a public way:

See Exhibit A, attached hereto and hereby incorporated by reference.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

[Remainder of Page Intentionally Left Blank]

The true consideration for this conveyance is \$0.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

Kevin McCarter
Kevin McCarter

10/21/16
Date

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on October 21, 2016, by Kevin McCarter.



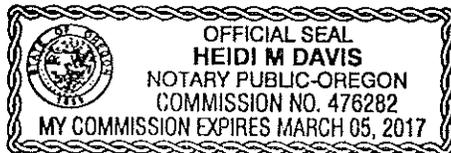
Heidi M Davis
NOTARY PUBLIC FOR OREGON
My Commission Expires: March 5, 2017

Katherine McCarter
Katherine McCarter

10-21-16
Date

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on October 21, 2016, by Katherine McCarter.



Heidi M Davis
NOTARY PUBLIC FOR OREGON
My Commission Expires: March 5, 2017

The foregoing conveyance is hereby ACCEPTED:

By: _____
Randy Peterson, Mayor
City of St. Helens

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on _____,
_____, by Randy Peterson as Mayor of the City of St. Helens.

NOTARY PUBLIC FOR OREGON
My Commission Expires:_____



KLS Surveying Inc.
1224 Alder Street
Vernonia, OR 97064

Phone: (503) 429-6115
Fax: (866) 293-1402
Email: dwallace_kls@msn.com

EXHIBIT A

5' RIGHT OF WAY DEDICATION

A 5.00 foot wide strip of land over that property conveyed to Kevin McCarter and Katherine McCarter as described in Deed Recorded as Document No. 2013-002266, Columbia County Records located in the Northeast quarter of Section 5, Township 4 North, Range 4 West of the Willamette Meridian, City of St. Helens, Columbia County, Oregon, said strip lying Easterly of and perpendicular to the following described line:

- Beginning at the intersection of the East right of way line of Hankey Road No. P-128 as surveyed in County Survey No. 4423, and the North line of said McCarter Tract;
- thence 309.00 feet along the arc of a curve to the left having a radius of 891.15 feet, a central angle of 19°52'02" and a chord which bears S 42°40'12" E 307.46 feet;
- thence S 52°36'13" E 6.80 feet;
- thence 155.85 feet along the arc of a curve to the right having a radius of 280.00 feet, a central angle of 31°53'27" and a chord which bears S 36°39'29" E 153.84 feet to the South line of said McCarter tract.

The Easterly line of this dedication shall extend and terminate at the North and South lines of that tract of land conveyed to Kevin McCarter and Katherine McCarter in Document No. 2013-002266, Columbia County Deed Records.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JANUARY 19, 1993
DONALD D WALLACE, JR
2601

RENEWAL DATE 6/30/18

CONTRACT PAYMENTS

City Council Meeting
November 2, 2016

Murray, Smith & Associates, Inc.

Project: SD-146 Godfrey Park Storm (Inv#09-1078-79) \$ **2,612.98**

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/13/2016 - 3:12PM
 Batch: 00006.10.2016 - AP 10/14/16

81



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ACCELA, INC. #774375									
000496									
INV-ACC24696	9/30/2016	340.00	0.00	10/14/2016				False	0
012-106-554000	Contractual/consulting serv			WEB PAYMENTS					
	INV-ACC24696 Total:	340.00							
	ACCELA, INC. #774375 T	340.00							
AIRGAS USA, LLC									
AIRGAS									
9939736021	9/30/2016	16.50	0.00	10/14/2016				False	0
017-017-501000	Operating Materials & Sup.			CO2					
	9939736021 Total:	16.50							
	AIRGAS USA, LLC Total:	16.50							
ALEXIN ANALYTICAL LABS, INC.									
001650									
27758	9/30/2016	1,519.00	0.00	10/14/2016				False	0
017-017-472000	Lab Testing			TESTING					
	27758 Total:	1,519.00							
	ALEXIN ANALYTICAL L	1,519.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
AMERICAN SECURITY ALARMS, INC.									
001384									
89305	10/1/2016	52.50	0.00	10/14/2016				False	0
013-403-470000 Building				ALARM 3532 984					
	89305 Total:	52.50							
89306	10/1/2016	119.85	0.00	10/14/2016				False	0
001-004-470000 Building Expense				ALARM 375					
	89306 Total:	119.85							
89307	10/1/2016	98.70	0.00	10/14/2016				False	0
001-005-501000 Operating Materials & Supp				ALARM 475					
	89307 Total:	98.70							
89308	10/1/2016	89.85	0.00	10/14/2016				False	0
001-002-470000 Building Expense				ALARM 150					
	89308 Total:	89.85							
89309	10/1/2016	89.70	0.00	10/14/2016				False	0
018-019-470000 Building Expense				ALARM 451					
	89309 Total:	89.70							
89310	10/1/2016	149.70	0.00	10/14/2016				False	0
017-417-470000 Building expense				ALARM 1215					
	89310 Total:	149.70							
	AMERICAN SECURITY A	600.30							
AZIMUTH COMMUNICATIONS INC									
AZI									
34958	10/6/2016	3,260.00	0.00	10/14/2016				False	0
010-305-653553 Phone system				VOIP PREP WIRE TESTING					
	34958 Total:	3,260.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	AZIMUTH COMMUNICA	3,260.00	✓						
BANKCARD CENTER									
002197									
SEPT 2016-4863	9/28/2016	50.96	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				KEURIG				
SEPT 2016-4863	9/28/2016	8.50	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				TERRY RICK MEALS CONF.				
SEPT 2016-4863	9/28/2016	25.00	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				TERRY RICK MEALS CONF.				
SEPT 2016-4863	9/28/2016	27.43	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				TERRY RICK MEALS CONF.				
SEPT 2016-4863	9/28/2016	70.27	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				STAPLES				
SEPT 2016-4863	9/28/2016	81.95	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				LYNN CARD COMPANY				
SEPT 2016-4863	9/28/2016	693.93	0.00	10/14/2016				False	0
001-002-503000	K9 Expense				LEAD HARNESS OTHER MATERIALS FOR K-9				
SEPT 2016-4863	9/28/2016	63.00	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				LAW ENFORCEMENT SYSTEM				
SEPT 2016-4863	9/28/2016	385.20	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				EAGLE CREST T. MOSS FBI CONF				
SEPT 2016-4863	9/28/2016	385.20	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				EAGLE CREST R. GRAHAM FBI CONF				
SEPT 2016-4863	9/28/2016	114.44	0.00	10/14/2016				False	0
001-002-457000	Office Supplies				STAPLES				
SEPT 2016-4863	9/28/2016	170.03	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				DOLLAR RENTAL CAR J. HOGUE				
SEPT 2016-4863	9/28/2016	102.98	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				SKELETON DOGS				
SEPT 2016-4863	9/28/2016	53.94	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				AMAZON CAR CHARGER				
SEPT 2016-4863	9/28/2016	169.78	0.00	10/14/2016				False	0
001-002-457000	Office Supplies				STAPLES TONER				
SEPT 2016-4863	9/28/2016	498.94	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				JOE HOTEL STAY INVEST.				
SEPT 2016-4863	9/28/2016	-0.09	0.00	10/14/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
001-002-501000	Operating Materials & Supp				FEUL CREDIT				
SEPT 2016-4863	9/28/2016	-15.41	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				EAGLE CREST CREDIT				
SEPT 2016-4863	9/28/2016	-15.41	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				EAGLE CREST CREDIT				
SEPT 2016-4863	9/28/2016	10.80	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp				STARBUCKS				
SEPT 2016-4863	9/28/2016	8.25	0.00	10/14/2016				False	0
001-002-490000	Police Training/Supplies				TERRY RICK MEALS CONF.				
SEPT 2016-4863 Total:		2,889.69	✓						
SEPT 2016-7727	9/28/2016	103.24	0.00	10/14/2016				False	0
001-005-501000	Operating Materials & Supp				SUPPLY.COM VENT FOR COL VIEW RESTROOM				
SEPT 2016-7727	9/28/2016	170.00	0.00	10/14/2016				False	0
013-403-490000	Professional development				BMI DAVE ELDER				
SEPT 2016-7727	9/28/2016	51.46	0.00	10/14/2016				False	0
001-004-470000	Building Expense				LIGHT BULBS				
SEPT 2016-7727	9/28/2016	59.00	0.00	10/14/2016				False	0
018-018-501000	Operating Materials & Supplies				AMAZON MANHOLE HOOKS				
SEPT 2016-7727	9/28/2016	9.96	0.00	10/14/2016				False	0
013-403-457000	Office supplies				PHONE HOLSTER N.S				
SEPT 2016-7727	9/28/2016	-7.48	0.00	10/14/2016				False	0
018-018-501000	Operating Materials & Supplies				AMAZON CREDIT				
SEPT 2016-7727	9/28/2016	17.70	0.00	10/14/2016				False	0
011-011-501000	Operating Materials & Supp				GAS CAN STICKERS				
SEPT 2016-7727	9/28/2016	71.98	0.00	10/14/2016				False	0
011-011-501000	Operating Materials & Supp				FLAGPOLE TOPPER FOR BANNER				
SEPT 2016-7727	9/28/2016	63.36	0.00	10/14/2016				False	0
013-403-501000	Operating materials/supplies				BULBS AMAZON				
SEPT 2016-7727	9/28/2016	89.00	0.00	10/14/2016				False	0
013-403-457000	Office supplies				PRINTS AMAZON				
SEPT 2016-7727	9/28/2016	51.46	0.00	10/14/2016				False	0
001-004-470000	Building Expense				LIGHT BULBS				
SEPT 2016-7727 Total:		679.68	✓						
SEPT 2016-8267	9/28/2016	40.00	0.00	10/14/2016				False	0
001-004-490000	Schools & Conventions				DAN DIETER MEMBERSHIP / CONF REG NOVAA				
SEPT 2016-8267	9/28/2016	90.00	0.00	10/14/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-004-490000 Schools & Conventions				DAN DIETER MEMBERSHIP / CONF REG NOVAA					
SEPT 2016-8267	9/28/2016	50.00	0.00	10/14/2016				False	0
001-004-517000 Library Program				OREGON HUMANITIES PROGRAM					
SEPT 2016-8267	9/28/2016	51.97	0.00	10/14/2016				False	0
001-004-481000 Visual Materials				PBS					
SEPT 2016-8267	9/28/2016	15.99	0.00	10/14/2016				False	0
001-004-481000 Visual Materials				PBS					
SEPT 2016-8267	9/28/2016	103.49	0.00	10/14/2016				False	0
001-104-490000 Professional development				ELGL CONFERENCE REG J. DIMSHO					
SEPT 2016-8267 Total:		351.45							
SEPT 2016-9549	9/28/2016	24.36	0.00	10/14/2016				False	0
012-107-457000 Office supplies				DIRECTLY YOURS LASER NAME TENTS AND HOLDI					
SEPT 2016-9549	9/28/2016	-11.70	0.00	10/14/2016				False	0
001-002-490000 Police Training/Supplies				SUNRIVER REFUND MALINDA DURAN					
SEPT 2016-9549	9/28/2016	200.00	0.00	10/14/2016				False	0
012-102-526000 Advertisements				YOURMEMBERSHIP POLICE ADD					
SEPT 2016-9549 Total:		212.66							
BANKCARD CENTER To		4,133.48							
BROWN, MATTHEW									
BROWN.M									
10062016	10/6/2016	44.98	0.00	10/14/2016				False	0
012-106-457000 Office supplies				LAPTOP BAG / WIRELESS MOUSE M. BROWN					
10062016 Total:		44.98							
BROWN, MATTHEW Tot		44.98							
BULLARD LAW									
004880									
09202016	9/20/2016	1,066.50	0.00	10/14/2016				False	0
012-101-454000 Attorney				2016 BARGAINING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	09202016 Total:	1,066.50							
	BULLARD LAW Total:	1,066.50	✓						
CANON SOLUTIONS AMERICA, INC									
021694									
4020285814	9/30/2016	13.05	0.00	10/14/2016				False	0
001-004-473000	Misc Expense				COPIER 1539734				
	4020285814 Total:	13.05							
4020325927	10/1/2016	132.25	0.00	10/14/2016				False	0
012-107-502000	Equipment expense				COPIER 1634867				
	4020325927 Total:	132.25							
	CANON SOLUTIONS AM	145.30	✓						
CARQUEST AUTO PARTS STORES									
005845									
09302016	9/30/2016	82.94	0.00	10/14/2016				False	0
008-008-558104	Events				AUTO PARTS POR 1510110 315752				
09302016	9/30/2016	1,015.44	0.00	10/14/2016				False	0
015-015-501000	Operating Materials & Supp				AUTO PARTS POR 1510110 315752				
09302016	9/30/2016	-64.39	0.00	10/14/2016				False	0
015-015-501000	Operating Materials & Supp				AUTO PARTS POR 1510110 315752				
	09302016 Total:	1,033.99							
	CARQUEST AUTO PART	1,033.99	✓						
CENTERLOGIC, INC.									
011595									
36680	10/4/2016	585.00	0.00	10/14/2016				False	0
010-305-653553	Phone system				IT SUPPORT PHONE SYSTEM				
36680	10/4/2016	97.50	0.00	10/14/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
018-019-500000	Computer System Maint.				IT SUPPORT				
	36680 Total:	682.50	✓						
36801	10/6/2016	63.72	0.00	10/14/2016				False	0
012-101-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	74.33	0.00	10/14/2016				False	0
001-100-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	67.86	0.00	10/14/2016				False	0
001-103-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	30.23	0.00	10/14/2016				False	0
001-104-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	176.40	0.00	10/14/2016				False	0
001-002-500000	Computer System Maint.				QUARTERLY AGREEMENT				
36801	10/6/2016	381.45	0.00	10/14/2016				False	0
001-004-500000	Computer Maintenance				QUARTERLY AGREEMENT				
36801	10/6/2016	65.55	0.00	10/14/2016				False	0
001-105-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	22.05	0.00	10/14/2016				False	0
015-015-500000	Computer System Maint.				QUARTERLY AGREEMENT				
36801	10/6/2016	72.42	0.00	10/14/2016				False	0
012-102-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	180.12	0.00	10/14/2016				False	0
012-106-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	138.02	0.00	10/14/2016				False	0
013-402-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	176.40	0.00	10/14/2016				False	0
013-403-500000	Information services				QUARTERLY AGREEMENT				
36801	10/6/2016	247.05	0.00	10/14/2016				False	0
017-417-501000	Operating materials and suppli				QUARTERLY AGREEMENT				
36801	10/6/2016	29.40	0.00	10/14/2016				False	0
018-019-500000	Computer System Maint.				QUARTERLY AGREEMENT				
	36801 Total:	1,725.00	✓						
36891	10/6/2016	9.75	0.00	10/14/2016				False	0
001-105-500000	Information services				SERVERS BACKUP				
36891	10/6/2016	9.75	0.00	10/14/2016				False	0
017-417-501000	Operating materials and suppli				SERVERS BACKUP				
36891	10/6/2016	3.25	0.00	10/14/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-104-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	78.00	0.00	10/14/2016				False	0
001-002-500000	Computer System Maint.			SERVERS BACKUP					
36891	10/6/2016	9.75	0.00	10/14/2016				False	0
001-103-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	26.00	0.00	10/14/2016				False	0
012-106-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	9.75	0.00	10/14/2016				False	0
012-102-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	13.00	0.00	10/14/2016				False	0
018-019-500000	Computer System Maint.			SERVERS BACKUP					
36891	10/6/2016	19.50	0.00	10/14/2016				False	0
013-402-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	9.75	0.00	10/14/2016				False	0
015-015-500000	Computer System Maint.			SERVERS BACKUP					
36891	10/6/2016	78.00	0.00	10/14/2016				False	0
013-403-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	22.75	0.00	10/14/2016				False	0
001-004-500000	Computer Maintenance			SERVERS BACKUP					
36891	10/6/2016	13.00	0.00	10/14/2016				False	0
012-101-500000	Information services			SERVERS BACKUP					
36891	10/6/2016	22.75	0.00	10/14/2016				False	0
001-100-500000	Information services			SERVERS BACKUP					
	36891 Total:	<u>325.00</u>							
	CENTERLOGIC, INC. To	<u>2,732.50</u> ✓							
CINTAS CORPORATION									
037620									
5006041878	9/27/2016	79.07	0.00	10/14/2016				False	0
001-002-501000	Operating Materials & Supp			CABINET REFILL					
	5006041878 Total:	<u>79.07</u>							
	CINTAS CORPORATION	<u>79.07</u> ✓							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
CINTAS CORPORATION-463									
006830									
463710591	8/22/2016	47.95	0.00	10/14/2016				False	0
018-019-470000	Building Expense				MATS				
463710591	8/22/2016	47.96	0.00	10/14/2016				False	0
018-020-470000	Building Expense				MATS				
	463710591 Total:	95.91							
463710593	8/22/2016	43.53	0.00	10/14/2016				False	0
013-403-470000	Building				MATS				
	463710593 Total:	43.53							
	CINTAS CORPORATION	139.44							
CIS TRUST									
011090									
STH-I2016-01	10/5/2016	419.00	0.00	10/14/2016				False	0
008-008-558104	Events				10201 INSURANCE				
STH-I2016-01	10/5/2016	402.77	0.00	10/14/2016				False	0
015-015-455000	Insurance				10201 INSURANCE				
	STH-I2016-01 Total:	821.77							
	CIS TRUST Total:	821.77							
COASTWIDE LABORATORIES									
007159									
2915503	10/5/2016	36.18	0.00	10/14/2016				False	0
012-107-457000	Office supplies				2 PLY JUMBO CITY HALL				
	2915503 Total:	36.18							
	COASTWIDE LABORATO	36.18							

COLUMBIA COUNTY TRANSFER STATION

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
007579									
5443	9/30/2016	128.16	0.00	10/14/2016				False	0
001-005-509000	Marine board expense				MUN SOLID WASTE ACCT 17				
	5443 Total:	128.16							
	COLUMBIA COUNTY TR	128.16							
COLUMBIA FEED & SUPPLY									
008120									
22026	9/30/2016	27.00	0.00	10/14/2016				False	0
015-015-501000	Operating Materials & Supp				BLOWER REPAIR				
	22026 Total:	27.00							
	COLUMBIA FEED & SUP	27.00							
COLUMBIA RIVER P.U.D.									
008325									
10032016	10/3/2016	12,221.41	0.00	10/14/2016				False	0
018-019-534000	Electrical Energy				38633				
	10032016 Total:	12,221.41							
	COLUMBIA RIVER P.U.D	12,221.41							
COMCAST									
COMCAST									
10072016	10/7/2016	94.85	0.00	10/14/2016				False	0
013-403-458000	Telecommunication expense				9144				
	10072016 Total:	94.85							
	COMCAST Total:	94.85							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
CONSOLIDATED SUPPLY									
009000									
S7945844.001	9/28/2016	2,503.76	0.00	10/14/2016				False	0
017-017-501000	Operating Materials & Sup.			MATERIALS					
	S7945844.001 Total:	2,503.76							
	CONSOLIDATED SUPPL	2,503.76	✓						
COUNTRY MEDIA INC.									
006800									
248385	9/28/2016	532.32	0.00	10/14/2016				False	0
012-101-527000	Communications			HALLOWEEN ADV.					
	248385 Total:	532.32							
248386	9/28/2016	84.00	0.00	10/14/2016				False	0
001-104-493000	Legal notices			PUBLIC HEARING NOTICE 3J CONSULTING INC					
	248386 Total:	84.00							
248399	9/28/2016	14.00	0.00	10/14/2016				False	0
012-102-526000	Advertisements			POLICE ADV.					
	248399 Total:	14.00							
	COUNTRY MEDIA INC. T	630.32	✓						
E2C CORPORATION									
E2C									
10132016 / 3975	10/13/2016	2,350.00	0.00	10/14/2016				False	0
008-008-554000	Consulting/Contractual			OCT 2016 CONTRACTORS COMPENSATIONS					
	10132016 / 3975 Total:	2,350.00							
3975	10/11/2016	12,076.17	0.00	10/14/2016				False	0
008-008-558104	Events			OCT 2016 CONTRACTORS COMPENSATIONS					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	3975 Total:	12,076.17							
	E2C CORPORATION Tota	14,426.17							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
31328	8/23/2016	126.22	0.00	10/14/2016				False	0
	017-017-501000 Operating Materials & Sup.			ROCK					
	31328 Total:	126.22							
31351	8/29/2016	399.32	0.00	10/14/2016				False	0
	001-005-501000 Operating Materials & Supp			ROCK					
	31351 Total:	399.32							
31453	9/15/2016	134.43	0.00	10/14/2016				False	0
	017-017-501000 Operating Materials & Sup.			ROCK					
	31453 Total:	134.43							
31459	9/16/2016	230.54	0.00	10/14/2016				False	0
	011-011-501000 Operating Materials & Supp			ROCK					
	31459 Total:	230.54							
31466	9/19/2016	72.76	0.00	10/14/2016				False	0
	011-011-501000 Operating Materials & Supp			ROCK					
	31466 Total:	72.76							
31473	9/20/2016	72.76	0.00	10/14/2016				False	0
	018-018-501000 Operating Materials & Supplies			ROCK					
	31473 Total:	72.76							
31489	9/22/2016	260.42	0.00	10/14/2016				False	0
	008-008-558104 Events			ROCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	31489 Total:	260.42							
31508	9/27/2016	124.15	0.00	10/14/2016	ROCK			False	0
	017-017-501000 Operating Materials & Sup.								
	31508 Total:	124.15							
31516	9/28/2016	130.28	0.00	10/14/2016	ROCK			False	0
	017-017-501000 Operating Materials & Sup.								
	31516 Total:	130.28							
	EAGLE STAR ROCK PRO	1,550.88							
GRAND HOTEL IN SALEM									
GR.HOTEL									
09212016	9/21/2016	827.67	0.00	10/14/2016	HOTEL STAY FOR OGFOA CONFERENCE 3 NIGHTS M			False	0
	012-106-490000 Professional development								
	09212016 Total:	827.67							
	GRAND HOTEL IN SALE	827.67							
HUDSON GARBAGE SERVICE									
015875									
9012703	10/1/2016	109.63	0.00	10/14/2016				False	0
	018-020-459000 Utilities				8333				
9012703	10/1/2016	109.63	0.00	10/14/2016				False	0
	018-019-459000 Utilites				8333				
	9012703 Total:	219.26							
9012852	10/1/2016	83.76	0.00	10/14/2016				False	0
	001-002-459000 Utilities				7547				
	9012852 Total:	83.76							
9012853	10/1/2016	78.88	0.00	10/14/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
013-403-459000	Utilities			7555					
	9012853 Total:	78.88							
9012854	10/1/2016	461.11	0.00	10/14/2016				False	0
001-005-459000	Utilities			7598					
	9012854 Total:	461.11							
9012855	10/1/2016	309.10	0.00	10/14/2016				False	0
001-110-459000	Utilities			7601					
	9012855 Total:	309.10							
9012856	10/1/2016	201.30	0.00	10/14/2016				False	0
001-005-459000	Utilities			7636					
	9012856 Total:	201.30							
	HUDSON GARBAGE SER	1,353.41							
INGRAM LIBRARY SERVICES, INC.									
016240									
95143589	10/5/2016	26.30	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					
	95143589 Total:	26.30							
95143590	10/5/2016	621.10	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					
	95143590 Total:	621.10							
95143591	10/5/2016	9.63	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					
	95143591 Total:	9.63							
95143592	10/5/2016	17.52	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	95143592 Total:	17.52							
95143593	10/5/2016	33.55	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					
	95143593 Total:	33.55							
95143594	10/5/2016	40.22	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					
	95143594 Total:	40.22							
95143595	10/5/2016	104.38	0.00	10/14/2016				False	0
001-004-511000	Printed Materials			BOOKS 20C7921					
	95143595 Total:	104.38							
	INGRAM LIBRARY SERV	852.70							
INTERNATIONAL INSTITUTE									
016625									
10122016	10/12/2016	160.00	0.00	10/14/2016				False	0
012-102-490000	Professional development			RENEW IIMC MEMBERSHIP K. PAYNE					
	10122016 Total:	160.00							
	INTERNATIONAL INSTI	160.00							
INTERSTATE BATTERY OF									
016626									
40035256	9/15/2016	319.05	0.00	10/14/2016				False	0
015-015-501000	Operating Materials & Supp			BATTERIES					
	40035256 Total:	319.05							
	INTERSTATE BATTERY	319.05							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LAND DEVELOPMENT SERVICES, COLUMBIA COUNTY									
007550									
AUGUST 2016	9/28/2016	1,170.00	0.00	10/14/2016				False	0
001-105-554000 Contract Services					BUILDING INSPECTIONS MIKE SMITH				
	AUGUST 2016 Total:	1,170.00							
	LAND DEVELOPMENT S	1,170.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
1625	10/4/2016	108.00	0.00	10/14/2016				False	0
001-103-554000 Contractual/consulting serv					MIRANDA NEVEAU				
	1625 Total:	108.00							
	LANG, ATTORNEY AT LA	108.00							
LEAGUE OF OREGON CITIES, ATTN: OLLO REGISTRATIONS									
018100									
1,120	9/26/2016	455.00	0.00	10/14/2016				False	0
001-100-490000 Professional development					K. LOCKE LOC CONF / MEMBER REG / TOUR / TOUR				
	1,120 Total:	455.00							
1,178	9/26/2016	450.00	0.00	10/14/2016				False	0
001-100-490000 Professional development					D. MORTEN LOC CONF / MEMBER REG / TOUR / TOL				
	1,178 Total:	450.00							
1,231	9/26/2016	70.00	0.00	10/14/2016				False	0
012-101-490000 Professional development					J. WALSH LOC CONF. / WORKSHOP				
	1,231 Total:	70.00							
	LEAGUE OF OREGON C	975.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
METRO PLANNING INC.									
020291									
3755	10/5/2016	112.50	0.00	10/14/2016				False	0
001-104-500000	Information services				WEB GIS OCT 2016				
3755	10/5/2016	37.50	0.00	10/14/2016				False	0
013-402-575000	Equipment expense				WEB GIS OCT 2016				
	3755 Total:	150.00							
	METRO PLANNING INC	150.00							
METROPRESORT									
020292									
486595	10/7/2016	688.20	0.00	10/14/2016				False	0
012-106-554000	Contractual/consulting serv				UB BILL PRINTING PAST DUES				
	486595 Total:	688.20							
	METROPRESORT Total:	688.20							
MIDWEST TAPE									
020427									
94388423	10/5/2016	159.51	0.00	10/14/2016				False	0
001-004-481000	Visual Materials				DVD				
	94388423 Total:	159.51							
	MIDWEST TAPE Total:	159.51							
NORTHERN SAFETY CO., INC.									
021152									
9021221829	9/28/2016	233.16	0.00	10/14/2016				False	0
013-403-501000	Operating materials/supplies				LENS CLEANING TOW / EARPLUGS				
	9021221829 Total:	233.16							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
NORTHERN SAFETY CO		233.16							
NORTHSTAR CHEMICAL, INC.									
021556 92469	9/23/2016	401.56	0.00	10/14/2016	SODIUM HYPOCHLORITE			False	0
017-417-527000 Chlorine									
92469 Total:		401.56							
NORTHSTAR CHEMICAL		401.56							
NURNBERG SCIENTIFIC									
021703 0162533-IN	10/3/2016	930.03	0.00	10/14/2016	MATERIALS			False	0
018-019-501000 Operating Materials									
0162533-IN	10/3/2016	930.03	0.00	10/14/2016	MATERIALS			False	0
018-020-501000 Operating Materials & Supplies									
0162533-IN Total:		1,860.06							
0162685-IN	10/6/2016	68.20	0.00	10/14/2016	DETERGENT LAB SOLUTIONS			False	0
018-019-501000 Operating Materials									
0162685-IN	10/6/2016	68.20	0.00	10/14/2016	DETERGENT LAB SOLUTIONS			False	0
018-020-501000 Operating Materials & Supplies									
0162685-IN Total:		136.40							
NURNBERG SCIENTIFIC		1,996.46							
OLDCASTLE PRECAST, INC.									
021742 020170842	9/30/2016	472.00	0.00	10/14/2016	ECOLOGY BLOCK			False	0
011-011-501000 Operating Materials & Supp									
020170842 Total:		472.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	OLDCASTLE PRECAST,	472.00							
OREGON DEPT. OF FORESTRY									
023002									
10062016	10/6/2016	20.00	0.00	10/14/2016	RENEW LOG BRAND			False	0
	017-517-546000 Forestry preservation								
	10062016 Total:	20.00							
	OREGON DEPT. OF FOR	20.00							
OREGON DMV									
023150									
61018-093016	9/30/2016	6.00	0.00	10/14/2016	METER SKIP TERMINAL ENTRY			False	0
	001-103-473000 Miscellaneous								
	61018-093016 Total:	6.00							
	OREGON DMV Total:	6.00							
PAULSON PRINTING									
025300									
C9745	9/30/2016	55.00	0.00	10/14/2016	BUS CARDS CONN			False	0
	001-100-457000 Office supplies								
	C9745 Total:	55.00							
	PAULSON PRINTING To	55.00							
PHILLIPS, CYNTHIA									
025515									
10152016	10/10/2016	1,670.00	0.00	10/14/2016	10-1/10-15 MUN COURT JUDGE			False	0
	001-103-554000 Contractual/consulting serv								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	10152016 Total:	1,670.00							
	PHILLIPS, CYNTHIA Tot	1,670.00							
PORTLAND GENERAL ELECTRIC									
025702									
10062016	10/6/2016	42.58	0.00	10/14/2016				False	0
	009-209-554000 Contract Services			7687					
10062016	10/6/2016	16.72	0.00	10/14/2016				False	0
	009-209-554000 Contract Services			9275					
	10062016 Total:	59.30							
10122016	10/12/2016	42.81	0.00	10/14/2016				False	0
	011-011-453000 Street Lighting			9724					
	10122016 Total:	42.81							
	PORTLAND GENERAL E	102.11							
RICOH USA INC									
027295									
5044911191	10/5/2016	107.34	0.00	10/14/2016				False	0
	012-107-502000 Equipment expense			3346106 COPIES					
	5044911191 Total:	107.34							
	RICOH USA INC Total:	107.34							
RICOH USA, INC.									
027294									
97618310	10/4/2016	228.15	0.00	10/14/2016				False	0
	001-002-470000 Building Expense			POLICE COPIER 1496666-3356313					
	97618310 Total:	228.15							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	RICOH USA, INC. Total:	228.15							
SAIF CORPORATION 028300 8388144E	10/4/2016	1,229.13	0.00	10/14/2016	B. THOMPSON INJURY 8/9/16 26274 POLICY			False	0
001-002-417000 Workers comp									
	8388144E Total:	1,229.13							
	SAIF CORPORATION To	1,229.13							
SCHOLES, KENNETH 030144 10112016	10/11/2016	100.00	0.00	10/14/2016	HONORARIUM FOR LIB PROGRAM			False	0
001-004-517000 Library Program									
	10112016 Total:	100.00							
	SCHOLES, KENNETH To	100.00							
SHRED-IT USA, LLC SHRED-IT 8120953802	9/30/2016	85.90	0.00	10/14/2016	CITY HALL SHRED 13627551			False	0
012-102-554000 Contractual/consulting serv									
	8120953802 Total:	85.90							
8120957282	9/30/2016	134.39	0.00	10/14/2016	POLICE SHRED			False	0
001-002-470000 Building Expense									
	8120957282 Total:	134.39							
	SHRED-IT USA, LLC Tot	220.29							

SKINNY'S TEXACO

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
SKINNY 10042016 001-000-341000 Fines	10/4/2016	260.00	0.00	10/14/2016	REISSUE CK 111426 REST SOPHIE OSTRANDER			False	0
	10042016 Total:	260.00							
	SKINNY'S TEXACO Tota	260.00							
STAN'S REFRIGERATION 031900 52310 018-019-501000 Operating Materials	6/27/2016	65.00	0.00	10/14/2016	RE ISSUE CK #115321 WWTP SERVICE			False	0
	52310 Total:	65.00							
	STAN'S REFRIGERATION	65.00							
STONE MOUNTAIN 032406 219441 001-002-501000 Operating Materials & Supp	9/15/2016	1,385.11	0.00	10/14/2016	MATERIALS			False	0
	219441 Total:	1,385.11							
	STONE MOUNTAIN Tota	1,385.11							
SUPERIOR TIRE SERVICES 032774 6423684 015-015-501000 Operating Materials & Supp	8/24/2016	539.65	0.00	10/14/2016	TIRES			False	0
	6423684 Total:	539.65							
6424545 015-015-501000 Operating Materials & Supp	8/22/2016	825.50	0.00	10/14/2016	TIRES			False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		6424545 Total:							
		825.50							
6424549	8/30/2016	610.72	0.00	10/14/2016	TIRES			False	0
015-015-501000					Operating Materials & Supp				
		6424549 Total:							
		610.72							
6424550	9/30/2016	1,194.56	0.00	10/14/2016	TIRES			False	0
001-002-510000					Automobile Expense				
		6424550 Total:							
		1,194.56							
6426269	9/16/2016	948.24	0.00	10/14/2016	TIRES			False	0
015-015-501000					Operating Materials & Supp				
		6426269 Total:							
		948.24							
		SUPERIOR TIRE SERVIC							
		4,118.67							
TCMS CORPORATION									
033013									
014768	6/2/2016	235.00	0.00	10/14/2016	C10855 6/1-8/31 OTHER HALF			False	0
018-019-470000					Building Expense				
		014768 Total:							
		235.00							
015261	10/4/2016	1,857.75	0.00	10/14/2016	G10115 10/1-12/31			False	0
001-004-470000					Building Expense				
015261	10/4/2016	1,207.50	0.00	10/14/2016	G10115 10/1-12/31			False	0
009-202-470000					Building expense				
		015261 Total:							
		3,065.25							
015262	10/4/2016	208.50	0.00	10/14/2016	C10245 10/1-12/31/16			False	0
013-403-470000					Building				
		015262 Total:							
		208.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	TCMS CORPORATION T	3,508.75							
VERIZON WIRELESS 000720									
9772833961	10/1/2016	167.76	0.00	10/14/2016				False	0
017-017-459000 Utilities				242060134-00001					
	9772833961 Total:	167.76							
	VERIZON WIRELESS To	167.76							
VERNON, VICKI R. 034920									
09192016	9/19/2016	552.00	0.00	10/14/2016				False	0
001-103-554000 Contractual/consulting serv				EMILY HILTON					
	09192016 Total:	552.00							
09202016	9/20/2016	140.00	0.00	10/14/2016				False	0
001-103-554000 Contractual/consulting serv				EMILY HILTON					
	09202016 Total:	140.00							
09262016	9/26/2016	232.00	0.00	10/14/2016				False	0
001-103-554000 Contractual/consulting serv				MARCHINGTON COYANNA					
	09262016 Total:	232.00							
	VERNON, VICKI R. Total	924.00							
WEIGHT WATCHERS 036256									
10122016	10/12/2016	14.95	0.00	10/14/2016				False	0
001-004-512000 Periodicals				SUBSCRIPTION					
	10122016 Total:	14.95							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
					Description	Reference			
	WEIGHT WATCHERS Tot	14.95							
WILCOX & FLEGEL									
037003									
C011188-IN	10/11/2016	1,826.18	0.00	10/14/2016				False	0
	001-002-531000 Gasoline Expense				GAS POLICE				
	C011188-IN Total:	1,826.18							
C011241-IN	10/12/2016	2,309.91	0.00	10/14/2016				False	0
	013-403-531000 Gasoline				GAS CITY SHOP				
	C011241-IN Total:	2,309.91							
	WILCOX & FLEGEL Tota	4,136.09							
	Report Total:	75,736.63							

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Accounts Payable

To Be Paid Proof List

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
A+ ENGRAVING LLC									
45875									
723	10/3/2016	45.00	0.00	10/21/2016				False	0
012-102-524000	Special projects				RICK GRAHAM REITREMENT PLAQUE				
	723 Total:	45.00							
	A+ ENGRAVING LLC To	45.00							
ACCELA, INC. #774375									
000496									
INV-ACC24696	9/30/2016	13.00	0.00	10/21/2016				False	0
012-106-554000	Contractual/consulting serv				WEB PAYMENTS REVISED BAL OF INVOICE ACCEL/				
	INV-ACC24696 Total:	13.00							
	ACCELA, INC. #774375 T	13.00							
AMERESCO INC									
001376									
10172016	10/17/2016	75.00	0.00	10/21/2016				False	0
001-000-311000	Business License				REFUND FOR OVERPAYMENT 1428805				
	10172016 Total:	75.00							
	AMERESCO INC Total:	75.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
CAKEHOUSE									
005622									
10142016	10/14/2016	95.00	0.00	10/21/2016				False	0
012-102-524000	Special projects				CAKE LIEUTENANT RICK GRAHAM RETIREMENT				
	10142016 Total:	95.00							
	CAKEHOUSE Total:	95.00							
CENTERLOGIC, INC.									
011595									
35564	7/6/2016	651.97	0.00	10/21/2016				False	0
012-108-575000	Equipment expense				NEW COMPUTER - LIBRARY				
	35564 Total:	651.97							
36646	10/4/2016	169.73	0.00	10/21/2016				False	0
012-101-500000	Information services				IT SUPPORT				
36646	10/4/2016	195.00	0.00	10/21/2016				False	0
010-305-653553	Phone system				IT SUPPORT				
36646	10/4/2016	113.16	0.00	10/21/2016				False	0
001-100-500000	Information services				IT SUPPORT				
36646	10/4/2016	226.53	0.00	10/21/2016				False	0
001-103-500000	Information services				IT SUPPORT				
36646	10/4/2016	113.16	0.00	10/21/2016				False	0
001-104-500000	Information services				IT SUPPORT				
36646	10/4/2016	238.75	0.00	10/21/2016				False	0
001-002-500000	Computer System Maint.				IT SUPPORT				
36646	10/4/2016	300.00	0.00	10/21/2016				False	0
001-004-500000	Computer Maintenance				IT SUPPORT				
36646	10/4/2016	215.13	0.00	10/21/2016				False	0
001-105-500000	Information services				IT SUPPORT				
36646	10/4/2016	249.11	0.00	10/21/2016				False	0
012-102-500000	Information services				IT SUPPORT				
36646	10/4/2016	599.98	0.00	10/21/2016				False	0
012-106-500000	Information services				IT SUPPORT				
36646	10/4/2016	464.45	0.00	10/21/2016				False	0
013-402-500000	Information services				IT SUPPORT				
36646	10/4/2016	48.75	0.00	10/21/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
013-403-500000 Information services					IT SUPPORT				
36646	10/4/2016	227.50	0.00	10/21/2016				False	0
017-417-501000 Operating materials and suppli					IT SUPPORT				
		<hr/>							
	36646 Total:	3,161.25							
		<hr/>							
	CENTERLOGIC, INC. To	3,813.22							
		<hr/>							
CENTRAL CITY CONCERN									
006279									
09302016	9/30/2016	290.00	0.00	10/21/2016				False	0
001-002-501000 Operating Materials & Supp					SEPTEMBER 2016 Z. CARTER, A. OROSCO				
		<hr/>							
	09302016 Total:	290.00							
		<hr/>							
	CENTRAL CITY CONCE	290.00							
		<hr/>							
CINTAS CORPORATION-463									
006830									
463734828	10/10/2016	99.08	0.00	10/21/2016				False	0
001-002-470000 Building Expense					MATERIALS				
		<hr/>							
	463734828 Total:	99.08							
		<hr/>							
463738287	10/17/2016	47.95	0.00	10/21/2016				False	0
018-019-470000 Building Expense					MATS				
463738287	10/17/2016	47.96	0.00	10/21/2016				False	0
018-020-470000 Building Expense					MATS				
		<hr/>							
	463738287 Total:	95.91							
		<hr/>							
463738289	10/17/2016	43.53	0.00	10/21/2016				False	0
013-403-470000 Building					MATS				
		<hr/>							
	463738289 Total:	43.53							
		<hr/>							
	CINTAS CORPORATION	238.52							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
COLUMBIA FEED & SUPPLY									
008120									
22015	9/10/2016	231.80	0.00	10/21/2016				False	0
009-212-652910 K-9 Program				DOG FOOD					
	22015 Total:	231.80							
	COLUMBIA FEED & SUP	231.80							
COMCAST									
COMCAST									
10122016	10/12/2016	136.93	0.00	10/21/2016				False	0
017-417-459000 Utilities				3238					
	10122016 Total:	136.93							
	COMCAST Total:	136.93							
CONSOLIDATED SUPPLY									
009000									
S7894290.003	9/28/2016	-150.33	0.00	10/21/2016				False	0
018-018-501000 Operating Materials & Supplies				CREDIT DIAMON HOLE SAW BIT					
	S7894290.003 Total:	-150.33							
S7915739.001	9/15/2016	150.33	0.00	10/21/2016				False	0
017-017-501000 Operating Materials & Sup.				MATERIALS					
	S7915739.001 Total:	150.33							
	CONSOLIDATED SUPPL	0.00							
COUNTRY MEDIA INC.									
006800									
250276	10/12/2016	122.50	0.00	10/21/2016				False	0
012-102-526000 Advertisements				ADVERTISING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	250276 Total:	122.50							
250435	10/12/2016	327.72	0.00	10/21/2016	CHRONICLE ADD POLICE			False	0
	001-002-501000 Operating Materials & Supp								
	250435 Total:	327.72							
	COUNTRY MEDIA INC. T	450.22							
CUPP, SHANNON									
009565									
10192016	10/19/2016	125.00	0.00	10/21/2016	DOT PHYSICAL REIMBURSEMENT S.CUPP			False	0
	001-005-554000 Contractual Services								
	10192016 Total:	125.00							
	CUPP, SHANNON Total:	125.00							
DARROUX, SHARON									
009945									
10142016	10/14/2016	593.29	0.00	10/21/2016	APWA FALL CONF S. DARROUX			False	0
	013-402-490000 Professional development								
	10142016 Total:	593.29							
	DARROUX, SHARON To	593.29							
EASYPERMIT POSTAGE									
025602									
10112016	10/11/2016	3,000.00	0.00	10/21/2016	POSTAGE REFILL			False	0
	012-106-480000 Postage								
	10112016 Total:	3,000.00							
	EASYPERMIT POSTAGE	3,000.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ERIC DAHLGREN BP-DAHL	10/20/2016	227.00	0.00	10/20/2016				False	0
001-000-202000 Accounts Payable				BP Refund					
	Total:	227.00							
	ERIC DAHLGREN Total:	227.00							
FRAPPIER, RIKI UB*00695	10/20/2016	721.90	0.00	10/21/2016				False	0
10202016				R. FRAPPIER CONF. EXPENSE OACA 2016					
001-103-490000 Professional development									
	10202016 Total:	721.90							
	FRAPPIER, RIKI Total:	721.90							
GRAND HOTEL IN SALEM GR.HOTEL	10/17/2016	827.67	0.00	10/21/2016				False	0
10172016				OGFOA 2016 FALL CONFERENCE J. JOHNSON					
012-106-490000 Professional development									
	10172016 Total:	827.67							
	GRAND HOTEL IN SALE	827.67							
H.D. FOWLER CO. 012650	9/29/2016	15.25	0.00	10/21/2016				False	0
I4344403				RUBBER METER GASKET					
017-017-501000 Operating Materials & Sup.									
	I4344403 Total:	15.25							
I4344841	9/29/2016	10.29	0.00	10/21/2016				False	0
017-017-501000 Operating Materials & Sup.				RUBBER METER GASKET					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	I4344841 Total:	10.29							
	H.D. FOWLER CO. Total:	25.54							
HD SUPPLY WATERWORKS, LTD									
020916									
G125005	9/29/2016	483.72	0.00	10/21/2016				False	0
	017-017-501000 Operating Materials & Sup.				4 FC2W ULTRA FLEX CPLG SLEEVE EPOXY				
	G125005 Total:	483.72							
	HD SUPPLY WATERWOR	483.72							
HOWELL, JEREMY L.									
015810									
10182016	10/18/2016	28.26	0.00	10/21/2016				False	0
	001-002-490000 Police Training/Supplies				NEGOTIATION TRAINING J. HOWELL MEALS				
	10182016 Total:	28.26							
	HOWELL, JEREMY L. To	28.26							
INGRAM LIBRARY SERVICES, INC.									
016240									
95153041	10/6/2016	170.94	0.00	10/21/2016				False	0
	001-004-511000 Printed Materials				BOOKS				
	95153041 Total:	170.94							
95153042	10/6/2016	141.31	0.00	10/21/2016				False	0
	001-004-511000 Printed Materials				BOOKS				
	95153042 Total:	141.31							
95195949	10/10/2016	18.67	0.00	10/21/2016				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			
	95195949 Total:	18.67							
95195950	10/10/2016	690.49	0.00	10/21/2016				False	0
001-004-511000	Printed Materials			BOOKS					
	95195950 Total:	690.49							
	INGRAM LIBRARY SERV	1,021.41							
KOLDKIST BOTTLED WATER									
007248									
09302016	9/30/2016	53.00	0.00	10/21/2016				False	0
001-002-501000	Operating Materials & Supp			169870 WATER					
	09302016 Total:	53.00							
	KOLDKIST BOTTLED W	53.00							
LANG, ATTORNEY AT LAW, MARK J.									
018006									
1627	10/11/2016	140.00	0.00	10/21/2016				False	0
001-103-554000	Contractual/consulting serv			TAYLOR WEBSTER					
	1627 Total:	140.00							
1628	10/11/2016	80.00	0.00	10/21/2016				False	0
001-103-554000	Contractual/consulting serv			LARRY VOLK					
	1628 Total:	80.00							
	LANG, ATTORNEY AT LA	220.00							
LEAGUE OF OREGON CITIES, ATTN: OLLO REGISTRATIONS									
018100									
1,120	8/19/2016	40.00	0.00	10/21/2016				False	0
001-100-490000	Professional development			CK 115488 VOIDED - EXTRA CLASS PAYMENT K. LO					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
	1,120 Total:	40.00							
	LEAGUE OF OREGON C	40.00							
MASON, LEWIS & PATRICIA									
MAS									
10182016	10/18/2016	725.00	0.00	10/21/2016				False	0
017-000-376000	Water Connections				REFUND WATER AND SEWER CONNECTION L. MAS				
10182016	10/18/2016	135.00	0.00	10/21/2016				False	0
018-000-386000	Connection Charge				REFUND WATER AND SEWER CONNECTION L. MAS				
	10182016 Total:	860.00							
	MASON, LEWIS & PATR	860.00							
MCCOY ELECTRIC CO., INC.									
019713									
215833	9/30/2016	533.00	0.00	10/21/2016				False	0
018-019-501000	Operating Materials				POND AERATOR				
	215833 Total:	533.00							
	MCCOY ELECTRIC CO.,	533.00							
MORTEN, DOUGLAS									
020688									
10012016	10/1/2016	148.36	0.00	10/21/2016				False	0
001-100-490000	Professional development				D. MORTEN LOC CONF 2016 EXPENSE				
10012016	10/1/2016	616.76	0.00	10/21/2016				False	0
001-100-490000	Professional development				D. MORTEN LOC CONF 2016 EXPENSE				
	10012016 Total:	765.12							
	MORTEN, DOUGLAS Tot	765.12							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
NELSON, SUSAN									
020935									
10142016	10/14/2016	297.70	0.00	10/21/2016				False	0
013-402-490000	Professional development				SUE NELSON APWA FALL CONFERENCE				
10142016	10/14/2016	298.40	0.00	10/21/2016				False	0
013-403-490000	Professional development				SUE NELSON APWA FALL CONFERENCE				
10142016 Total:		596.10							
NELSON, SUSAN Total:		596.10							
NORTHWEST NATURAL GAS									
021400									
10122016	10/12/2016	628.34	0.00	10/21/2016				False	0
017-417-459000	Utilities				2942				
10122016	10/12/2016	7.86	0.00	10/21/2016				False	0
017-017-459000	Utilities				7720 HALF				
10122016	10/12/2016	28.36	0.00	10/21/2016				False	0
012-107-459000	Utilitites				2848				
10122016	10/12/2016	19.78	0.00	10/21/2016				False	0
013-403-459000	Utilities				8675				
10122016	10/12/2016	16.74	0.00	10/21/2016				False	0
001-002-459000	Utilities				5638				
10122016	10/12/2016	27.90	0.00	10/21/2016				False	0
012-107-459000	Utilitites				5285				
10122016	10/12/2016	151.63	0.00	10/21/2016				False	0
001-004-459000	Utilities				7673				
10122016	10/12/2016	7.86	0.00	10/21/2016				False	0
018-018-459000	Utilites				7720 HALF				
10122016	10/12/2016	18.51	0.00	10/21/2016				False	0
018-019-459000	Utilites				5750 HALF				
10122016	10/12/2016	94.00	0.00	10/21/2016				False	0
001-005-459000	Utilities				8563				
10122016	10/12/2016	18.52	0.00	10/21/2016				False	0
018-020-459000	Utilities				5750 HALF				
10122016	10/12/2016	19.78	0.00	10/21/2016				False	0
001-005-459000	Utilities				3047				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	10122016 Total:	1,039.28							
	NORTHWEST NATURAL	1,039.28							
NURNBERG SCIENTIFIC									
021703									
0163031-IN	10/14/2016	12.60	0.00	10/21/2016				False	0
	018-019-501000 Operating Materials			RESTOCK FEE					
0163031-IN	10/14/2016	12.60	0.00	10/21/2016				False	0
	018-020-501000 Operating Materials & Supplies			RESTOCK FEE					
	0163031-IN Total:	25.20							
0163195-IN	10/19/2016	25.06	0.00	10/21/2016				False	0
	018-019-501000 Operating Materials			PHOSPHATE BUFFER					
0163195-IN	10/19/2016	25.07	0.00	10/21/2016				False	0
	018-020-501000 Operating Materials & Supplies			PHOSPHATE BUFFER					
	0163195-IN Total:	50.13							
	NURNBERG SCIENTIFIC	75.33							
OCCMA									
02169									
1,329	7/18/2016	375.00	0.00	10/21/2016				False	0
	012-101-490000 Professional development			JOHN WALSH OCCMA SUMMER CONFERENCE 2016					
	1,329 Total:	375.00							
	OCCMA Total:	375.00							
OREGON DEQ									
022011									
10182016	10/18/2016	160.00	0.00	10/21/2016				False	0
	013-403-490000 Professional development			TWO YEAR CERT RENEWAL SCOTT JAURON EXP 12/					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	10182016 Total:	160.00							
	OREGON DEQ Total:	160.00							
OREGON DMV									
023150									
67431-093016	9/30/2016	0.50	0.00	10/21/2016				False	0
001-002-501000	Operating Materials & Supp				SUSPENSION PACKAGE				
	67431-093016 Total:	0.50							
	OREGON DMV Total:	0.50							
PALL CORPORATION									
024644									
94559107	9/30/2016	4,210.92	0.00	10/21/2016				False	0
017-017-554000	Contractual/Consult Serv.				SUPPORT TECH ON SITE				
	94559107 Total:	4,210.92							
	PALL CORPORATION To	4,210.92							
PAPE MACHINERY									
024755									
10168415	10/5/2016	146.80	0.00	10/21/2016				False	0
015-015-501000	Operating Materials & Supp				FILTER ELEME				
	10168415 Total:	146.80							
	PAPE MACHINERY Total	146.80							
PAULSON PRINTING									
025300									
C9755	9/30/2016	148.00	0.00	10/21/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
001-002-457000 Office Supplies				ENVELOPES					
	C9755 Total:	148.00							
C9767	9/30/2016	134.00	0.00	10/21/2016				False	0
001-002-457000 Office Supplies				BUS CARDS.					
	C9767 Total:	134.00							
	PAULSON PRINTING To	282.00							
PLATT 025610									
K434778	9/30/2016	985.84	0.00	10/21/2016				False	0
011-011-501000 Operating Materials & Supp				SPIDER BX					
	K434778 Total:	985.84							
K446482	10/6/2016	521.32	0.00	10/21/2016				False	0
011-011-501000 Operating Materials & Supp				SPIDER BX					
	K446482 Total:	521.32							
K469667	10/4/2016	-504.83	0.00	10/21/2016				False	0
011-011-501000 Operating Materials & Supp				CREDIT					
	K469667 Total:	-504.83							
K477148	10/6/2016	752.54	0.00	10/21/2016				False	0
011-011-501000 Operating Materials & Supp				POWER CORD / WEATHER BOOT					
	K477148 Total:	752.54							
	PLATT Total:	1,754.87							
PR DIAMOND PRODUCTS, INC. 026005									
0042880-IN	9/30/2016	878.00	0.00	10/21/2016				False	0
017-017-501000 Operating Materials & Sup.				DUCTILE PIPE DRY CUTTING					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	0042880-IN Total:	878.00							
	PR DIAMOND PRODUCT	878.00							
SCHOLL YARD MAINTENACE, RICK									
R.SCHOLL									
195646	10/5/2016	75.00	0.00	10/21/2016	SEPTEMBER YARDCARE			False	0
	001-002-470000 Building Expense								
	195646 Total:	75.00							
	SCHOLL YARD MAINTE	75.00							
SKINNER, CAROLINE L.									
SKINN.CA									
10112016	10/11/2016	25.00	0.00	10/21/2016	REIMBURSEMENT FOR FRIENDS OF NOB HILL ANN			False	0
	001-100-558100 Grants and awards								
	10112016 Total:	25.00							
	SKINNER, CAROLINE L	25.00							
SOLUTIONS YES									
013581									
INV84657	10/17/2016	422.18	0.00	10/21/2016	C10184-01 KYOCERA			False	0
	012-107-502000 Equipment expense								
	INV84657 Total:	422.18							
	SOLUTIONS YES Total:	422.18							
SPRINGBROOK NATIONAL USER GROUP, INC.									
031691									
443	10/17/2016	175.00	0.00	10/21/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
012-106-490000	Professional development				50-124 EMPLOYEES MEMBERSHIP RENEW USER GR				
	443 Total:	175.00							
	SPRINGBROOK NATION	175.00							
STAPLES BUSINESS ADVANTAGE									
031983									
3317194857	10/1/2016	164.09	0.00	10/21/2016				False	0
001-103-457000	Office supplies				TONER COURT				
	3317194857 Total:	164.09							
3317194858	10/1/2016	24.59	0.00	10/21/2016				False	0
013-403-457000	Office supplies				WELDERS PENCIL				
	3317194858 Total:	24.59							
3317762300	10/8/2016	225.27	0.00	10/21/2016				False	0
013-403-457000	Office supplies				SUPPLIES				
	3317762300 Total:	225.27							
3317762301	10/8/2016	27.66	0.00	10/21/2016				False	0
013-403-457000	Office supplies				SUPPLIES				
	3317762301 Total:	27.66							
3317762302	10/8/2016	34.19	0.00	10/21/2016				False	0
017-417-457000	Office supplies				SUPPLIES				
	3317762302 Total:	34.19							
3317762303	10/8/2016	45.77	0.00	10/21/2016				False	0
017-417-457000	Office supplies				TP				
	3317762303 Total:	45.77							
3317762304	10/8/2016	33.49	0.00	10/21/2016				False	0
012-107-457000	Office supplies				OFFICE SUPPLIES				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	3317762304 Total:	33.49							
	STAPLES BUSINESS AD	555.06							
SUNSET EQUIPMENT CO.									
032700									
39901	10/12/2016	143.27	0.00	10/21/2016				False	0
	013-403-501000 Operating materials/supplies				SUPER GUARD CHISEL CHAIN				
	39901 Total:	143.27							
	SUNSET EQUIPMENT C	143.27							
TCMS CORPORATION									
033013									
015364	10/17/2016	-208.50	0.00	10/21/2016				False	0
	013-403-470000 Building				10/1/16-9/30/17 RE PRICE C10245 CREDIT				
	015364 Total:	-208.50							
015365	10/17/2016	214.75	0.00	10/21/2016				False	0
	013-403-470000 Building				10/1/16-9/30/17 RE PRICE C10245				
	015365 Total:	214.75							
	TCMS CORPORATION T	6.25							
TEREX SERVICES									
024530									
90391604	9/30/2016	8,350.00	0.00	10/21/2016				False	0
	010-305-653500 SUV - pickup 2				CUSTOMER 136532 MATERIALS FOR REPAIR				
	90391604 Total:	8,350.00							
	TEREX SERVICES Total:	8,350.00							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date	Task Label Description	Type Reference	PO #	Close PO	Line #
THE PERCS INDEX INC.									
025411									
31285	7/26/2016	2,085.00	0.00	10/21/2016				False	0
001-002-554000 Contractual Services					ANNUAL SUPPORT CONTRACT EVIDENCE MANAGE				
	31285 Total:	2,085.00							
	THE PERCS INDEX INC.	2,085.00							
TVW INC									
033827									
0025236-IN	9/30/2016	1,354.31	0.00	10/21/2016				False	0
012-107-554000 Contractual/consulting serv					JANITORIAL SERVICE CITY HALL				
	0025236-IN Total:	1,354.31							
0025237-IN	9/30/2016	1,318.70	0.00	10/21/2016				False	0
001-004-508000 Janitorial Services					JANITORIAL SERVICE COL CENTER				
	0025237-IN Total:	1,318.70							
0025238-IN	9/30/2016	475.14	0.00	10/21/2016				False	0
001-002-508000 Janitorial Services					JANITORIAL SERVICE POLICE				
	0025238-IN Total:	475.14							
0025239-IN	9/30/2016	163.96	0.00	10/21/2016				False	0
018-019-470000 Building Expense					JANITORIAL SERVICE WWTP				
0025239-IN	9/30/2016	163.97	0.00	10/21/2016				False	0
018-020-470000 Building Expense					JANITORIAL SERVICE WWTP				
	0025239-IN Total:	327.93							
	TVW INC Total:	3,476.08							
WALTER E. NELSON CO.									
020940									
1160953	10/6/2016	322.56	0.00	10/21/2016				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
001-005-501000 Operating Materials & Supp					POWERHOUSE SHOOTER				
	1160953 Total:	<u>322.56</u>							
	WALTER E. NELSON CO	<u>322.56</u>							
WILCOX & FLEGEL 037003									
C011343-IN	10/17/2016	142.00	0.00	10/21/2016				False	0
018-022-501000 Materials and supplies					DIESEL				
	C011343-IN Total:	<u>142.00</u>							
	WILCOX & FLEGEL Tota	<u>142.00</u>							
WILD CURRANT RESTAURANT 037008									
3500	10/12/2016	400.00	0.00	10/21/2016				False	0
009-209-575130 Potential development ops					CATERING BOSIE PROP OPEN HOUSE				
	3500 Total:	<u>400.00</u>							
	WILD CURRANT RESTA	<u>400.00</u>							
	Report Total:	<u><u>40,609.80</u></u>							

MM
10/20/16

City of St. Helens

Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 2nd day of November, 2016 are the following Council minutes:

2016

- Work Session and Regular Session Minutes dated September 21, 2016
- Regular Session Minutes dated October 5, 2016
- Work Session and Regular Session Minutes dated October 19, 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 21, 2016

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Crystal Farnsworth, Communications Officer
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Kellie Smith Gretchen Williams
Al Petersen

Mayor Randy Peterson called the meeting to order at 1:01 p.m.



Visitor Comments

◆Kellie Smith, St. Helens School District Board Member and Co-Chair of the Committee for the bond measure to renew, replace and renovate. They are requesting a \$49 million bond to rebuild the middle school, make improvements at the high school and build a school for CCEC. The bond will not raise taxes. It will replace the current bond that is expiring.

Councilor Carlson asked what the construction timeline is. Kellie said the construction would begin about a year after the bond is passed, if it does pass. She handed out conceptual drawings of the proposed construction.

Council President Morten asked if the Board is anticipating any changes based on it being an election year and politicians advocating for changes. Kellie responded that the Board is not anticipating any major changes right now.

Motion: Upon Carlson's motion and Conn's second, the Council unanimously moved to support the school bond with a resolution.

◆Gretchen Williams. She is here to talk about the Visitor Center conversation that was brought up at the last Council meeting. She was disappointed to hear the words "rumor has it" brought up repeatedly during the meeting. City government should not be run on rumors. To address those rumors: She has applied for three jobs in the time she has been with the Chamber. They are all full-time jobs with benefits, prospects that she will never have at the Visitor Center. She is not in a hurry to "run out the door" of the Visitor Center. She is not the only person who can do her job. It is a basic position that many people can fulfill. However, she goes above and

beyond her job description.

Councilor Conn said she thinks Gretchen has heard “rumor has it” from the City Council before because the Council doesn’t receive any reports from the Visitor Center. Gretchen said she has considered preparing reports for the City. She reports to the Chamber of Commerce and can send an email to the City as well.

Council President Morten recalled that the Council used to have a liaison to the Chamber in the past, but they don’t anymore.

♦Al Petersen. To follow up on Gretchen’s report, he was involved with the Chamber reorganization. He recalled discussion that Gretchen would report to Scott Burge and he should be reporting to the St. Helens City Council.

Regarding the last Waterfront meeting, to those that weren’t there, it was a very good meeting. The developer did an excellent job of describing what he expects cities to have ready for development to begin. The Council should review what he said. Al wants to reemphasize what the developer said about the City providing evidence that what they are doing is based on plans that are in place. That should include streetscapes, public art, street trees, utility improvements, etc. The City has a Transportation System Plan and Corridor Master Plan in place. We should be making improvements based on what is in those plans, not simply replacing what is currently existing.

Employee Length of Service Award

We have one employee who has reached a big milestone in their employment with the City of St. Helens. The following individual will receive a certificate and pin at the September 21 Council work session.

25 Years

Terry Moss came to work for the City as a Police Officer in September of 1991. He then worked as Detective and Sergeant before being promoted to Lieutenant in September of 2003. In April 2013, after the retirement of Chief Steve Salle’, he became Police Chief.

Congratulations, Terry, and thank you for your service!

Update on the 2015-16 Historic Preservation Rehabilitation Grant Program

Assistant Planner Jenny Dimsho presented an update on the grant program. Dimsho reviewed her memo that is included in the archive meeting packet. The following projects were funded:

- 61 Plaza Square, Pieper-Ramsdell Agency, Inc.
 - Grant Award: \$3,250
 - Total Project: \$6,502
- 20 S. 1st Street, VanNatta/Petersen Building
 - Grant Award: \$3,250
 - Total Project: \$39,685
- 231/235 S. 1st Street, Masonic Building
 - Grant Award: \$3,250
 - Total Project: \$15,400
- 170 Columbia Blvd., private residence
 - Grant Award: \$3,250
 - Total Project: \$7,275

Discuss Possibly Partnering with CAT for Housing Survey

City Administrator John Walsh reported that Jim Tierney has been before the Council several times regarding a housing needs assessment and requesting the City financially support the assessment. Walsh has talked to Jim about how they can leverage that cost by matching with grants. Walsh recommends the Council authorize up to \$10,000, but \$5,000 up front.

Motion: Upon Locke's motion on the floor from the September 7 Council regular session and Conn's second, the Council unanimously authorized up to \$10,000 for the housing needs assessment.

Discuss Enterprise Zone Policy Proposal

Columbia County Economic Team Executive Director Chuck Daughtry reviewed the proposal. A copy is included in the archive meeting packet. Approvals have been received from Columbia City, Scappoose, Clatskanie and Rainier. Port of St. Helens will vote on it next week. Columbia County votes on it today at 2:30 p.m.

Council President Morten asked if CCET voted on the proposal and if it was approved. Chuck said yes, it was voted on and unanimously approved.

Councilor Locke requested to see numbers comparing the current percentages to the proposed, before voting on it. Chuck could report back to Council with that information. However, this is time sensitive and that would take a while.

Council agreed to put it on the agenda tonight for consideration.

IT Services Update

Finance Director Matt Brown gave an update on the RFP process. A panel of five staff members reviewed two proposals received, from Centerlogic and St. Helens Computer Center. Scoring was heavily in favor with going forward with Centerlogic and the pricing was a major difference. It was decided that he and City Recorder Payne would meet with Craig Schmid of Centerlogic to review some of the recent concerns, particularly regarding customer service issues. Staff recommends moving forward with a standard contract, but for only one year, to assess if improvements are made.

Mayor Peterson asked for the price difference. Brown said the St. Helens Computer was about \$8,100/month and Centerlogic was about \$5,200/month. Last year, we spent about \$71,000 for service. Peterson expressed his concern about their lack of responsiveness. Brown agreed and said that's why they are only proposing a one-year contract. Staff is working on mechanisms to track service better.

Council President Morten expressed his disappointment that a Councilor was not on the interview panel when it was a Council generated issue that spurred the initial RFP process. In the future, Council should be included to act as a watchdog to make sure the process is fair and open.

Councilor Locke said he does not think Centerlogic should have been given the opportunity to respond to City concerns without St. Helens Computer Center being given that same opportunity with regard to any concerns that the City had with their proposal.

Councilor Carlson likes the idea of a one-year contract to make service improvements.

Discussion on Sewage Rates for Kavanagh LID Non-Residents

Finance Director Brown reviewed the memo included in the archive meeting packet. He received the actual usage from McNulty Water PUD for Bing's account. It raised concerns regarding the other LID customers using McNulty water. There is significant higher usage based on McNulty's actual usage amounts as opposed to the averages that were used to initially calculate rates for customers. Brown is looking for direction from Council before moving forward. His recommendation is to use the actual usage instead of an average.

Public Works Engineering Director Sue Nelson and Brown met with McNulty to work on collaborating moving forward with being able to get actual usage to calculate sewer bills.

Council directed Brown to send a notice to customers making them aware that an issue has been discovered and their accounts are being evaluated for potential changes. Council was in agreement of moving forward with Brown's recommendations.

Update on Bing's Restaurant Sewer Issue

Finance Director Brown reminded the Council that the owner of Bing's restaurant attended the previous meeting but was not prepared to make a statement. Brown called him six times and he only returned one call and said he was seeking representation to be at the meeting. He has called four times since then regarding meeting together, and has not heard back from him. His sewer bill is now about \$2,000. Brown recommends moving forward with shutting off services based on delinquency. That also involves the County shutting down his restaurant until the sewage bill is paid. The LID is a whole other issue, which is about \$8,000.

Mayor Peterson asked what the process would be for shutting off services. Public Works Operations Director met with County staff and discussed the process. Bing's would be notified by letter two weeks prior to shut off and have the opportunity to make payment.

Motion: Upon Conn's motion and Morten's second, the Council unanimously approved staff's recommendation to begin the process of shutting off sewer service to Bing's Restaurant.

Review Requests to Waive Special Use Permit & Concession Fees for Halloweentown Events (Spirit of Halloweentown, Haunted/Scarecrow Tours & Parade)

Motion: Upon Morten's motion and Conn's second, the Council unanimously approved the waiver of Special Use Permit fees and Concession Agreement fees for Spirit of Halloweentown activities being put on by the City, Special Use Permit fees and Concession Agreement Fees for Shoestring Community Players Haunted Walking Tours, Special Use Permit fees and Concession Agreement fees for Shoestring Community Players Scarecrows Walking Tours and Special Use Permit fees for South Columbia County Chamber of Commerce Spirit of Halloweentown kick-off parade.

Update on Halloweentown Activities

Tina Curry gave the City Council an update on Spirit of Halloweentown activities and planning.

- The first weekend is being promoted just for the community with major activities beginning October 8.
- Public Works Operations Director Sheppard has a long list of public works items to prepare for.
- Chief Moss has a complete traffic plan in place.
- Information signage will be posted to direct visitors.
- Fox 12 On the Go with Joe will be here early in the morning on October 10. Communications Officer Farnsworth is putting clips together to give him.
- Two actors from Buffy the Vampire Slayer will be here on the last weekend of October.

- Anya Moucha is working on several items:
 - Walking map for visitors.
 - Points of interest map.
 - Other items to assist visitors.
- Many people are flying into town from out of state. Visitors should be more spread out this year because more activities are occurring.
- More props have been purchased.
- They are going to top the Plaza with an inch and a half of sand to try to help reduce the mud.
- There will be a fenced beer and wine area this year. It will not be open container.
- Parking is \$10 with in and out privileges. Kiwanis and CERT, as the parking volunteers, will receive 60% and the City retains 40%.

Councilor Locke expressed his concern with some of the obstacles on the waterfront property for parking. Chief Moss explained that he is working with Public Works Operations Director Sheppard and they will be using cones to mark road ways and parking spots. There will also be lighting from the City and the County.

Gretchen Williams added that the Visitor Center will be open on Sundays from 10 a.m. to 4 p.m. in October to assist. She has a wall of activities designated for event information. The restaurants are all well aware of the large crowds that will be present and are already prepping.

Department Reports

Police Chief Moss reported...

- Shifts in personnel have occurred. Jamin Coy is now a code enforcement officer and has been doing well. That opened up a police officer position.

Public Works Engineering Director Nelson reported...

- The contractor has started work again at Godfrey Park. They will start chipping out rock soon to get the rest of the pipe in.
- The contractor is getting ready to start the 2MG reservoir liner project.
- S-2 Contracting will be doing more trench patching in town. All utility work with trenches crossing the street for utility work will be patched to have pavement in place before winter.

Public Works Operations Director Sheppard reported...

- There has been a complaint on Facebook about a contaminate in drinking water called Chromium-6. He assured the Council that the City is not in any violation regarding this level.

Library Director Jeffries reported...

- Thank you to the Police Department in dealing with the Library's alarm system problem. There has been some intermittent issues with wiring that has hopefully been corrected today.
- This Thursday, an archaeologist will be presenting a program about Chinese mining in the John Day area. A mineral group has already expressed interest in attending. It is part of a series sponsored by the Oregon Historical Society.
- She will be attending the Public Library Directors Meeting in Hillsboro on Friday.
- Christmas Eve observance falls on Friday and Christmas observance on Monday. It leaves the Library with insufficient staffing for Friday and Saturday. She spoke with Councilor Conn and they have decided the Library closure will follow other city building closures.

Finance Director Brown reported...

- He met with Wells Fargo representatives yesterday to review fees for banking services and

credit/debit card processing. They are expecting to save about \$1,500 per month in transaction fees.

Communications Officer Farnsworth reported...

- Nothing to report.

City Administrator Walsh reported...

- Jasmine Jordan is the new Main Street Program Coordinator.
 - Jasmine introduced herself to the Council. She is excited to be in St. Helens and work with SHEDCO.
- Next week is the League of Oregon Cities conference. He and Communications Officer Farnsworth will be doing presentations at the conference regarding our website conversion and community engagement.

Council Reports

Councilor Conn reported...

- Last week was City Hall week. She and Councilor Locke went to Scappoose. Locke led a presentation about PERS and Conn led a presentation on property tax reform.
- She attended the Northwest Area Commission on Transportation (ACT) meeting. Columbia County Roadmaster Lonny Welter presented three projects regarding maintenance and prevention.
- She went to approximately 200 businesses to promote the Spirit of Halloweentown scarecrow contest.
- The next CIT training is in October. She requested \$300 to show support of the program and for snacks. Council approved the funding.

Council President Morten reported...

- There is a lot happening around St. Helens Marina with construction and storage of equipment.
- He has received a lot of good comments about the off-leash dog area in McCormick Park.
- He had received a couple calls about the tree that collapsed on the Columbia View Park restrooms. He asked Sheppard to report on what happened. Sheppard explained that a large limb fell on the roof and did significant damage to the restroom roof that will probably result in complete replacement. The tree is rotted and belongs to the County. It will need to be evaluated and will probably have to be removed.
- The Parks Commission will probably have a full agenda at their next meeting.
 - Lots of citizens have ideas for Campbell Park, including adding bocce ball and pickle ball courts to replace the tennis courts.
 - Ongoing discussion with Keith Forsythe about Civic Pride Park.
- Looking forward to the League of Oregon Cities (LOC) conference this week.
- He will be retiring from the board of Joint Utilities Association. Their annual meeting is the week after the LOC conference.

Councilor Carlson reported...

- She watched the text to 911 video with Chief Moss. She was impressed with it. It was professionally done.
- She was invited to participate in the Ford Leadership summit in Redmond, following the LOC conference.
- Al Petersen commented that we are redoing sidewalks using the old plan. She asked Public Works to offer feedback. Nelson explained that the particular replacement in question was an owner-initiated repair, not City initiated. She looked at the corridor plan and it calls for a bump out. They can't put that additional cost on the owner but the City doesn't have the

money to do it at this time. Since it was owner-initiated through the sidewalk repair program, a bump out was not currently feasible. A green strip could have been installed, but you would need to do the entire two block section to make it function correctly. It would not be difficult to do in the future, but the entire block would need to be redone at once.

- She has heard from three different people who have noticed maintenance done and equipment replaced in parks this year. People have noticed and are impressed.
- Can the Library ADA curb cut be indicated or painted to make it more obvious? She could see how someone in a vehicle could have hit someone in a wheelchair or with a walker based on where it is located. Sheppard will have Public Works look at it.

Councilor Locke reported...

- He attended the City Hall meeting in Scappoose. He talked about PERS. The increase is the equivalent of three police officers and a police car for St. Helens.
- Dan Brown has been hired as the new Community Action Team (CAT) director. He has been with CAT for over six years.

Mayor Peterson reported...

- Nothing to report.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

Motion: At 2:54 p.m., upon Morten's motion and Locke's second, the Council unanimously voted to move into executive session under ORS 192.660(2)(e) Real Property Transactions.

Motion: At 3:30 p.m., upon completion of the executive session, Morten moved to go back into work session, seconded by Conn, and unanimously approved.

Other Business

None.

There being no further business, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Crystal Farnsworth, Communications Officer

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

September 21, 2016

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Crystal Farnsworth, Communications Officer
Margaret Jeffries, Library Director
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director

Others: Nancy Whitney Sue Mueller Wanda Hawkins
Steve Topaz James Marron



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

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

♦Nancy Whitney. She presented pictures she took last weekend. She's concerned with the view people have of the city when houses are allowed to get very trashy. However, the Police Department has cleaned up several of them just this week. She would like something published in the newspaper letting people know how they can contact the correct people at the City when there are abandoned buildings or nuisance violations. She said the waterfront is very lovely but can the Council do something about the empty business storefronts to spruce things up.

♦Sue Mueller. She thanked the Council. They have had some code issues on their street and some of them have been abated this week. It goes a lot toward improving the neighborhood.

♦Steve Topaz. Thanked Council for removing plastic from the Godfrey Park construction area. He suggests the City talk to Judy Thompson about getting wild seeds for the soil to tie it together. He asked when construction was going to start and no one wanted to answer his question but now he sees construction has started. Is there a reason you don't like to tell the public when you will start projects?

♦Wanda Hawkins. She is concerned about the no parking that will be enforced on South 1st Street. Their driveway only parks two cars. They have nowhere else to allow their family or friends to park. Downtown parking is too far away. What is the Council going to suggest residents do that park there?

Council President Morten said the complaints came from people in wheelchairs who have issues with ADA access and being able to get around parked vehicles on the sidewalk. Wanda said as long as the cars park half on the sidewalk and half off, wheel chairs should still be able to get

around. Councilor Locke added that the closest parking to her house would be the first block of Columbia Blvd.

♦James Marron, attorney representing Paul Joe. He has issued a formal notice of claim to the City. Bing's Restaurant has had a water issue for some time. His client recently had the problem diagnosed as a water leak. They don't know what the cost of the repairs would be but his client would like to work with the Council on the arrears of the sewer bill.

Mayor Peterson explained that Bing's sewer bill has not been based on usage because they did not have the data for McNulty Water PUD. It was based on an average of four other similar restaurants.

Ordinances – Final Readings

- A. **Ordinance No. 3210:** An Ordinance Amending St. Helens Municipal Code 5.16 Regarding Secondhand Dealers and Pawnshops

Mayor Peterson read Ordinance No. 3210 by title for the final time. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Ordinance No. 3210. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

Ordinances – First Readings

- A. **Ordinance No. 3209:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.08 Regarding Planning Commission Rules of Operation

Mayor Peterson read Ordinance No. 3209 by title for the first time. The final reading will be held at the next regular session.

Resolutions

- A. **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 Enterprises Zone and Lower Columbia Enterprise Zone Extended Property Tax Exemptions

Mayor Randy Peterson read Resolution No. 1760 by title. **Motion:** Upon Conn's motion and Carlson's second, the Council unanimously adopted Resolution No. 1760. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

- B. **Resolution No. 1762:** A Resolution of the Common Council of the City of St. Helens Supporting Passage of St. Helens School District General Obligation Bond

Mayor Randy Peterson read Resolution No. 1762 by title. **Motion:** Upon Carlson's motion and Morten's second, the Council unanimously adopted Resolution No. 1762. [Ayes: Locke, Carlson, Conn, Morten and Peterson; Nays: None]

Approve and/or Authorize for Signature

- A. WellsOne Commercial Card Agreement
- B. Travel Oregon Matching Grants Program Contract – St. Helens Wayfinding Master Plan
- C. Personal Services Agreement with Centerlogic, Inc. for Information Technology Services
- D. SolutionsYes Lease Agreement & Maintenance Agreement for Kyocera Replacement Copier
- E. Contract Payments
- F. Oregon Parks & Recreation Dept. Grant Agreement – McCormick Park Picnic Pavilion

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

Consent Agenda for Acceptance

- A. Planning Commission Minutes dated July 12, 2016
- B. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Street Closure Requests:
 - i. St. Frederic's Fall Festival
 - ii. Spirit of Halloweentown Events
 - iii. Spirit of Halloweentown Parade
- B. Declare Surplus Property – Library Equipment
- C. Accounts Payable Bill List

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

Council Reports

Mayor Peterson reported...

- He will probably be absent from the next Council meeting.
- A couple meetings ago, a girls soccer team came in asking for funds. The team is still fundraising. He would like to see the Council help them in their endeavor. Locke said they did vote for \$200 at the last meeting, but that won't cover much. Maybe Kiwanis and the City can split the cost of shirts. Peterson asked if Brown knows how much is available in Council expenses. Brown believes it is between \$8,000-9,000. Peterson wouldn't be opposed to spending some of the money that they normally have left over each year for discretionary expenses. He would like to see at least \$1,000 given.

Motion: Upon Conn's motion and Morten's second; the Council unanimously approved granting \$1,000 to the girls soccer team.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- His next OJUA meeting is scheduled for October 5 in Bend. He will not be at the next Council meeting either. Councilor Locke will be in charge.

Councilor Carlson reported...

- She appreciates staff chipping away and working together on projects like the Parks Master Plan.
- She was recently at the high school and their facilities definitely need the Bond. The science room looks the same as when she was in school.

Councilor Locke reported...

- Being involved with the Youth Council, he hears that improvements are needed in the schools. Books are getting older and they don't have access to everything they need.

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...

- Based on the claim received, does Council still want him to move forward with shutting the sewer off? Peterson suggested they move into executive session later to discuss the pending litigation.

Communications Officer Farnsworth reported...

- Nothing to report.

City Administrator Walsh reported...

- He received a letter from Fire Chief Griesen requesting a City representative attend a meeting for the Rail Emergency Response Plan draft. Mayor Peterson and Walsh will attend.

Executive Session

ORS 192.660(2)(h) Consult with Counsel/Potential Litigation

Motion: At 7:26 p.m., upon Conn’s motion and Locke’s second, the Council unanimously voted to move into executive session under ORS 192.660(2)(h) Consult with Council/Potential Litigation.

Motion: At 7:37 p.m., upon completion of the executive session, Morten moved to go back into regular session, seconded by Conn, and unanimously approved.

Adjourn - There being no further business, the meeting adjourned at 7:37 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Crystal Farnsworth, Communications Officer

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

October 5, 2016

Members Present: Keith Locke, Councilor
Susan Conn, Councilor
Ginny Carlson, Councilor

Members Present: Randy Peterson, Mayor
Doug Morten, Council President

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: Kaylee Ruff Nicole Thill

7:00PM – Call Regular Session to Order – Councilor Locke

Pledge of Allegiance – Councilor Locke

Invitation to Citizens for Public Comment

No comments received.

Ordinances – Final Readings

A. **Ordinance No. 3209:** An Ordinance Amending the St. Helens Municipal Code Chapter 12.08 Regarding Planning Commission Rules of Operation
Councilor Locke read Ordinance No. 3209 by title for the final time. **Motion:** Upon Carlson’s motion and Conn’s second, the Council unanimously adopted Ordinance No. 3209. [Ayes: Carlson, Conn, Locke; Nays: None]

Approve and/or Authorize for Signature

Councilor Locke asked Finance Director Brown to explain item ‘A.’ Brown explained that it is the final application for the City to open a business account. They are switching from Bank of the West to Wells Fargo. Locke would like the Council President to be added to the form in addition to the Mayor, Finance Director and City Recorder.

Councilor Locke asked Public Works Engineering Director Nelson to explain item ‘B.’ Nelson explained that it’s for third-party specialized inspection services. It will ensure the liner has been prepared and installed properly by the contractor.

- 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

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

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

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

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

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

Urban Renewal – Scope of Work for Plan and Report

City Administrator Walsh explained that the Council has directed him to bring back an Urban Renewal Plan for the waterfront redevelopment and implementation of other plans. He proposes to enter into an agreement with ECONorthwest to prepare the plan and report.

Approve and/or Authorize for Signature

- A. Agreement with ECONorthwest for Urban Renewal Plan and Report

Motion: Upon Carlson's motion and Conn's second, the Council unanimously voted to approve and authorize signature of agreement with ECONorthwest for Urban Renewal Plan and Report.

Council Reports

Councilor Locke reported...

- Marnie will be here on Saturday participating in events and photo opportunities. He imagines it will be a very busy Spirit of Halloweentown weekend here.

Councilor Carlson reported...

- She attended the LOC conference last week. It was good to network and get ideas.
- She also attended the Ford Leadership Institute Conference over the weekend. It was the last community advocate training. They are moving to a new community builder program that will be led by communities.
- Thank you to staff and community volunteers for all of your work on Spirit of Halloweentown.

Councilor Conn reported...

- She attended the CEPA fair. They are in the process of changing into a work group format. Jim Huff was there and he said that he misses everyone he knew here.
- She also attended the LOC conference. There were a lot of new faces. It's nice to get new ideas.
- There are 49 scarecrows entered in the scarecrow contest. It's looking good.

Department Reports

Police Chief Moss reported...

- The Police Department scarecrow is leading the likes.

- It is going to be a busy weekend. There is a 9 a.m. briefing at the command post, which is located at the Old School. They plan to be there through midnight. A lot of changes were made based on last year's event. It has been well-planned and well-thought out.
- Stacy Spencer is the new CIT Coordinator. Her office is located at the police station. He will bring her to the next work session for introductions.
- K-9 Officer Ryder began training at the City of Portland on Monday. Officer Thompson will bring him in for introductions.
- October brings a lot of staffing challenges to the Police Department.
 - Sgt. Joe Hogue is at the FBI Academy until the middle of December.
 - Officer Thompson and Ryder will be in Portland for the K-9 Academy for 10 weeks.
 - They are short one position.
 - The records clerk will be on medical leave for at least a week.
 - Spirit of Halloweentown events.
 - Lt. Rick Graham announced his retirement. His last day is October 14.

Public Works Engineering Director Nelson reported...

- The contractor who is doing the Sand Island dock repairs received permission from the Corps of Engineers to begin the project early. They are anticipating be there the week of October 17.
- The County still does not have the ODOT agreements back for the Gable Road project.

Public Works Operations Director Sheppard reported...

- Parks Field Supervisor Thad Houk is going to have the County work crews pick up big rocks and wood on the waterfront property.

Library Director Jeffries reported...

- On Saturday, there is going to be a Spirit of Halloweentown event in the auditorium with Marnie. She will be reading from a children's book that she has written. They are going to have sold-out sessions every half hour from 10 a.m. to noon.
- Tomorrow night, there is a writer's workshop with an author who will talk about how to write a nonfiction book proposal.
- Tuesday of next week, there is an Oregon Humanities project. The theme is Looking for Leadership.
- Later in the month, is the National Novel Writing Month (NaNoWriMo) kickoff event.
- Later in the month, is the Friends of the Library book sale and St. Helens Garden Club plant sale.
- The Arts & Cultural Commission will hold a mask making event later this month. There is room for 50 people.

Finance Director Brown reported...

- At the next Council meeting, he will bring back the fixed rate study. He sent out letters to all of them, informing them that sewer rates will be reviewed and it will impact their rate. He will be inviting them to the Council meeting when it will be discussed.
- The Council will receive a copy of the Collections Services RFP at the next work session. He plans to release that on November 1.
- He heard back from Jordan Ramis and CIS about Bing's Restaurant. They both agreed that we are doing everything right and they are okay with us shutting off sewer service as long as we follow due process. It would be about two weeks or so before shutting off service. Councilor Carlson emphasized that we are making sure that everyone is paying their fair share. No one is being singled out. It's a service that everyone has to pay. She hopes it can be worked out.

- Today was the first meeting with Centerlogic and the Tech Panel. They reviewed ongoing issues. Their goal is to have all of those issues fixed before signing the contract with Centerlogic.

City Recorder Payne reported...

- A retirement party has been scheduled for Lt. Rick Graham on Friday, October 14, 12-2 p.m. in the Council Chambers.

City Administrator Walsh reported...

- Next Wednesday, October 12, is the Waterfront Open House. It concludes our work with the Area-Wide Planning grant. Next will be the implementation.
- The City was asked again to participate in breakout sessions at the League of Oregon Cities (LOC) Conference. One was the value of great websites and the other one was community engagement and is it worth it. The answer is yes. They received a lot of participation from the community.
- The Spirit of Halloweentown attention is phenomenal. They have received local and national attention. It has been in the Alaska Airlines magazine, Huffington Post, Cosmopolitan magazine, Good Morning America, Disney magazine, etc. Thank you to everyone who is working hard to make this happen.

Councilor Locke has been asked to emcee the pumpkin lighting event on Saturday. He would like to give her a key to the city at the event.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

No need for executive session tonight.

Adjourn - There being no further business, the meeting adjourned at 7:30 p.m.



Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Keith Locke, Councilor

City of St. Helens CITY COUNCIL

Work Session Minutes

October 19, 2016

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

Members Absent: Keith Locke, Councilor

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Lisa Scholl, Deputy City Recorder
Kathy Payne, City Recorder
Margaret Jeffries, Library Director
Terry Moss, Police Chief
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Crystal Farnsworth, Communications Officer
Bob Johnston, Building Official
Jacob Graichen, City Planner
Jenny Dimsho, Assistant Planner

Others: Nicole Thill Cody Mann

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

Visitor Comments

No visitor comments.

FY16/17 First Quarter Communications Report

Communications Officer Farnsworth was in attendance to give her first quarter communications report, a copy of which is filed in the archive packet for this meeting.

Review Proposed Increase to Building Permit Fees

Building Official Johnston was in attendance to present his proposal to increase building permit fees, a copy of which is filed in the archive packet for this meeting. The 5% increase in fees will assist the Building Department in being self-sufficient and maintain current service levels.

Review Proposed Amendment to Municipal Code Regarding Building Codes

Building Official Johnston was attendance and presented proposed amendments to the Municipal Code. There is a reference to a 1997 state code that no longer exists. He would like to amend language to reference the "current code" rather than a specific year. He will return to the next meeting with specific proposed code changes.

Review Fixed Sewage Rates Analysis and Resolution for Non-Residents on McNulty Water

Finance Director Brown reviewed his analysis and resolution with the Council. A copy is included in the archive packet for this meeting. There are seven properties outside City limits that receive City sewer service but not water service. They receive their water from McNulty PUD. The rates were set at a fixed amount in 2011. The City now has access to their water usage, so they are able to make adjustment to the rates. He reviewed each property.

Discussion of 58209 Columbia River Hwy. bill adjustment. If the leak is repaired, the City could do a partial reimbursement based on the McNulty PUD bill showing a decrease in use.

Review Request for Proposals for Collections Services

Finance Director Brown reviewed the RFP document for collections services with the Council, a copy of which is included in the archive packet for this meeting. He would like to release the RFP November 1. Council should let him know if they have any concerns and/or would like to sit on the review panel.

FY16/17 First Quarter Financial Report

Finance Director Brown presented a PowerPoint presentation, a copy of which is included in the archive packet for this meeting.

There was some discussion about system development charges and comparisons to other cities. Mayor Peterson explained that comparing from one city to another is going to be different. The fees are based on growth. Brown will provide a comparison sheet to the Council.

Request Continuance of Tonight's Public Hearing

City Planner Graichen said that the attorney for the applicant for the Comprehensive Plan Map and Zoning Map Amendment at 35090 Pittsburg Road scheduled for tonight at 6:15 p.m. has asked for a continuance so that they can add additional information (technical data) to their application before the Council holds the public hearing.

The Council was willing to continue the hearing to an undetermined date and time and will do so formally at 6:55 p.m. tonight, with a provision that those affected parties will be re-notified.

Department Reports

Police Chief Moss reported...

- Nothing to report.

Public Works Engineering Director Nelson reported...

- The contractor is working diligently on the Godfrey Park storm drain.
- A contractor is working on the two million gallon water reservoir off of Pittsburg Road and preparing to put a liner in the tank.
- The contractor who will be doing the work on the Sand Island docks was not able to secure the crane they needed. They hope to have it either next week or the following week.
- The LED street lighting project is coming up. They are getting ready to order all of the equipment and hope to begin before the end of the year. They will be contracting with Columbia River PUD to do the installation. There are four trial lights set up now to see what they look like.
 - Across the street from the theater.
 - N. 15th Street, near the middle school.
 - Southerly entrance to the park and library.
 - Intersection of S. 13th Street and Columbia Blvd.

Public Works Operations Director Sheppard reported...

- The restrooms at Sand Island are locked right now. Major vandalism occurred their last week. They will be locked until they are repaired.

Finance Director Brown reported...

- They have integrated debit and credit card machines with Wells Fargo. He expects to be fully integrated to Wells Fargo by the end of December.
- Bings Restaurant is scheduled to be shut off this Friday at 10:00 a.m. They have not received any notifications or payments.
- He and Accounting Assistant Jennifer Johnson will be attending the Oregon Governmental Finance Officer Association (OGFOA) Conference in Salem, next Monday – Wednesday.
- Tomorrow, Max from Centerlogic is meeting with Azimuth in the Council Chambers. They are going to review what AV equipment needs to be replaced. The Council can then decide if we need to go out for an RFP or use the existing company.

City Recorder Payne reported...

- She attended a City County Insurance Services (CIS) training this morning. It was about medical leave, ADA, veterans preference and drug testing. It was very affirming that we are following correct processes in all of those areas.
- She is having her left knee replaced on October 28 and will be out for about six weeks starting October 28. Deputy City Recorder Scholl will cover for her.

City Administrator Walsh reported...

- Communications Officer Farnsworth deserves a lot of credit for work with Spirit of Halloweentown. The amount of media attention has been totally impressive.
- Last weekend's events was a setback for Spirit of Halloweentown. It was a good decision to cancel due to weather. The Shoestring Players continued on and seemed to do well.
- Someone stole the heads that were displayed for the tractor ride.
- This weekend will be busy with the Goth Festival, Haunted Hot Rods and other activities.
- He has been very busy with the waterfront redevelopment. The open house seemed to go well.

Council Reports

Mayor Peterson reported...

- Nothing to report.

Councilor Conn reported...

- Farnsworth understated her involvement in Spirit of Halloweentown. It has been very well organized this year.
- She visited the incident command center at John Gumm. It was great practice for emergency services.
- She received a call from a man in Arizona about Spirit of Halloweentown. His favorite character is Benny and he has an idea for animating him in the taxi cab.
- Library Director Jeffries is meeting with the Library's strategic plan consultant right now and is unable to be here.
- Today was day three of the Crisis Intervention Training. It was opened by Senator Betsy Johnson, which she remarked about positively. The first presenter was Chief Moss. He talked about effective communication. Conn thanked Moss for his incredible commitment to the community. She thanked the Council for paying for the snacks. They are appreciated.

Council President Morten reported...

- He thanked the staff for their fine gesture of sending him a birthday card.
- Council members have expressed interest in having a retreat. He would like to start thinking about a good time for it to be held after the elections. An in-house retreat, with Walsh facilitating, would be beneficial. He encouraged Council to give their ideas to Walsh. He also encouraged Walsh to reach out to staff for any concerns that they would like Council to address at the retreat.
- Now is a good time to touch base with your department heads and start talking about last year's goals. He would like Council to start formulating evaluations. They will be due in November.

Councilor Carlson reported...

- Dave Elder and Roger Stauffer showed incredible professionalism and patience during Spirit of Halloweentown last weekend. It was good representation of the City.
- Our code now allows for a mother-in-law cottage. The Planning Department has been looking at it and how it relates to density questions. She would like to review the use during the retreat.
- This coming Saturday is the Hallow'teen' Dance put on by the Youth Council. They are partnering with Vicky Bilton at Meriwether Place. She has offered her facility and services in-kind to help them. Last year, we talked about the need for a light at the crosswalk. Sheppard will work with Carlson on signage.

Executive Session

ORS 192.660(2)(e) Real Property Transactions

An executive session was not needed.

Other Business

No other business.



There being no further business, the meeting was adjourned at 2:17 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

City of St. Helens CITY COUNCIL

Regular Session Minutes

October 19, 2016

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

Staff Present: John Walsh, City Administrator
Matt Brown, Finance Director
Kathy Payne, City Recorder
Neal Sheppard, Public Works Operations Director
Sue Nelson, Public Works Engineering Director
Jacob Graichen, City Planner

Others: Nicole Thill



6:59PM – Public Hearing: Comprehensive Plan Map & Zoning Map Amendment – 35090 Pittsburg Road

During their work session this afternoon, the Council continued this public hearing to an undetermined date. Notification will be distributed to all involved parties when a date is set.

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

Pledge of Allegiance – Mayor Peterson

Invitation to Citizens for Public Comment

No comments received.

Resolutions

Public Comment – Adjustment in Sewer Rates for McNulty Water PUD Customers

No comments received.

A. **Resolution No. 1763:** A Resolution to Establish a Fixed Sewer Utility Rate for Outside City Limits Customers on McNulty Water PUD

Mayor Peterson read Resolution No. 1763 by title. **Motion:** Upon Locke's motion and Carlson's second, the Council unanimously adopted Resolution No. 1763. [Ayes: Locke, Carlson, Conn, Morten, Peterson; Nays: None]

Award McCormick Park Picnic Shelter Purchase to RCP Shelter

Motion: Upon Conn's motion and Morten's second, the Council unanimously awarded the McCormick Park picnic shelter purchase to RCP Shelter.

Approve and/or Authorize for Signature

A. Contract Payments

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

Appointments to City Boards/Commissions

Parks Commission (4-year terms)

- Jerry Belcher and Phillip Roddy's terms expires 12/31/2016. Neither have served a full term and would like to be reappointed.

Status: At their October 10 meeting, the Parks Commission requested that the Council reappoint Jerry Belcher and Phillip Roddy.

Next Meeting: December 12, 2016

Recommendation: Reappoint Jerry Belcher and Phillip Roddy to 4-year terms. Their terms will expire 12/31/2020.

Motion: Upon Conn's motion and Morten's second, the Council unanimously reappointed Jerry Belcher and Phillip Roddy to 4-year terms. Their terms will expire 12/31/2020.

Consent Agenda for Acceptance

- A. Parks Commission Minutes dated August 8, 2016
- B. Planning Commission Minutes dated September 13, 2016
- C. Accounts Payable Bill List

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

Consent Agenda for Approval

- A. Accounts Payable Bill List
- B. Street Closure: Little Spooks Parade, 10/29/16, Close St. Helens Street from S. 2nd Street to S. 1st Street and Close S. 1st Street from St. Helens Street to Cowlitz Street

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

Council Reports

Mayor Peterson reported...

- He attended the Waterfront Redevelopment Open House last week. It was a good turnout. The consultants have done a really good job helping us with this process. He heard comments from the public who were also pleased with the outcome.
- It's amazing how many people come to Spirit of Halloweentown. He is interested to see how many people are drawn here for the Buffy the Vampire Slayer weekend.

Councilor Conn reported...

- Nothing to report.

Council President Morten reported...

- Stan Chiotti is organizing the Veterans Day event at McCormick Park. Morten would like to help expedite the permit process. He is requesting to waive the Special Use Permit fees. Council was in concurrence to waive the permit fees.

Councilor Carlson reported...

- Nothing to report.

Councilor Locke reported...

- He was at the beach all weekend. There was some rain and wind but nothing like the weatherman predicted.

Department Reports

Public Works Engineering Director Nelson reported...

- Nothing to report.

Public Works Operations Director Sheppard reported...

- The replacement cannon was removed from McCormick Park, per a request from the veterans. It is being stored at the Parks Department.

Finance Director Brown reported...

- Nothing to report.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Portland State University has a program for their Masters of Urban Regional Planning students that has been utilized in the past. Now that the framework plan is complete, he would like to apply to have them work on the Columbia View Park expansion. It is competitive and is no guarantee that we will receive it. Their level of community engagement is impressive. The students are led by staff throughout the process.

Adjourn - There being no further business, the meeting adjourned at 7:10 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Randy Peterson, Mayor

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>
• Heather Hulbert	525 N. 11 th St.	multiple dogs
• Robin Wilson	47 Sunset Pl.	multiple dogs

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

RECEIVED

OCT -4 2016

CITY OF ST. HELENS

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.

contact: Jennifer

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: 525 N. 11th				
Applicant Information		Alternate Contact/In Case of Emergency		
Name: Heather Heather Hubbert		Name: Jennifer Whitting		
Mailing address: 525 N 11th St		Mailing address: 525 N 11th St		
City/State/Zip: St Helens OR 97051		City/State/Zip: St Helens OR 97051		
Cell phone:		Cell phone:		
Home phone:		Home phone:		
Email:		Day/time of week that works best for you: Evenings		
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. Canine/Poodle	Butters	♂	10.5 yrs	12/31/16
2. Canine/Poodle	Boji	N/A	10.5 yrs	12/31/16
3. Canine/Shepherd	Patricia	♀	11 yrs	12/31/16
4. Canine/Chihuahua	Halo	F	1.5 yrs	12/31/16
5.				
6.				
Veterinarian Information				
Name:		Phone:		
Address:		City/State/Zip:		
Liability Insurance Information				
Agent's Name:		Phone: 1-800-531-8111		
Insurance Company: USAA		Policy No.:		
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, Heather Hubbert, understand that I am applying for an animal facility license to keep the above listed animal(s) at 525 N 11th St, 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.

Heather Hubbert

Applicant Signature

10/3/16

Date Signed

FOR OFFICE USE ONLY		
Date received: 10/4/16	Officer assigned: Coy	Date forwarded to City Recorder: 10-25-16
Received by: LS	Date/Time of inspection: 10-10-16	Council meeting date: 11-2-16
Receipt No.: 1428345	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: 10-5-16	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>LS</u>		Expiration date:

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 10/21/2016	
AUTHORIZED BY 55362-COY, JAMIN 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 2016-16075851

GENERAL OFFENSE									
REPORTED DATE/TIME 10/10/2016 1354		OCCURRED DATE/TIME 10/10/2016 1354			REPORTING OFFICER/DEPUTY NAME & # COY, JAMIN W (55362)				
LOCATION OF INCIDENT 525 N 11TH ST, ST HELENS							PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 05104			
SEVERITY	FAMILY VIOLENCE NO		GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY		
RELATED INCIDENT NUMBERS CP 33 2016-16075851									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS REFERRED - NON-LAW ENFORCEMENT AGENCY				APPROVED BY CASTILLEJA, JOSE (44420)				APPROVED ON 10/20/2016	
OFFENSES [1]									
OFFENSE ANIMAL VIOLATION/ORD					PREMISE TYPE Residence Single Family				
PERSON - MENTIONED #1									
NAME (LAST, FIRST MIDDLE) WHITING, JENNIFER IRENE				SEX FEMALE	RACE UNKNOWN		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 525 N 11TH ST, 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 - OWNER #1									
NAME (LAST, FIRST MIDDLE) HULBERT, HEATHER DENISE				SEX FEMALE	RACE WHITE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 525 N 11TH ST, 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 COY, JAMIN W (55362)	DATE/TIME 10/10/2016 1354
SUBJECT CASE SUMMARY	
<p>On 10/10/2016 at approximately 1354 hours, I conducted a prescheduled Animal Facility License Application inspection at 525 N 11th St in St. Helens.</p>	
NARRATIVE	
AUTHOR COY, JAMIN W (55362)	DATE/TIME 10/10/2016 1354
SUBJECT ACTION TAKEN	
<p>On Monday, 10/10/2016 at approximately 1354 hours, I met with Jennifer Whiting at her residence at 525 N 11th St, St. Helens, OR to conduct a prescheduled Animal Facility License Application inspection. Jennifer lives at the address with her mother (and applicant) Heather Hulbert, and cares for the dogs herself. This inspection is to ensure the premise is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, and OAR 603-015-0025 through 603-015-0065. Included with the application was her liability insurance information from USAA (Policy #CIC1-019118873-001).</p> <p>I noticed the home is a single family, wood framed residence in a residential neighborhood. Jennifer explained that the facility license is to allow them to have 4 dogs, not to run a shelter or boarding service.</p> <p>I saw the residence had a spacious backyard encircled by an approximately 6' high sturdy wooden fence. The fence was in good condition and was adequate to keep animals on the property, but the front porch connects to the side yard (where the dogs are fenced in) and it would be possible for raccoons or other such animals to enter the yard through the porch fence. I pointed out this problem to Jennifer and she told me she would fix it. I returned the next day and saw that she had used mesh wiring to secure the entrance to the front porch from other animals, fixing the problem.</p> <p>As I entered the backyard, all four dogs seemed friendly and excitedly ran toward me. They appeared to be happy and in good health, although slightly ungroomed and muddy.</p> <p>All four dogs were connected to a red wire, which stretched across the entire yard, hooked to posts on either end. The wire allowed them to run freely back and forth across the yard.</p> <p>I noticed the yard was mostly dirt and had very little grass. The yard has a slight slant, causing water to runoff, which prevents water pooling. I did not see any feces in the yard and Jennifer informed me the family cleans up any feces from the yard at least twice a week. There is a decent</p>	

St. Helens Police Department
COMMUNITY PARTNER RELEASE

sized tree on the porch-side of the yard, which Jennifer said shades the yard from heat during summer.

Jennifer showed me the housing she had set up for the dogs, which included two structures. The first structure is a large piece of plywood with a tarp wrapped over the top of it, leaned up against the fence at an approximately 45 degree angle. I saw that the space underneath the structure was dry, and easily large enough for three dogs. I saw that the dogs would walk inside the structure and lie down frequently during my inspection.

The second structure was made from multiple two by four pieces of wood, constructed into a square frame and covered with a tarp. This structure is large enough for two dogs, keeps the ground dry, and protects them from severe weather.

I noticed a large water bowl outside near one of the structures. The bowl was filled with water and appeared clean. Jennifer told me she fills the bowl with clean potable water every morning. There is also a water bowl indoors that was filled with clean water. Jennifer showed me a large plastic container on the front porch, which contained a large bag of Ol'Roy's bacon flavored dog food, which she said all the dogs share. The container protects the food from moisture and pests.

Jennifer told me that she brings the dogs inside every night, or when the weather becomes severe. The inside of the house had a good amount of natural light inside and appeared to have artificial lighting set up as well. I noticed the house was somewhat disorderly and unclean. The carpeting in the living room had many stains and did not appear to be vacuumed very frequently. I did not notice any odors inside or outside the residence, which leads me to believe that any feces or urine that may occur inside is cleaned properly.

Jennifer told me she does not have a specific quarantine area for the dogs, but she takes them to the vet when they are sick. She told me before I left that she would clean the house and make it more livable for the dogs.

I am not aware of any recent complaints received by SHPD regarding noise, stray animals, or other Ordinance violations regarding 525 N 11th Street.

From everything I gathered during this inspection I believe the Hulbert residence is in compliance with City Ordinance 6.04.080 and should be granted an Animal Facility License Permit upon presentation of licenses that extend through the expiration date of the Facility License.

ACTION RECOMMENDED

AUTHOR COY, JAMIN W (55362)	DATE/TIME 10/10/2016 1354
--------------------------------	------------------------------

SUBJECT
ACTION RECOMMENDED

Refer to City Council.

St. Helens Police Department
COMMUNITY PARTNER RELEASE

CASE NUMBER
GO 33 2016-16075851

*** END OF HARDCOPY ***

*** RECEIPT ***

Columbia County Clerk

230 Strand St.
St. Helen's, OR 97051
(503) 397-3796

HULBERT, HEATHER
525 N 11TH ST
St Helens, OR 97051

RENEW ANIMAL LICENSE	Detail	Amount
RECEIPT ACTION	RENEW LICENSE	
OWNER NAME	HULBERT, HEATHER	
ANIMAL NAME	BUTTERS	
RABIES EXPIRATION DATE	02/28/2019	
ANIMAL LICENSE NUMBER	34696	
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	HULBERT, HEATHER	
ANIMAL NAME	PATCHES	
RABIES EXPIRATION DATE	02/28/2019	
ANIMAL LICENSE NUMBER	34697	
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 #: 135384	Receipt Date: 2/29/2016 3:10:59 PM	Station: 16
Receipt Name: HULBERT		Cashier: HUSERB
Comments:		Page 1 of 3

*** RECEIPT ***

Columbia County Clerk

230 Strand St.
St. Helen's, OR 97051
(503) 397-3796

RENEW ANIMAL LICENSE

	Detail	Amount
RECEIPT ACTION	RENEW LICENSE	
OWNER NAME	HULBERT, HEATHER	
ANIMAL NAME	TINKERBELLE	
RABIES EXPIRATION DATE	02/28/2019	
ANIMAL LICENSE NUMBER	34697	
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	

Deceased

ITEM TOTAL: \$15.00

RENEW ANIMAL LICENSE

	Detail	Amount
RECEIPT ACTION	RENEW LICENSE	
OWNER NAME	HULBERT, HEATHER	
ANIMAL NAME	BOY	
RABIES EXPIRATION DATE	02/28/2019	
ANIMAL LICENSE NUMBER	34696	
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	HULBERT, HEATHER	
ANIMAL NAME	BABY-PUPPY <i>HALO</i>	
RABIES EXPIRATION DATE	02/28/2017	
ANIMAL LICENSE NUMBER	34700	
LICENSE EXPIRATION DATE	12/31/2016	
LICENSE FEE	27	\$27.00
CLERK FEE	3	\$3.00
FEE ADJUSTMENT	0	
LATE FEE	0	
DONATION AMOUNT	0	

ITEM TOTAL: \$30.00

Receipt #: 135384

Receipt Date: 2/29/2016 3:10:59 PM

Station: 16

Receipt Name: HULBERT

Cashier: HUSERB

Comments:

*** RECEIPT ***

Columbia County Clerk

230 Strand St.
St. Helen's, OR 97051
(503) 397-3796

Receipt Total	\$90.00
CASH	100.00
CHANGE	-10.00

Receipt #: 135384
Receipt Name: HULBERT
Comments:

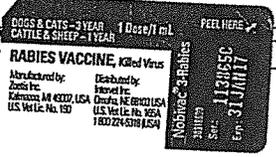
Receipt Date: 2/29/2016 3:10:59 PM

Station: 16

Cashier: HUSERB

RABIES VACCINATION CERTIFICATE
 NASPHV FORM 51 (revised 2007)

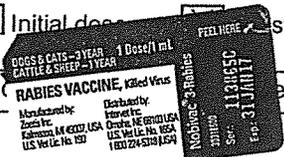
Owner's Name & Address Print Clearly			RABIES TAG #	
LAST Hulbert FIRST Heather M.I.			MICROCHIP #	
NO. 525 STREET North 11th Street CITY St. Helens STATE Or ZIP 97051			TELEPHONE #	
SPECIES Dog <input type="checkbox"/> Cat <input type="checkbox"/> Ferret <input type="checkbox"/> Other: <input type="checkbox"/> (specify)	AGE 10 Months <input checked="" type="checkbox"/> Years <input type="checkbox"/>	SIZE Under 20 lbs. <input type="checkbox"/> 20 - 50 lbs. <input type="checkbox"/> Over 50 lbs. <input checked="" type="checkbox"/>	PREDOMINANT BREED Retriever Mix	PREDOMINANT COLORS/MARKINGS Orange
SEX Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Neutered <input checked="" type="checkbox"/>	ANIMAL NAME Butters			
Animal Control License <input type="checkbox"/> 1 Yr <input type="checkbox"/> 3 Yr <input type="checkbox"/> Other _____				
DATE VACCINATED 02/28/16 Month / Day / Year	Product Name: _____ Manufacturer: <input type="text"/> <input type="text"/> <input type="text"/> (First 3 letters)	Veterinarian's Name: gold		
NEXT VACCINATION DUE BY: 02/28/19 Month / Day / Year	<input type="checkbox"/> 1 Yr USDA Licensed Vaccine <input checked="" type="checkbox"/> 3 Yr USDA Licensed Vaccine <input type="checkbox"/> 4 Yr USDA Licensed Vaccine <input type="checkbox"/> Initial dose <input checked="" type="checkbox"/> Booster dose	License Number: Joseph [Signature] DVM		
		Veterinarian's Signature Address: Columbia Humane Society P.O. Box 845 St. Helens, OR 97051		



R

RABIES VACCINATION CERTIFICATE
 NASPHV FORM 51 (revised 2007)

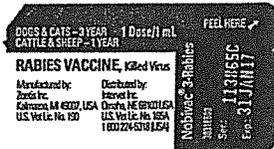
Owner's Name & Address Print Clearly			RABIES TAG #	
			MICROCHIP #	
LAST	FIRST	M.I.	TELEPHONE #	
Hulbert	Heather			
NO.	STREET	CITY	STATE	ZIP
525	North 11th Street	St. Helens	Or	97051
SPECIES	AGE	SIZE	PREDOMINANT BREED	PREDOMINANT COLORS/MARKINGS
Dog <input type="checkbox"/>	10 Months <input type="checkbox"/>	Under 20 lbs. <input type="checkbox"/>	Collie Mix	Black And White
Cat <input type="checkbox"/>	Years <input checked="" type="checkbox"/>	20 - 50 lbs. <input type="checkbox"/>		
Ferret <input type="checkbox"/>	SEX <input type="checkbox"/> Male	Over 50 lbs. <input checked="" type="checkbox"/>		
Other: <input type="checkbox"/>	<input checked="" type="checkbox"/> Female	ANIMAL NAME		
(specify)	<input checked="" type="checkbox"/> Neutered	Patch		
Animal Control License		<input type="checkbox"/> 1 Yr	<input type="checkbox"/> 3 Yr	<input type="checkbox"/> Other _____
DATE VACCINATED	Product Name:		Veterinarian's Name:	
02/28/16	Manufacturer: <input type="text"/>		GOLD	
Month / Day / Year	(First 3 letters) <input type="text"/>		License Number: <i>Joseph [unclear] DVM</i>	
NEXT VACCINATION DUE BY:	<input type="checkbox"/> 1 Yr USDA Licensed Vaccine		Veterinarian's Signature	
02/28/19	<input checked="" type="checkbox"/> 3 Yr USDA Licensed Vaccine		Address: Columbia Humane Society	
Month / Day / Year	<input type="checkbox"/> 4 Yr USDA Licensed Vaccine		P.O. Box 845	
	<input type="checkbox"/> Initial dose		St. Helens, OR 97051	
	<input type="checkbox"/> Booster dose			



R

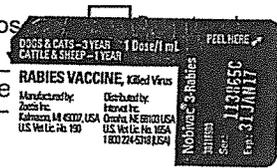
RABIES VACCINATION CERTIFICATE
NASPHV FORM 51 (revised 2007)

Owner's Name & Address Print Clearly			RABIES TAG #		
LAST Hulbert FIRST Heather M.I.			MICROCHIP #		
NO. 525 STREET North 11th Street CITY St. Helens STATE Or ZIP 97051			TELEPHONE #		
SPECIES Dog <input type="checkbox"/> Cat <input type="checkbox"/> Ferret <input type="checkbox"/> Other: <input type="checkbox"/> (specify)	AGE 10 Months <input checked="" type="checkbox"/> Years <input type="checkbox"/>	SIZE Under 20 lbs. <input type="checkbox"/> 20 - 50 lbs. <input type="checkbox"/> Over 50 lbs. <input checked="" type="checkbox"/>	PREDOMINANT BREED Retriever Mix	PREDOMINANT COLORS/MARKINGS Black	
SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Neutered	Animal Control License <input type="checkbox"/> 1 Yr <input type="checkbox"/> 3 Yr <input type="checkbox"/> Other _____	ANIMAL NAME Boy	VETERINARIAN'S NAME: GOLD		
DATE VACCINATED 02/28/16 Month / Day / Year	Product Name: _____ Manufacturer: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (First 3 letters)	License Number: for [signature]	VETERINARIAN'S SIGNATURE: [Signature]		
NEXT VACCINATION DUE BY: 02/28/19 Month / Day / Year	<input type="checkbox"/> 1 Yr USDA Licensed Vaccine <input checked="" type="checkbox"/> 3 Yr USDA Licensed Vaccine <input type="checkbox"/> 4 Yr USDA Licensed Vaccine	VETERINARIAN'S ADDRESS: Columbia Humane Society P.O. Box 845 St. Helens, OR 97051	Vaccine Serial (lot) Number		
	<input type="checkbox"/> Initial dose <input checked="" type="checkbox"/> Booster dose				



R

RABIES VACCINATION CERTIFICATE
NASPHV FORM 51 (revised 2007)

Owner's Name & Address Print Clearly			RABIES TAG #		
LAST Hulbert FIRST Heather M.I.			MICROCHIP #		
NO. 525 STREET North 11th Street CITY St. Helens STATE Or ZIP 97051			TELEPHONE #		
SPECIES Dog <input type="checkbox"/> Cat <input type="checkbox"/> Ferret <input type="checkbox"/> Other: <input type="checkbox"/> (specify)	AGE 9 Months <input checked="" type="checkbox"/> Years <input type="checkbox"/>	SIZE Under 20 lbs. <input type="checkbox"/> 20 - 50 lbs. <input type="checkbox"/> Over 50 lbs. <input checked="" type="checkbox"/>	PREDOMINANT BREED Catahula Mix	PREDOMINANT COLORS/MARKINGS Grey and Black	
SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Neutered	ANIMAL NAME Baby Puppy	Animal Control License <input type="checkbox"/> 1 Yr <input type="checkbox"/> 3 Yr <input type="checkbox"/> Other _____			
DATE VACCINATED 02/28/16 Month / Day / Year	Product Name: _____ Manufacturer: <input type="text"/> <input type="text"/> <input type="text"/> (First 3 letters)	Veterinarian's Name: gald			
NEXT VACCINATION DUE BY: 02/28/17 Month / Day / Year	<input checked="" type="checkbox"/> 1 Yr USDA Licensed Vaccine <input type="checkbox"/> 3 Yr USDA Licensed Vaccine <input type="checkbox"/> 4 Yr USDA Licensed Vaccine <input checked="" type="checkbox"/> Initial dose	License Number: Joseph [Signature] DVM			
Vaccine Se		Veterinarian's Signature Columbia Humane Society			
		Address: P.O. Box 845 St. Helens, OR 97051			



[Handwritten mark]

DALPP

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

10/04/2016 2:10 PM
Receipt No. 01428345

bl
ANIMAL FACILITY LIC
ENSE 40.00

Total 40.00

Cash 40.00
CASH 40.00

HULBERT HEATHER
Customer #000000
525 N 11TH ST

ST HELENS, OR 97051-

Cashier: lisa
Station: CH-FRONTDESKW7

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

RECEIVED

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

OCT - 3 2016

CITY OF ST. HELENS

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: <u>A7 SUNSET PL ST. HELENS OR 97051</u>				
Applicant Information		Alternate Contact/In Case of Emergency		
Name: <u>ROBERT WILSON</u>	Name: <u>LINDA SWANSON</u>			
Mailing address: <u>P.O. Box 1634</u>	Mailing address: <u>650 NW DIAN AVE.</u>			
City/State/Zip: <u>ST. HELENS OR 97051</u>	City/State/Zip: <u>SALEM OR 97304</u>			
Cell phone: _____	Cell phone: _____			
Home phone: _____	Home phone: _____			
Email: _____	Day/time of week that works best for you: <u>CALL</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>Dog/Mix</u>	<u>Dale</u>	<u>M</u>	<u>6</u>	<u>0017</u>
2. <u>Dog/Mix</u>	<u>HERA</u>	<u>M</u>	<u>7</u>	<u>0017</u>
3. <u>Dog/Mix</u>	<u>JOJO</u>	<u>M</u>	<u>3</u>	<u>0017</u>
4. <u>Dog/Mix</u>	<u>BONNY</u>	<u>M</u>	<u>3</u>	<u>0017</u>
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
Veterinarian Information				
Name: <u>COLUMBIA VET</u>		Phone: <u>503-397-1908</u>		
Address: <u>8515 E. OLIVE PARK BLVD</u>		City/State/Zip: <u>ST HELENS OR 97051</u>		
Liability Insurance Information				
Agent's Name: <u>State Farm</u>		Phone: <u>503-363-1943</u>		
Insurance Company: <u>STATE FARM</u>		Policy No.: _____		
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, ROBERT WILSON, understand that I am applying for an animal facility license to keep the above listed animal(s) at A7 SUNSET PL, 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.

Applicant Signature

Date Signed

9/09/16

FOR OFFICE USE ONLY

Date received: <u>10-3-16</u>	Officer assigned: <u>COV</u>	Date forwarded to City Recorder: <u>10-25-16</u>
Received by: <u>Hand</u>	Date/Time of inspection: <u>10/13 + 10/20</u>	Council meeting date: <u>11-2-16</u>
Receipt No.: <u>01428290</u>	Officer recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dated forwarded to PD: <u>10-4-16</u>	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	If approved, date license issued:
Forwarded by: <u>Hand</u>		Expiration date:

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 10/21/2016	
AUTHORIZED BY 55362-COY, JAMIN 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 2016-16076655

GENERAL OFFENSE									
REPORTED DATE/TIME 10/13/2016 1514		OCCURRED DATE/TIME 10/13/2016 1514			REPORTING OFFICER/DEPUTY NAME & # COY, JAMIN W (55362)				
LOCATION OF INCIDENT 47 SUNSET PL, ST HELENS							PLACE		
COUNTY COLUMBIA		DISTRICT SH		BEAT SH		GRID 05105			
SEVERITY	FAMILY VIOLENCE NO		GANG INVOLVEMENT		BIAS NONE (no bias)		SPECIAL STUDY		
RELATED INCIDENT NUMBERS CP 33 2016-16076655									
TOTAL LOSS		TOTAL RECOVERED		DAMAGED TOTAL			DRUG TOTAL		
INTERNAL STATUS NOT AN OFFENSE				APPROVED BY MILTICH, ANTHONY J (49415)				APPROVED ON 10/20/2016	
OFFENSES [1]									
OFFENSE ANIMAL VIOLATION/ORD					PREMISE TYPE Residence Single Family				
PERSON - COMPLAINANT #1									
NAME (LAST, FIRST MIDDLE)				SEX MALE	RACE WHITE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 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 - COMPLAINANT #2									
NAME (LAST, FIRST MIDDLE)				SEX MALE	RACE WHITE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 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 - OWNER #1									
NAME (LAST, FIRST MIDDLE) WILSON, ROBIN LYNN				SEX FEMALE	RACE WHITE		DOB	AGE	
HOME ADDRESS - STREET, CITY ZIP 47 SUNSET PL, ST HELENS OR 97051				HEIGHT	WEIGHT	HAIR COLOR BLUE	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 COY, JAMIN W (55362)	DATE/TIME 10/13/2016 1514
SUBJECT CASE SUMMARY	
<p>On 10/13/2016 at approximately 1514 hours, I conducted a prescheduled Animal Facility License Application inspection at 47 Sunset Place in St. Helens.</p>	
NARRATIVE	
AUTHOR COY, JAMIN W (55362)	DATE/TIME 10/13/2016 1514
SUBJECT ACTION TAKEN	
<p>On Thursday, 10/13/2016 at approximately 1514 hours, I arrived at 47 Sunset Pl and conducted a prescheduled Animal Facility License Application inspection. The applicant, Robin Wilson, had informed me ahead of time she would not be present for the inspection, nor would her dogs. She told me the dogs were traveling with her on a work trip. She said she was tied up for the next couple weeks so she had asked a family friend to let me inside for the inspection.</p> <p>This inspection is to ensure the premises is in compliance with Ordinance 6.04.080, OAR 609.415, OAR 609.420, and OAR 603-015-0025 through 603-015-0065. Included with Mrs. Wilson's application was her liability insurance information from State Farm Fire and Casualty Company (Policy #37-BC-Z786-3) as well as information regarding where she seeks veterinary care for her animals; Columbia Veterinary Clinic at 35645 Firlok Park Blvd.</p> <p>I entered the residence and immediately noticed the house was a bit disorderly. I was warned by the owner it may appear that way because she was in the midst of a remodel. Beyond the painting supplies and mild clutter, the house appeared clean and had no noticeable odors. I noticed her home was a single story wood-framed residence in a residential neighborhood. The temperature in the house was slightly cool but comfortable, at approximately 65 degrees. Mrs. Wilson informed me later that she keeps the house at that temperature during the fall/winter months.</p> <p>I noticed there was a decent amount of natural and artificial light in most areas of the house. In the living room, I saw two large sized dog beds on the floor near the couch and noticed they were clean and dry. Mrs. Wilson later told me the dogs share the beds, which are large enough for multiple dogs.</p> <p>I entered the kitchen and saw four dog bowls on the floor. Two were for food and two were water bowls. They were cleaned and empty. Right behind them under the counter was a large plastic container half filled with dog food. The container showed on its side that it was specifically designed</p>	

St. Helens Police Department
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for keeping dog food dry and secured from pests. On the counter above the dog food container, there was a tub of Kirkland brand K-9 dental chews and rawhide bones, both which were sealed to keep them dry and away from pests. Mrs. Wilson later informed me they had potable water at the residence.

When I spoke on the phone with Mrs. Wilson, she told me that while she is away, she secures gates on both ends of the hallway to keep the dogs confined to that area. The dogs still have access to a hallway closet, which has a dog bed on the floor. I saw that the floor was carpeted but clean, as was the dog bed. The room had a rear door that opens up to the backyard. There is a doggy-door at the base which allows the dogs to go outside or come inside when the weather is too severe.

Mrs. Wilson told me the dogs are never home alone for more than 8 hours and that length of time is rare. She told when she leaves on long work trips, she takes the dogs with her. She explained when they have to stay home for any significant period of time, she comes home and immediately cleans up any feces, disposing of it appropriately.

I saw that the back yard was enclosed by an approximately 6' tall sturdy wood fence, which could adequately keep her animals in her yard and prevent other animals from entering.

Mrs. Wilson informed me she does not have a specific quarantine area for the dogs, but if they do become very ill, she takes them to the vet for care immediately.

On 10/19/2016 at approximately 1300 hours, I responded to a animal complaint for 47 Sunset Pl from

arrived at address, to speak with him.

When I arrived, I could hear the dogs barking from the side yard of Mrs. Wilson's address. told me Mrs Wilson's four dogs had been continuously barking since 0700 hours that morning.

I was in the area for approximately 25 minutes speaking with and another neighbor, , who resides at (see statements). During that time, the dogs were outside, barking periodically, specifically when cars drove by. Both told me the dogs had been barking all day and they said they could easily hear it from inside their homes. They also both said that it would not be an issue if the dogs remained inside.

On 10/20/2016, I met with Mrs. Wilson at her address to assess the welfare of her dogs. When I entered, I saw all four dogs fenced off in the hallway. The dogs appeared healthy and friendly. They also appeared well groomed. I informed Mrs. Wilson of the noise complaint I had recieved the day prior. She told me she had forgotten to block off the doggy door that day because she was in a hurry. I explained the noise ordinance for barking dogs to her and she said she understood. She told me she would be sure to block off the doggy door from then on to avoid any more noise complaints.

From everything I gathered during this inspection, I believe the Wilson residence is in compliance with City Ordinance 6.04.080 and should be issued an Animal Facility License Permit so long as the dogs are licensed

St. Helens Police Department
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for the duration of the Facility License.

STATEMENT

AUTHOR
COY, JAMIN W (55362)

DATE/TIME
10/20/2016 1130

SUBJECT

: told me that Mrs. Wilson's dogs are constantly barking everyday. He said when the dogs are outside, he and his wife are unable to go on their back porch because the barking does not stop. He said the dogs get outside much more frequently than is acceptable.

said the noise from the dogs affects his life more than it should. He told me if the dogs were actually kept inside while Mrs. Wilson was gone, it wouldn't be a problem. He said the barking is much more bearable when they are inside.

STATEMENT

AUTHOR
COY, JAMIN W (55362)

DATE/TIME
10/20/2016 1130

SUBJECT

told me he could hear the dogs barking the whole day. He said they are frequently outside and bark incessantly. mentioned he does not mind barking, but he knows some of the neighbors do not like the noise.

ACTION RECOMMENDED

AUTHOR
COY, JAMIN W (55362)

DATE/TIME
10/18/2016 1412

SUBJECT
ACTION RECOMMENDED

Refer to City Council.

St. Helens Police Department
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*** END OF HARDCOPY ***

Owner Detail

Owner 11654

Name: WILSON, ROBIN
Senior Citizen: FALSE
Kennel: **Inspection Date:** **Expiration Date:** **Limit:**

Street Address: 47 SUNSET ST. HELENS, OR 97051
Mailing Address: PO BOX 1634 St Helens, OR 97051
Phone:

Notes:
1/12/15: 30 DAY FEE NOTICE MAILED FOR HERA, HONEYPOT, PELE, JUNO, AND SONNY.

Adoption Notes: **Disallow Adoption:**

Animals:

ID	Name	Breed	Color	License	Issue Date	Exp. Date
21622	JUNO	MINI PINSCHER	RED	32782	1/26/2015	12/31/2017
21621	SONNY	MINI PINSCHER	BLACK	32783	1/26/2015	12/31/2017
20553	PELE	MINI PINSCHER	RED	32784	1/26/2015	12/31/2017
19699	HERA	MINI PINSCHER	BLACK	32785	1/26/2015	12/31/2017

Complaints:

Complaint: 1920
Date: 4/12/2016 9:24:00 AM Type: BARKING DOG Status: CLOSED

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

10/03/2016 4:34 PM
Receipt No. 01428290

bl
ANIMAL FACILITY LI
CENSE 40.00

Total 40.00

Cash 0.00
Check 1031 40.00

ROBIN WILSON ALL ABOUT NUMBERS LLC
Customer #000000
PO BOX 1634

ST HELENS, OR 97051-

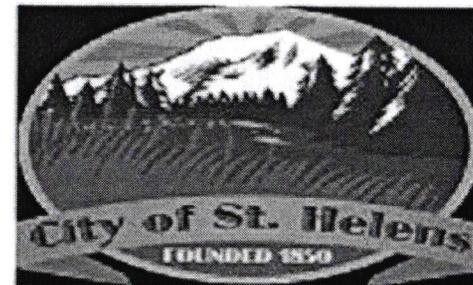
Cashier: Heidi
Station: CH-FRONTDESKW7

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/13/2016 - 3:13PM
 Batch: 00009.10.2016 - AP 10/14/16 OVER 10K

82



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
TMI TURST COMPANY									
TMI									
11012016	11/1/2016	138,000.00	0.00	10/14/2016				False	0
018-018-563000	Principle Expense								
11012016	11/1/2016	17,719.00	0.00	10/14/2016	OREGON SEWER REFUNDING SERIES 2013			False	0
018-018-569000	Interest Expense								
11012016	11/1/2016	382,000.00	0.00	10/14/2016	OREGON SEWER REFUNDING SERIES 2013			False	0
017-417-563000	Principal expense								
11012016	11/1/2016	60,665.25	0.00	10/14/2016	OREGON WATER REFUNDING SERIES 2013			False	0
017-417-569000	Interest expense								
	11012016 Total:	598,384.25							
	TMI TURST COMPANY T	598,384.25							
	Report Total:	598,384.25							

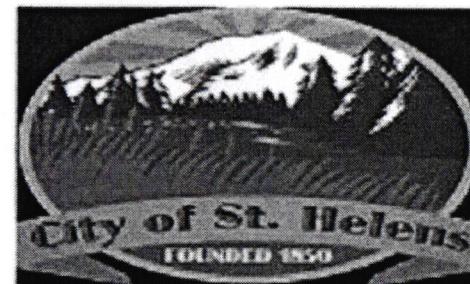
MM SIGN HERE

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 10/20/2016 - 1:33PM
 Batch: 00011.10.2016 - AP 10/21/16 OVER 10K

123



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
ADVANCED AMERICAN CONSTRUCTION INC.									
ADV.AM.C									
7442	9/29/2016	22,021.06	0.00	10/21/2016				False	0
					010-300-652980 Dock repairs	M-450A SAND ISLAN DOCK REPAIRS 1116-019			
		<u>22,021.06</u>			7442 Total:				
		<u>22,021.06</u>			ADVANCED AMERICAN				
Boise White Paper, LLC									
003720									
10152016	10/15/2016	12,500.00	0.00	10/21/2016				False	0
					009-209-563000 Debt service - Principal	NOVEMBER 2016 NOTE PAYMENT			
		<u>12,500.00</u>			10152016 Total:				
		<u>12,500.00</u>			Boise White Paper, LLC To				
E2C CORPORATION									
E2C									
3979	10/14/2016	13,790.43	0.00	10/21/2016				False	0
					008-008-558104 Events	H.TOWN EVENT ITEMS ENTERTAINMENT			
		<u>13,790.43</u>			3979 Total:				
		<u>13,790.43</u>			E2C CORPORATION Tota				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
MAUL FOSTER ALONGI, INC.									
019555									
26686	10/10/2016	10,318.53	0.00	10/21/2016				False	0
004-400-554110	Area Wide Planning			PROJECT 0830.03.03 WWTP LAGOON ON CALL SERV					
	26686 Total:	10,318.53 ✓							
26687	10/10/2016	13,430.53	0.00	10/21/2016				False	0
004-400-554110	Area Wide Planning			PROJECT 0830.04.02 AREA WIDE PLANNING AWTERI					
	26687 Total:	13,430.53 ✓							
	MAUL FOSTER ALONGI	23,749.06							
ST. HELENS SCHOOL DISTRICT									
028955									
10062016	10/6/2016	22,289.35	0.00	10/21/2016				False	0
001-000-210000	School Excercise Tax			SCHOOL EXCISE TAX PMT FY 16-17 QTR1 JULY-SEP1					
	10062016 Total:	22,289.35							
	ST. HELENS SCHOOL DI	22,289.35 ✓							
	Report Total:	94,349.90							

- MTS 10/20/16