



CITY COUNCIL REGULAR SESSION

Wednesday, March 07, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

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. **Call Regular Session to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Presentation of Plaque to Outgoing Arts & Cultural Commission Member Diane Dillard**
4. **Visitor Comments - *Limited to five (5) minutes per speaker***
5. **Ordinances - First Reading**
 - 5.a. Ordinance No. 3223: An Ordinance Amending St. Helens Municipal Code Section 8.12.090 Regarding Weeds and Grass inside City Limits
[Ord No 3223 - Amend SHMC Re Height of Weeds & Grass PENDING 032118](#)
 - 5.b. Ordinance No. 3224: An Ordinance to Amend the City of St. Helens Comprehensive Plan Map for Certain Property from the Highway Commercial (HC) Designation to the General Commercial (GC) Designation and the Zoning District Map from the Highway Commercial (HC) Zone to the General Commercial (GC) Zone
[Ord No 3224 - CPZA Zone Change \(Ivanov\) PENDING 032118](#)
 - 5.c. Ordinance No. 3225: An Ordinance Amending St. Helens Municipal Code Chapter 3.20 Regarding Transient Room Fees
[Ord No 3225 - Amend SHMC 3.20 re Transient Room Fees PENDING 032118](#)

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.**

6. **Approve and/or Authorize for Signature**
 - 6.a. Easement Agreement for Trail Located at 2480 Gable Road
[Easement for Trail at 2480 Gable Road](#)
7. **Appointments to Boards/Commissions**
 - 7.a. Appointments to Boards & Commissions
[030718 Appts to Boards and Commissions](#)
8. **Consent Agenda for Approval**
 - 8.a. OLCC Licenses
[OLCC 03-07-18 CC Mtg](#)
 - 8.b. Council Work Session, Executive Session and Regular Session Minutes dated January 17, 2018
[030718 Council Minutes TO BE APPROVED](#)
 - 8.c. Request for Proposals for Judicial Services
[RFP - Judge 2018](#)
 - 8.d. Request for Proposals for Prosecutorial Services
[RFP - Prosecutor 2018](#)
 - 8.e. Accounts Payable Bill Lists
[AP Proof Lists](#)
9. **Mayor Scholl Reports**
10. **Council Member Reports**
11. **Department Reports**
12. **Other Business**
13. **Adjourn**

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City of St. Helens
ORDINANCE NO. 3223

AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE SECTION
8.12.090 REGARDING WEEDS AND GRASS INSIDE CITY LIMITS

WHEREAS, the City of St. Helens has a provision in the St. Helens Municipal Code (SHMC) Section 8.12.090 that does not allow weeds and grass to be in excess of 10 inches in height from June 1 to October 15 of each year; and

WHEREAS, the Council decided that weeds and grass in excess of 10 inches at any time in the year is not acceptable.

NOW, THEREFORE, THE CITY OF ST. HELENS RESOLVES AS FOLLOWS...

Section 1. SHMC Section 8.12.090 Trees, Shrubs and Weeds, shall be amended as follows:

SHMC 8.12.090 Trees, shrubs and weeds.

(3) Except as provided in subsection (4) of this section, no owner or person in charge of property shall allow weeds or grasses to grow on his or her property or in adjacent streets or alleys in excess of 10 inches in height ~~between June 1st and October 15th of each year~~. If weeds or grasses are allowed to exceed 10 inches in height ~~during the time periods specified above~~, the city may cut the vegetation if the owner or person in charge of the property fails to do so or requests the city to do so and the cost shall be charged to the owner or person in charge of said property or assessed against the property.

Section 2. This Resolution is effective immediately.

Read the first time:	March 7, 2018
Read the second time:	March 21, 2018

APPROVED AND ADOPTED this 21st day of March, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

City of St. Helens
ORDINANCE NO. 3224

AN ORDINANCE TO AMEND THE CITY OF ST. HELENS COMPREHENSIVE PLAN
MAP FOR CERTAIN PROPERTY FROM THE HIGHWAY COMMERCIAL (HC)
DESIGNATION TO THE GENERAL COMMERCIAL (GC) DESIGNATION AND THE
ZONING DISTRICT MAP FROM THE HIGHWAY COMMERCIAL (HC) ZONE TO THE
GENERAL COMMERCIAL (GC) ZONE

WHEREAS, applicants have requested to amend the City of St. Helens Comprehensive Plan Map and Zoning District Map for property depicted in **Attachment "A"** attached hereto and made part of this reference, and identified as Columbia County Tax Assessor Map Number 4N1W-5DD-700 and 1900, from Highway Commercial (HC) to General Commercial (GC), and Highway Commercial (HC) to General Commercial (GC), respectively; and

WHEREAS, the St. Helens Planning Commission did hold a duly noticed public hearing and did conclude to recommend such a change to the City Council; and

WHEREAS, the City Council did hold a duly noticed public hearing and did find that after due consideration of all the evidence in the record compared to the criteria, that they agreed with the application; and

WHEREAS, the Council has considered the findings of compliance with criteria and law applicable to the proposal.

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

Section 1. The above recitations are true and correct and are incorporated herein by reference.

Section 2. The City of St. Helens Comprehensive Plan Map is amended to change the plan designation boundaries of the Highway Commercial (HC) designation to the General Commercial (GC) designation for the property described herein.

Section 3. The City of St. Helens Zoning District Map is amended to change the zoning district boundaries of the Highway Commercial (HC) zone to the General Commercial (GC) zone for the property described herein.

Section 4. The boundary of the Zoning and Comprehensive Map Amendment shall apply to the whole of the subject property. The division between General Commercial (GC) and Highway Commercial (HC) may be per the plan, depicted in **Attachment "B"** attached hereto and made part of this reference, more-or-less, provided the property line is legally moved within one year from the effective date of the Ordinance.

Section 5. In support of the aforementioned Comprehensive Plan Map and Zone District Map Amendment, the Council hereby adopts the Findings of Fact and Conclusions of Law, attached hereto as **Attachment "C"** and made part of this reference.

Section 5. The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: March 7, 2018
Read the second time: March 21, 2018

APPROVED AND ADOPTED this 21st day of March, 2018 by the following vote:

Ayes:

Nays:










Rick Scholl, Mayor

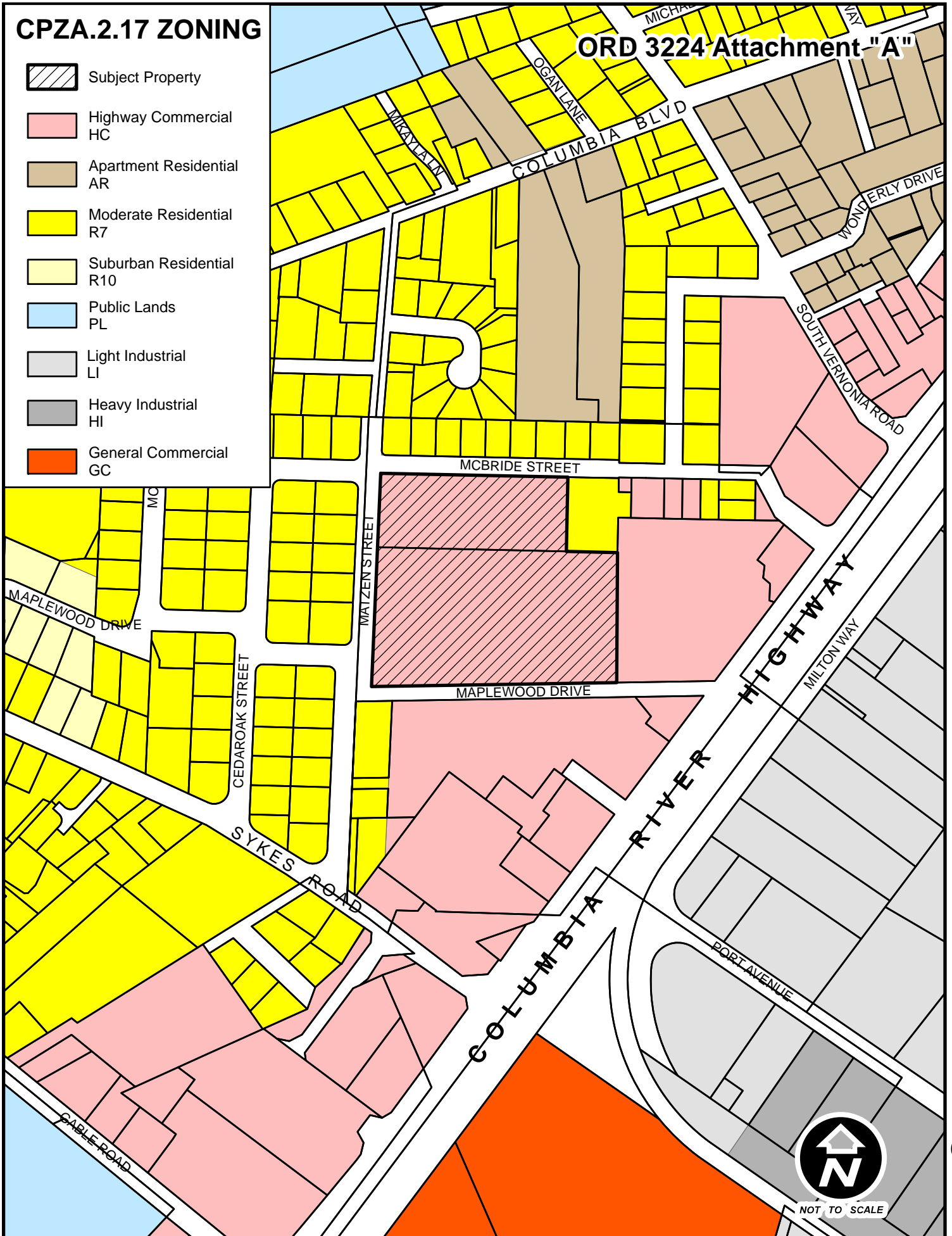
ATTEST:

Kathy Payne, City Recorder

CPZA.2.17 ZONING

ORD 3224 Attachment "A"

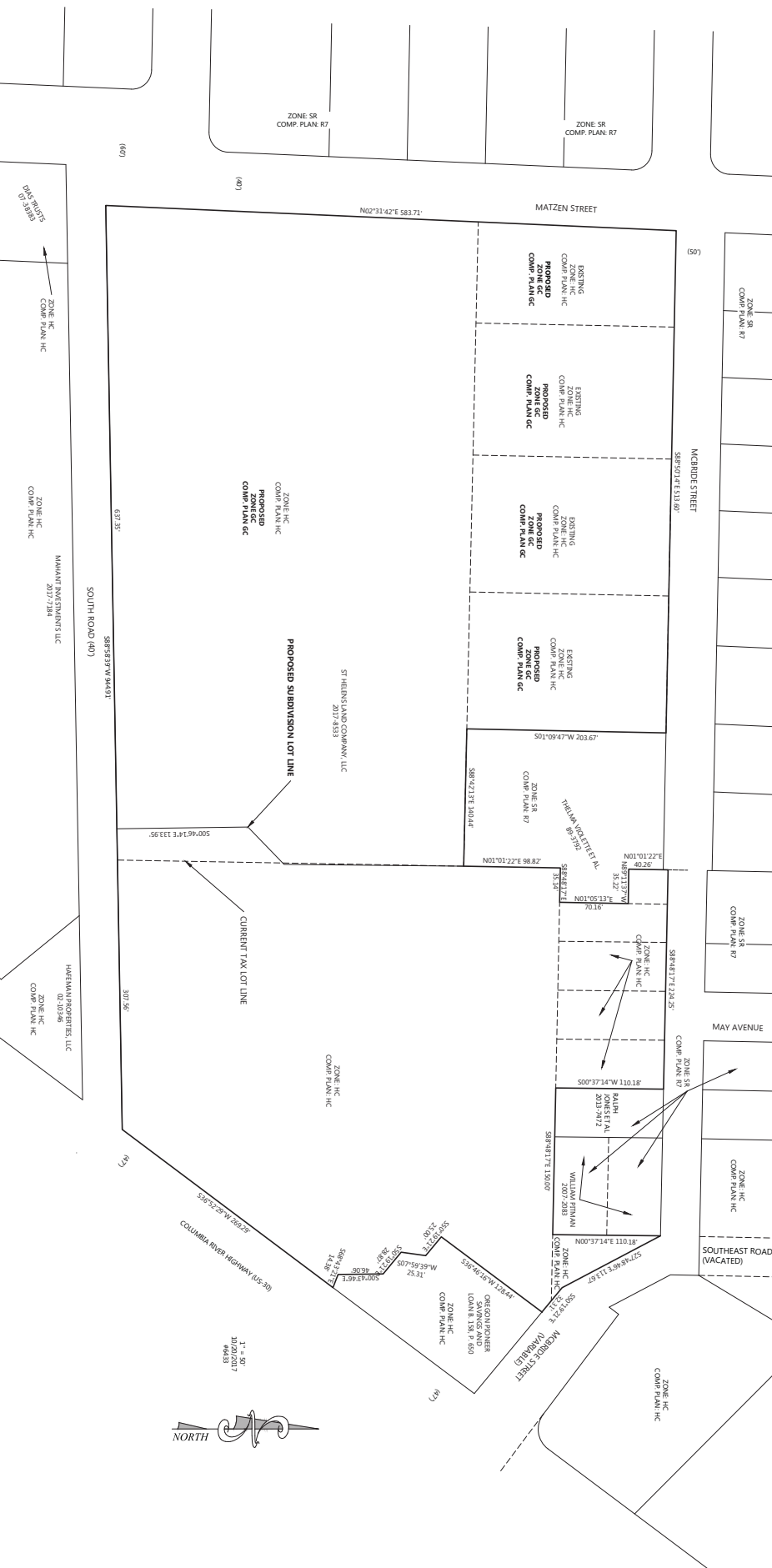
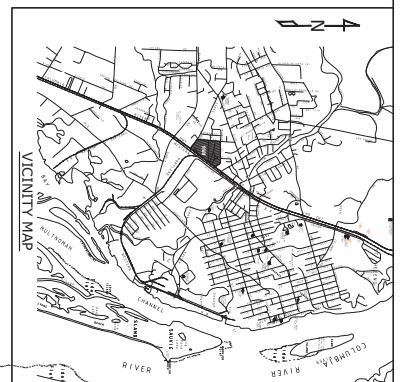
-  Subject Property
-  Highway Commercial
HC
-  Apartment Residential
AR
-  Moderate Residential
R7
-  Suburban Residential
R10
-  Public Lands
PL
-  Light Industrial
LI
-  Heavy Industrial
HI
-  General Commercial
GC



Owner / Developer:
**ST. HELENS LAND
 COMPANY, LLC**
 9550 SE CLACKAMAS RD.
 CLACKAMAS, OR 97015
 (503) 655-7933
 KARL@IECON.US

ORD No. 3224
 Attachment B

EXISTING CONDITIONS/
PROPOSED CONDITIONS



**COMP PLAN
 ZONE CHANGE**

**ST. HELENS
 COMMERCIAL/
 MULTI-FAMILY**

NO CHANGES, MODIFICATIONS OR
 REPRODUCTIONS TO BE MADE TO THESE
 DRAWINGS WITHOUT WRITTEN
 AUTHORIZATION FROM DESIGN ENGINEER.
 DIMENSIONS & NOTES TAKE PRECEDENCE
 OVER GRAPHICAL REPRESENTATION.
 MULTI/TECH ENGINEERING EXEMPT FROM
 LIABILITY IF NOT STAMPED APPROVED

Design: J.R.B.
 Drawn: J.L.L.
 Checked: J.R.B.
 Date: SEPT. 2017
 Scale: AS SHOWN
 As-Built:

1 OF 1

**CITY OF ST. HELENS PLANNING DEPARTMENT
FINDINGS OF FACT AND CONCLUSIONS OF LAW
CPZA.2.17**

APPLICANT: Karl Ivanov / Multi-Tech Engineering Services, Inc.

OWNER: St. Helens Land Company LLC

ZONING: Highway Commercial (HC)

LOCATION: 4N1W-5DD-700 & 1900

SE corner of the McBride and Matzen Street intersection

PROPOSAL: Zone Map Amendment from Highway Commercial (HC) to General Commercial (GC) and Comprehensive Plan Amendment from Highway Commercial (HC) to General Commercial (GC)

The 120-day rule (ORS 227.178) for final action for this land use decision is not applicable per ORS 227.178(7).

SITE INFORMATION / BACKGROUND

The subject properties are located in between McBride Street to the north, Matzen Street to the west, and an undeveloped right-of-way called South Road (Maplewood Drive) to the south. The properties are and generally vacant, except for sparse remnants of a former mobile home park (Violette's Villa) and vegetation, including a substantial canopy of large trees. The properties abut Highway Commercial (HC) zoning to the south and east and Moderate Residential (R7) to the north and west.

Surrounding uses to the north and west of McBride Street and Matzen Street are dominated by single-family dwellings. There are some existing residential uses on the south side of McBride Street, with only one (a detached single family dwelling at 165 McBride) actually abutting the subject property. To the south of Maplewood Drive (right-of-way), there is a hotel, some residential use, and other commercial uses.

PUBLIC HEARING & NOTICE

Hearing dates are as follows: January 9, 2018 before the Planning Commission and February 21, 2018 before the City Council.

At their January 9, 2018 public hearing on this matter, the Planning Commission voted 5 to 1 to recommend approval of this proposal.

Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties on December 18, 2017 via first class mail. Notice was sent to agencies by mail or e-mail on December 18, 2017. Notice was published in the The Chronicle on December 27, 2017. Notice was sent to the Oregon Department of Land Conservation and Development on December 5, 2017

APPLICABLE CRITERIA, ANALYSIS & FINDINGS

SHMC 17.20.120(1) – Standards for Legislative Decision

The recommendation by the commission and the decision by the council shall be based on consideration of the following factors:

- (a) The statewide planning goals and guidelines adopted under ORS Chapter 197;
- (b) Any federal or state statutes or guidelines found applicable;
- (c) The applicable comprehensive plan policies, procedures, appendices and maps; and
- (d) The applicable provisions of the implementing ordinances.
- (e) A proposed change to the St. Helens Zoning District Map that constitutes a spot zoning is prohibited. A proposed change to the St. Helens Comprehensive Plan Map that facilitates a spot zoning is prohibited.

(a) Discussion: This criterion requires analysis of the applicable statewide planning goals. The applicable goals in this case are Goal 1, Goal 2, Goal 10, and Goal 12.

Statewide Planning Goal 1: Citizen Involvement.

Goal 1 requires the development of a citizen involvement program that is widespread, allows two-way communication, provides for citizen involvement through all planning phases, and is understandable, responsive, and funded.

Generally, Goal 1 is satisfied when a local government follows the public involvement procedures set out in the statutes and in its acknowledged comprehensive plan and land use regulations.

The City's Development Code is consistent with State law with regards to notification requirements. Pursuant to SHMC 17.20.080 at least one public hearing before the Planning Commission and City Council is required. Legal notice in a newspaper of general circulation is required too. Notice of this proposal was sent to surrounding property owners within 300 feet of the subject properties. The City has met these requirements and notified DLCD of the proposal.

Finding: Given the public vetting for the plan, scheduled public hearings, and notice provided, Goal 1 is satisfied.

Statewide Planning Goal 2: Land Use Planning.

This goal requires that a land use planning process and policy framework be established as a basis for all decisions and actions relating to the use of land. All local governments and state agencies involved in the land use action must coordinate with each other. City, county, state and federal agency and special districts plans and actions related to land use must be consistent with the comprehensive plans of cities and counties and regional plans adopted under Oregon Revised Statutes (ORS) Chapter 268.

The City and State (i.e., DLCD) coordinated with regard to the adoption of this proposal. The City notified DLCD as required by state law prior to the public hearings to consider the proposal.

There are no known federal or regional documents that apply to this proposal. Comprehensive Plan consistency is addressed further below.

Finding: Given the inclusion of local, state, regional and federal documents, laws, participation and opportunity for feedback as applicable, Goal 2 is satisfied.

Statewide Planning Goal 10: Housing

This goal is about meeting the housing needs of citizens of the state. Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

The proposed zoning map amendment would allow for additional residential development because GC conditionally allows multi-family dwelling units, while HC does not allow any *exclusive* residential development. HC only allows dwelling units above permitted uses.

Finding: Given the demand for additional housing units in St. Helens and the region, Goal 10 is satisfied.

Statewide Planning Goal 12: Transportation

Goal 12 requires local governments to “provide and encourage a safe, convenient and economic transportation system.” Goal 12 is implemented through DLCD’s Transportation Planning Rule (TPR), OAR 660, Division 12. The TPR requires that where an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation would significantly affect an existing or planned transportation facility, the local government shall put in place measures to assure that allowed land uses are consistent with the identified function, capacity, and performance standards of the facility.

A TPR Analysis has been submitted, pursuant to Chapter 17.156 SHMC. See Section (d) for more details.

(b) Discussion: This criterion requires analysis of any applicable federal or state statutes or guidelines in regards to the residential zone change request.

Finding: There are no known applicable federal or state statutes or guidelines applicable to this zone change request.

(c) Discussion: This criterion requires analysis of applicable comprehensive plan policies, procedures, appendices, and maps. The applicable Comprehensive Plan goals and policies are:

19.08.020 Economic goals and policies.

[...]

(3) Policies. It is the policy of the city of St. Helens to:

[...]

(j) Allocate adequate amounts of land for economic growth and support the creation of commercial and industrial focal points.

[...]

19.12.080 Highway commercial category goals and policies.

(1) Goals.

(a) To create opportunities for the orderly business development along selected portions of arterials.

(b) To establish conditions which will assure that arterial traffic flows are not disrupted and that access to and from these locations is designed for safety.

(c) To prevent highway frontage from becoming a strip of mixed commercial, residential and other unrelated uses.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Designate as highway commercial such areas along portions of US 30 where highway business has already become well established.

(b) Designate as highway commercial such areas at major road intersections where access to business sites does not conflict with safe traffic movement.

(c) Encourage enterprises which cater to the traveling public to locate in this designation.

(d) Encourage curbing along Highway 30 and limit the number of curb-cuts to minimize traffic hazards as a result of conflicts between through traffic and shopper traffic.

(e) Preserve areas for business use by limiting incompatible uses within them.

[...]

19.12.070 General commercial category goals and policies.

(1) Goals. To establish commercial areas which provide maximum service to the public and are properly integrated into the physical pattern of the city.

(2) Policies. It is the policy of the city of St. Helens to:

(a) Encourage new commercial development in and adjacent to existing, well-established business areas taking into account the following considerations:

(i) Making shopping more convenient for patrons;

(ii) Cutting down on street traffic;

(iii) Maximizing land through the joint use of vehicular access and parking at commercial centers; and

(iv) Encouraging locations that enjoy good automobile access and still minimize traffic hazards.

(b) Designate sufficient space for business so that predictable commercial growth can be accommodated and so that an adequate choice of sites exists.

[...]

(e) Improve the general appearance, safety and convenience of commercial areas by encouraging greater attention to the design of buildings, parking, vehicle and pedestrian circulation, and landscaping through a site design review procedure.

(f) Preserve areas for business use by limiting incompatible uses within them.

[...]

(h) Encourage in-filling of vacant lands within commercial areas.

[...]

(c) Discussion: The proposal is to amend the Zoning Map from HC to GC, and the Comprehensive Plan Map from HC to GC. The purpose of the HC zone is to create a commercial strip along Highway 30 that caters to motorists. This zone change proposes to leave a strip of HC along the Highway to satisfy this purpose. The approximate width of the remaining HC zone is consistent with other areas along the Highway.

The GC zone and Comprehensive Plan designation are still commercial and thus can be viewed as not impacting the City's employment lands. Both the GC and HC zones predominantly allow commercial (employment) uses.

Finding (s): This proposal is not contrary to Comprehensive Plan goals and policies. The Planning Commission and City Council find that removing Highway Commercial zoning, as proposed will not have a negative impact on the development of lands catering to motorists.

(d) Discussion: This criterion requires that the proposal not conflict with the applicable provisions of the implementing ordinances.

Per SHMC Chapter 17.156, a Traffic Impact Analysis shall be required to be submitted to the City with a land use application when the proposed change in zoning or Comprehensive Plan designation will result in more vehicle trips based on permitted uses.

The applicant submitted a Transportation Planning Rule (TPR) Analysis, which is attached to this staff report. The Analysis found that the requested zone change from HC to GC will reduce the amount of traffic that can be generated by any reasonable combination of uses. Therefore, there will not be any significant effect on transportation facilities as a result of this zone change.

Finding: This proposal will not significantly affect an existing or planned transportation facility. A Traffic Impact Analysis will not be required for this proposal.

(e) Discussion: This criterion requires that the proposed change is not a spot zone. The definition of "spot zoning" per Chapter 17.16 SHMC:

Rezoning of a lot or parcel of land to benefit an owner for a use incompatible with surrounding uses and not for the purpose or effect of furthering the comprehensive plan.

The proposal does place GC zoning in an area where such is lacking. However, the area to be rezoned is large and bounded by rights-of-way or HC zoning, except on the NE corner of the subject property where there is a R7 zoned residential property.

A key issue here is ensuring the zoning and comprehensive plan boundary follow a property line. The plans provided by the applicant include a jog in the boundary such that a small portion at the SE corner, not of a practical size or dimension for a principal use by itself, would have HC zoning remaining. As such a condition is necessary that the property line follow the zoning and comprehensive plan line as a condition of approval.

Finding: The proposed Zone Map and Comprehensive Plan Designation shall apply to the whole of the subject property (currently known as 4N1W-5DD-700 and 4N1W-5DD-1900) or amended property lines, more-or-less, per the applicant's submitted plan.

CONCLUSION & DECISION

Based upon the facts and findings herein, the City Council approves the proposal with the following provision:

The boundary of the Zoning and Comprehensive Map Amendment shall apply to the whole of the subject property (currently known as 4N1W-5DD-700 and 4N1W-5DD-1900). The division between General Commercial and Highway Commercial may be per the plan, more-or-less, provided by the applicant provided the property line is legally moved within one year from the effective date of the Ordinance that makes this proposal effective.

Rick Scholl, Mayor

Date

City of St. Helens
ORDINANCE NO. 3225

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE
CHAPTER 3.20 REGARDING TRANSIENT ROOM FEES**

WHEREAS, St. Helens Municipal Code Chapter 3.20 governs transient lodging taxes and fees;
and

WHEREAS, there have been changes in state laws regarding additional taxes and fees assessed after 2003 under ORS Chapter 320; and

WHEREAS, additional taxes and fees assessed after July 1, 2003 must be utilized pursuant to the limitations of ORS Chapter 320; and

WHEREAS, the St. Helens' economy has benefited from tourism and promotion; and

WHEREAS, the St. Helens' economy will benefit from additional tourism funds to allocate; and

WHEREAS, Travel Oregon has estimated that every dollar spent on advertising generates \$237 in visitor spending.

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

Section 1. Recitations. The above recitations are true and correct and are incorporated herein by this reference.

Section 2. SHMC 3.20 is amended as set forth in Exhibit A to this Ordinance (additional language is underlined and deleted text is shown as ~~struckthrough~~).

Section 3. This Ordinance shall be effective 30 days after its passage.

Read the first time:	March 7, 2018
Read the second time:	March 21, 2018

APPROVED AND ADOPTED by the City Council this 21st day of March, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

Chapter 3.20
TRANSIENT ROOM FEE

Sections:

- [3.20.010](#) Title.
- [3.20.020](#) Definitions.
- [3.20.030](#) Imposition of fee.
- [3.20.040](#) Exemptions.
- [3.20.050](#) Disposition of revenue, adjustment.
- [3.20.060](#) Collection and use of revenues.
- [3.20.070](#) Administration of chapter.
- [3.20.080](#) Registration of operator – Form and contents – Execution – Certification of authority.
- [3.20.090](#) Collection of fee by operator.
- [3.20.100](#) Monthly reporting and payment – Extension.
- [3.20.110](#) Operator required to keep records.
- [3.20.120](#) Records exempt from disclosure.
- [3.20.130](#) Refunds.
- [3.20.140](#) Delinquency.
- [3.20.150](#) Sanctions.
- [3.20.160](#) Petition for redetermination.
- [3.20.170](#) Appeals to city council.
- [3.20.180](#) Amendments.

3.20.010 Title.

This chapter shall be known as the “transient room fee ordinance.” (Ord. 2843 § 1, 2001)

3.20.020 Definitions.

As used in this chapter the following terms and definitions shall apply unless the context requires otherwise:

“Accrual accounting” means a system whereby the Operator enters the Rent due from a transient on the records when the rent is earned whether or not it is paid.

“Administrator” means the person designated as such by the city.

“Booking Agent” means any person that provides a means through which a host may offer a Hotel for transient lodging occupancy. This service is usually, though not necessarily, provided through an online platform and generally allows a host to advertise the Hotel through a website provided by the Booking Agent’s hosting platform and provides a means for potential users to arrange transient lodging occupancy and payment, whether the transient pays rent directly to the host or to the Booking Agent. Booking Agent’s include, but are not limited to:

1. Online travel booking sites that are involved in the process of listing and booking Hotel occupancy and handling any aspect of the resulting financial transaction; or

2. Online travel booking sites for Transient lodging Occupancy where advertisements of Hotels are displayed; or

3. A hosting or other online site that provides a means through which an Operator, Host or Booking Agent may offer a Hotel for transient lodging occupancy; or

4. Any Person who directly or indirectly accepts, receives or facilitates payment, whether or not they are the ultimate recipient of the payment, including through Application Programming Interfaces (APIs) or other computerized devices where third party providers receive information about a transaction and collect funds for Transient lodging Occupancy from a Transient.

“Cash accounting” means a system whereby the operator does not enter the rent due from a transient on the records until rent is paid.

“City” means the city of St. Helens, Oregon, a municipal corporation.

“Fee” means either the fee payable by the transient, or the aggregate amount of fees due from an operator during the period for which collections must be reported. “Fee” includes the fees imposed by SHMC [3.20.030](#).

“Host” means the owner or individual who resides at a Short-Term Rental or has been designated by the owner or resident of the Short-Term Rental and who rents out the Short-Term Rental for transient lodging occupancy either directly or through the use of a Booking Agent.

“Hotel” means any structure, or any portion of any structure, which is occupied or intended or designed, in whole or in part, for transient occupancy for 30 consecutive calendar days or less, for dwelling, lodging, or sleeping purposes. “Hotel” includes any hotel, inn, tourist home or tourist house, motel, studio hotel, bachelor hotel, boutique hotel, lodging house, rooming house, Short-Term Rental, vacation home or vacation cabin, multi-dwelling structure, accessory dwelling unit, hostel, corporate housing or executive housing space or facility, public or private dormitory, fraternity, sorority, public or private

club, bed and breakfast, or similar structure or portions thereof so occupied, provided such occupancy is for 30 consecutive calendar days or less. Hotel specifically includes a structure or a portion of a structure that is rented out for Transient Occupancy in addition to being used by the owner as a personal residence or for other uses. All Hotels must comply with all local codes applicable to their location and use, including but not limited to zoning and building codes.

“Occupancy” means the use or possession, or the right to use or possession for lodging or sleeping purposes, of any room, or rooms in, or space all or a portion in of a hotel.

“Operator” means:

1. Any person who provides a hotel or any room or rooms for occupancy for periods of thirty (30) days or less to the general public for compensation. Furnishing accommodations can be done via employees, contractors, agents or any other person the hotel consents to allow to process reservations and accept payments from the transient on behalf of the hotel; or the person who is the proprietor of the hotel in any capacity. Where the operator performs functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purposes of this chapter and shall have the same duties and liabilities as his or her principal. Compliance with the provisions of this chapter by either the principal or the managing agent shall be considered to be compliance by both.
2. Any person that facilitates the reservation of an accommodation and collects the payment for the room reservation from the transient; or
3. Any Transient Lodging Provider, Transient Lodging Intermediary, or Transient Lodging Tax Collector as defined in ORS 320.300; or
4. A Booking Agent as defined in this chapter.

There may be more than one operator for a hotel and each operator is independently responsible for compliance with this chapter though the fee will only be collected once. Operators include, but are not limited to, the hotel owner and/or management, online travel companies, Booking Agents or other online travel facilitators, travel agents or companies, contracted management companies or any other person that secures the right to occupy a room on behalf of the transient and receives payment from the transient for that right whether or not the operator is the ultimate recipient of the payment.

“Person” means any individual, firm, partnership, joint venture, association, social club, fraternal organization, fraternity, sorority, public or private dormitory, joint stock company, corporation, limited liability company, limited liability partnership, host, estate, trust, business trust, receiver, trustee, syndicate, or any other group or combination acting as a unit.

“Rent” means the full consideration charged to the Transient, whether or not received by the operator, for the occupancy of space in a hotel valued in money, goods, labor, credits, property or other consideration valued in money, without any deduction. Rent is considered to be the total amount represented to the Transient by an Operator as the consideration charged for the Occupancy, including any accommodation fees, commissions or similar amounts paid to or withheld by a person that

facilitates the reservation of a room. "Rent" excludes, however, the sale of any goods, services and commodities, other than the furnishing of rooms or room or space in a hotel.

"Rent package plan" means a plan where a single rate or charge is made for the total of food and rent. The amount applicable to rent for determination of a transient room fee under this chapter shall be the same charge made for rent when consideration is not a part of a package plan.

"Room" means each portion of a Hotel that may be rented or is intended to be rented to a separate transient lodger or lodging party, other than rooms containing no sleeping accommodations and intended to be used for purposes other than sleeping and living accommodations, such as meetings, recreation, education, business or other purposes. In rooms with multiple beds where each bed may be rented or is intended to be rented to a separate transient lodger such as bunk or dormitory style rooms, each bed is counted as a room.

"Short-Term Rental" means a house, duplex, multi-plex, apartment, condominium, houseboat, trailer or other residential dwelling where a Person rents Rooms for Transient lodging Occupancy. Generally, a Short-Term Rental is zoned residential or has building occupancy that only allows for residential use.

"Tourism" means the business of attracting and providing services and accommodations to those persons who are traveling for recreational or cultural purposes.

"Transient" means any individual who exercises occupancy or is entitled to occupancy in a hotel for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. The day a transient checks out of the hotel shall not be included in determining the 30-day period if the transient is not charged rent for that day by the operator. Any such individual so occupying space in a hotel shall be deemed to be a transient until the period of 30 days has expired, unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy. In determining whether a person is a transient, uninterrupted periods of time extending both prior and subsequent to the effective date of the ordinance codified in this chapter may be considered. A person who pays for lodging on a monthly basis, irrespective of the number of days in such months, shall not be deemed a transient. (Ord. 3046 § 8, 2007; Ord. 2843 § 2, 2001)

3.20.030 Imposition of fee.

(1) Transient Room Fee. For the privilege of occupancy in any hotel, on and after the effective date of the ordinance codified in this chapter, each transient shall pay a fee in the amount of ~~seven~~ ten percent (10/100th) of the rent charged by the operator.

(2) Payment of Fee by ~~Transient~~ transient.

(a) The ~~Fees~~ fees imposed pursuant to this chapter constitute a debt owed by the transient to the city, which is extinguished only by payment to the operator or to the city.

(b) The transient shall pay the fees to the operator of the hotel at the time the rent is paid.

(c) If rent is paid in installments, the transient shall pay a proportionate share of the fee to the operator with each installment.

(d) If for any reason the fees due are not paid to the operator of the hotel, the administrator may require that the transient pay such fee(s) directly to the city.

(3) Payment of Fee by Operator. The fee collected or accrued by the operator constitutes a debt owing by the operator to the city. (Ord. 2843 § 3, 2001)

3.20.040 Exemptions.

No fee imposed under this chapter shall be imposed upon:

(1) Time Period. Any occupant who pays for lodging on a monthly basis, irrespective of the number of days in such months;

(2) Minimum Rent. Any occupant whose rent or cash equivalent thereof is less than \$5.00 per day;

~~(3) Private Facilities. Any person who rents a private home, vacation cabin, or like facility from any owner who rents such facilities in addition to such owner's use thereof;~~

~~(4)~~ Care Facilities. Any occupant whose rent is paid for a room or living space in a hospital, medical or mental health clinic, foster home, rehabilitation center, convalescent home, nursing home, or assisted living facility. (Ord. 3054 § 1, 2007; Ord. 2843 § 4, 2001)

(4) Government or Public Institutions. Any occupant in a government owned and operated public institution.

(5) Emergency Shelter. Any person housed through an emergency shelter or disaster program where the rent is paid with government assistance funds.

(6) Federal Government Employee. Any Federal Government employee traveling on official government business, who presents an official Government Exemption Certificate or official travel authorization. An exemption may also be granted for direct bills to a Federal Government department, agency or instrumentality. An exemption may not be granted for rents paid by contractors of the Federal Government, even if the occupancy was for a Federal Government employee on official business, and notwithstanding the fact that such rent may be reimbursed by the Federal Government or paid under the contract with the Federal Government.

3.20.050 Disposition of revenue, adjustment.

(1) Adjustment of Fees. Any adjustment of fees, penalties or interest that is necessary to correct a mistake or error in collection or distribution may be made by the administrator at a subsequent collection or disbursement or by the procedure set forth in SHMC [3.20.160](#). (Ord. 2843 § 5, 2001)

3.20.060 Collection and use of revenues.

(1) The transient room fee shall be ten percent (10/100th) of the Rent charged by the Operator. This amount must be remitted to the city as outlined in SHMC 3.20.090, except that the operator may retain ~~one five percent (1/20th) of the total fee collected seven percent fee to defray administration of the fee.~~ This (1/20th) of the total fee collected is intended to help the operator defray the costs associated with the administration of the fee. Records must adequately show that the retained portion is accurate.

(2) The remaining funds will be allocated as follows:

Ninety-one percent (91/100th) ~~six percent of the remaining funds~~ shall be placed in a reserve account in the St. Helens visitors and tourism bureau fund, which shall be called the transient room fee reserve account. Moneys collected may be invested to earn the highest amount of interest legally and reasonably possible from the moneys placed in the account. Moneys in this account can only be used to promote tourism in the city of St. Helens. No administrative fee shall be charged to this account by the city.

Nine percent (9/100th) will be placed in the city's general fund, to help defray administrative costs associated with the tourism bureau, and tourism bureau fund.

(3) *Repealed by Ord. 3046.*

~~(4) It is the intent of this chapter that the moneys collected during the year shall be used, in part, to pay the debt service on a convention center owned and operated by the city. Such convention center and associated land and other improvements would be financed through a low interest loan from the state of Oregon or other appropriate funding source. In addition, the moneys collected would be used to pay for a tourism director who would be hired by the city, either as an employee or through other contractual arrangements, to oversee the operation of the convention center and pay for the maintenance, operation, and upkeep of a convention center. (Ord. 3186 § 2, 2015; Ord. 3046 § 8, 2007; Ord. 2843 § 6, 2001)~~

3.20.070 Administration of chapter.

(1) Appoint Administrator. The city council appoints the city finance director or, in that person's absence, the city administrator, to administer the provisions of this chapter and may delegate to any person the powers, rights, duties, and authority with respect to collections, refunding, and administration of fees imposed under SHMC [3.20.030](#).

(2) Examination of Records, Investigations. The administrator or any person so authorized in writing by the city council may examine, during normal business hours, the books, papers, and accounting records relating to room rents of any operator after 24 hours' written notification to the operator liable for the tax and may investigate the business of the operator in order to verify the accuracy of any return made, or if no return is made by the operator, to ascertain and determine the amount required to be paid. (Ord. 2843 § 7, 2001)

3.20.080 Registration of operator – Form and contents – Execution – Certification of authority.

(1) Registration Required. Every person engaging in, or about to engage in, business as an operator of a hotel in the city limits shall register with the administrator on a form provided by the administrator. The failure to register does not relieve any person from the obligation of payment or collection of the fee.

(2) Period for Registration.

(a) Operators commencing business after the ordinance codified in this chapter is adopted must register within 15 calendar days after commencing business.

(b) The privilege of registering after the date of commencing business shall not relieve any person from the obligation of payment or collection of the transient room fee from the date of commencing business regardless of the date of registration.

(3) Information Required. The operator shall set forth on the registration form the name under which he or she transacts or intends to transact business, any affiliated companies or brands that are associated with the registration, the location of the place or places of business, and such other information to facilitate the collection of the fee as the administrator may require. The operator shall sign the registration.

(4) Fire/Safety/Health Inspection.

(a) At the time of initial application for registration of a Short-Term Rental, the applicant must schedule an inspection with the Building Official or designee, and pay an initial inspection fee of \$125.00. The purpose of this inspection is to assure conformance of the Short-Term Rental with the State of Oregon Residential Specialty Code, the Uniform Housing Code and the Uniform Fire Code regulations related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. The applicant is responsible for obtaining septic approval from DEQ and providing said documentation to the City. Applicants must correct any identified deficiencies within 180 days before a certificate will be issued. A follow-up inspection is included in the initial fee. Any further inspections will cost \$50.00 each.

(b) Every year, the City will conduct a re-inspection of Short-Term Rentals. A re-inspection fee of \$50.00 will be charged. Failure to correct any identified deficiencies within thirty (30) days of the Building Inspector's notification of required alterations may result in the revocation of the certificate.

(4)(5) Certification. The administrator shall use his or her best efforts to issue, within 10 days of receiving the registration form, a certificate of transient occupancy registration to the registrant to collect the fee from the occupant, together with a duplicate thereof for each additional place of business of each registrant.

(5)(6) Contents of Certificate. At a minimum, the certificate shall state the following information:

(a) The name of the operator;

(b) The address of the hotel;

(c) The date upon which the certificate was issued;

(d) The following statement:

This Transient Occupancy Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the City of St. Helens Transient Room Fee Ordinance by registration with the Administrator for the purpose of collecting from transients the room fee imposed by the City of St. Helens and remitting said fee to the Administrator. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business or to conduct any lawful business in an unlawful manner, or to operate a hotel without strictly complying with all local applicable laws. This certificate does not constitute a permit.

(6)(7) Display and Transfer of Certificate.

(a) Each certificate and duplicate shall be prominently displayed in the hotel to which it is applicable so as to be seen and come to the notice readily of all occupants and persons seeking occupancy.

(b) No operator may assign or transfer the hotel's certificate, but shall surrender it immediately to the administrator upon the cessation of business at the named location or upon its sale or transfer. (Ord. 3054 § 2, 2007; Ord. 2843 § 8, 2001)

3.20.090 Collection of fee by operator.

(1) Operator to Collect Fee From Transient. Unless otherwise exempted by this chapter, every operator shall collect the fee from the transient at the time the transient pays the rent.

(2) Incremental Fee Schedule. For rent collected on portions of a dollar, the fee shall be collected according to the schedule below:

Amount of Incremental Rent	Amount of Incremental Fee
\$0.05 through \$0.14	\$0.01
\$0.15 through \$0.29	\$0.02 <u>0.03</u>
\$0.30 through \$0.44	\$0.03 <u>0.04</u>
\$0.45 through \$0.59	\$0.04 <u>0.06</u>
\$0.60 through \$0.74	\$0.05 <u>0.07</u>
\$0.75 through \$0.89	\$0.06 <u>0.09</u>

Amount of Incremental Rent	Amount of Incremental Fee
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\$0.90 through \$1.00	\$ 0.07 <u>0.10</u>
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(3) Waiving Fee Prohibited. Operators may not advertise or allow that any part of the fee will be assumed or absorbed by the operator, or that it will not be added to the rent or, if added, that any part of it will be refunded, except in the manner provided by this chapter. (Ord. 2843 § 9, 2001)

3.20.100 Monthly reporting and payment – Extension.

(1) Report and Payment. On or before the fifteenth day of the month following each calendar month, every operator shall report the rents paid to the operator during the preceding month and pay the amount of fees due on forms prescribed by the administrator.

(2) Returns to Be Signed. Returns shall be signed by the operator required to file the return or by his or her authorized agent.

(3) Information Required. Returns required under this section shall contain such information as the administrator deems necessary for the proper administration of this chapter.

(4) Remittance. The operator liable for filing the return required under this section shall deliver the return together with the fee due to the city of St. Helens. Delivery must be in person or by first class mail.

(5) Other Reporting and Payment Periods. For the purpose of the administration, payment, or collection of the fees imposed under this chapter, the administrator may, upon written request, permit or require returns or fee payments on other than a monthly basis; however, no operator may change the reporting system required under this section without the prior written authorization of the administrator.

(6) Extension.

(a) The administrator may, upon written request received on or before the due date of the return or fee, for good cause satisfactory to the administrator, extend the time for filing the return or paying the fee for a period not to exceed 30 days.

(b) Any operator to whom an extension is granted and who pays the fee within the period for which the extension is granted shall pay, in addition to the fee, simple interest at the rate of 10 percent per annum from the date on which the fee would otherwise have been due.

(7) No Exceptions. A report and a fee return are required for each reporting period even though there may be no rents due or payable to the hotel of the operator during the preceding month, nor any fees due.

(8) Failure to File Reports. If an operator fails to make a report of the information required by this section within the time and manner prescribed, the administrator may examine the books, records, and files of the operator to determine the fee due on the rents, as provided by this chapter.

(9) Special Determination and Collection – Operator Delay.

(a) The administrator may make a special determination of the fee amount and may make that amount due and payable immediately; provided, that:

(i) The administrator reasonably believes that delay may jeopardize either the collection of any amount of any fee, or the determination of that fee amount; and

(ii) The purpose of the collection is noted on the special determination.

(b) The administrator shall serve notice of the special determination to the operator in person or, if by first class mail, at the operator's last known address as shown on the administrator's records.

(c) The operator shall pay the determined amount to the administrator immediately upon receiving notice of the special determination.

(d) After making the required payment, but within 14 days of receiving notice of the special determination, the operator may appeal the decision by filing a petition for redetermination with the administrator, pursuant to SHMC [3.20.160](#). (Ord. 2843 § 10, 2001)

3.20.110 Operator required to keep records.

(1) Separate Accounting. Every operator shall state the fee imposed under this chapter separately on room receipts and shall account for such fees separately in the hotel's records.

(2) Recordkeeping. Every operator liable for the reporting or payment of the fee imposed under this chapter shall keep such records, receipts, and other pertinent documents in such form as the administrator may require.

(3) Three-Year Minimum – Exception. Every operator shall keep such records for not less than three years, unless the administrator issues written authorization to destroy them sooner. (Ord. 2843 § 11, 2001)

3.20.120 Records exempt from disclosure.

(1) Policy. Pursuant to ORS [192.502](#)(16) and except as provided by subsection (2) of this section, no city of St. Helens employee or agent, and no employee or agent of cities participating by ordinance or resolution under this chapter, may disclose the records, reports, and returns required by this chapter to be submitted to or inspected by the city to allow it to determine the amount of any transient fee payable or the amount of such fees paid, to the extent that such information is in a form that would permit identification of the individual concern or enterprise.

(2) Authorized Use.

(a) Nothing in this section shall limit the use which the city may make of such information for regulatory purposes, or the admissibility of such information in any enforcement proceedings.

(b) In the event that the payment or delivery of fees imposed under this chapter is delinquent by more than 60 days, the city shall disclose, upon the request of any person, the following information:

(i) The identity of the individual concern or enterprise that is delinquent more than 60 days in the payment or delivery of the fees;

(ii) The period for which the fees are delinquent; and

(iii) The actual or estimated amount of the delinquency. (Ord. 2843 § 12, 2001)

3.20.130 Refunds.

(1) Operator's Fee Refunds. Whenever an operator has paid the amount of any fee, penalty, or interest more than once, or the administrator has erroneously or illegally collected or received it under this chapter, it may be refunded; provided, that the operator first files a petition for redetermination and refund with the administrator, pursuant to SHMC [3.20.160](#). In addition to any other requirements imposed by this chapter, the petitioner shall state the specific reason upon which the claim is founded and file the petition within three years from the date of overpayment. All refunds shall be charged to the transient room fee reserve account.

(2) Transient Fee Refunds. Whenever the fee required by this chapter has been collected by the operator, and deposited by the operator with the administrator, and it is later determined that the fee was erroneously or illegally collected or received by the administrator, it may be refunded by the administrator to the transient; provided, that the transient, or the administrator or other person acting in the transient's behalf first files a petition for redetermination and refund with the administrator, pursuant to SHMC [3.20.160](#). In addition to any other requirements imposed by this chapter, the petitioner shall state the specific reason upon which the claim is founded and file the petition within three years from the date of the overpayment. All refunds shall be charged to the transient room fee reserve account. (Ord. 2843 § 13, 2001)

3.20.140 Delinquency.

Unless an operator obtains an extension pursuant to SHMC [3.20.100](#)(6), the operator becomes delinquent with respect to this chapter any time the operator fails:

(1) Improper Reporting. To submit his or her reports completely and accurately, on time or as otherwise required by this chapter; or

(2) Improper Payment. To remit his or her fee payment fully, on time, or as otherwise required by this chapter. (Ord. 2843 § 14, 2001)

3.20.150 Sanctions.

An operator who is delinquent may be subject to one or more of the following sanctions:

(1) Inadequate or Untimely Reporting. If an operator is delinquent in submitting reports, the administrator may take one or both of the following measures:

(a) Examine the operator's books, records, and files in order to compute the fee due on the rents, as provided for by this chapter.

(b) Assess the fee at no more than twice the amount estimated to be due and add a penalty of 10 percent of the amount of the fee assessed. This penalty shall be in addition to all other penalties. The additional fee and 10 percent penalty provided for in this subsection may be assessed if the operator in question has failed to report or make payments within the previous 12-month reporting period.

(c) The Administrator may also impose a civil penalty of up to \$500 for each violation of this chapter.

(2) Inadequate or Late Payments. If an operator is delinquent in making fee payments:

(a) The administrator may assess interest payments on the outstanding fee accounts at a rate of 10 percent per annum from the date due until the date of payment.

(b) These fees shall operate as a first lien and privilege on the hotel and its personal property, which lien and privilege shall follow the hotel into the hands of these persons whether in good or bad faith, and the city of St. Helens may place a lien upon the property.

(3) Notice and Payment. Once the administrator determines that an operator is delinquent and is subject to the sanction or sanctions imposed by subsections (1) and (2) of this section, the administrator shall give that operator a written notice of the delinquency.

(a) The notice may be served personally or by mail, and if by mail, the notice shall be sent by certified mail and addressed to the operator at the last known address as it appears in the records of the administrator. In case of service by mail of any notice required by this chapter, the service is complete when the city administrator, or his authorized agent or designee, signs a certificate of mailing, or three days after the mailing if mailed to an address within the state.

(b) Except in the case of fraud, or intent to evade the provisions of this chapter, every deficiency determination shall be made and notice thereof mailed within three years after the last day of the month following the close of the monthly period for which the amount is proposed to be determined or within three years after the return is filed, whichever period expires later.

(c) The amount stated in the determination shall become due and payable immediately upon receipt of notice. Such determination shall become final unless the operator files a petition for redetermination pursuant to SHMC [3.20.160](#).

(4) Court Action to Collect Delinquent Amounts. At any time within three years after any fee or any amount of fee required to be collected becomes due and payable or at any time within three years after any determination becomes final, the administrator may bring an action in the courts of this state, or any other state, or of the United States in the name of the city to collect the amount delinquent, together with penalties and interest. In the case of the filing of a false or fraudulent return with the intent to evade this chapter, or willful refusal to collect and remit the fee, a deficiency determination may be commenced, at any time and is not subject to the three year limitation. (Ord. 3054 § 3, 2007; Ord. 2843 § 15, 2001)

(5) Attorney Fees. Should the city prevail in any legal proceedings in any state or federal court to collect the taxes, penalties and interest assessed in accordance with this chapter, the City shall be entitled to its reasonable costs and attorney fees.

3.20.160 Petition for redetermination.

(1) Petition for Redetermination. Any operator who receives a notice of determination or delinquency may petition the administrator for redetermination. The petitioner may request an oral hearing on the matter by stating this request on the petition.

(2) Requirements for Filing. The petition for redetermination allowed under this section must be received by the administrator no more than 14 days after the administrator serves the notice of delinquency or determination. It must be on a form supplied by the administrator or it must state substantially the same information. However, no petition for redetermination shall be effective for any purpose unless the operator has first paid any and all fees and interest due and payable on the account.

(3) Hearing. In the event of an oral hearing, the administrator shall give the petitioner a 10-day written notice of the time and place of the hearing. The administrator may continue the hearing from time to time, as may be necessary.

(4) Redetermination. After reconsidering his or her determination, the administrator shall prepare a decision in writing and shall serve notice of this decision to the petitioner by first class mail. Service shall be complete when the city administrator, or his authorized agent or designee, signs a certificate of mailing, or three days after the mailing if mailed to an address within the state.

(5) Amount of Fee Determination Subject to Change. As a result of the redetermination, the administrator may increase or decrease the amount of the delinquency of determination. If an increase is established, it shall be due and payable immediately after the decision is made. If a decrease is established, the administrator shall refund the amount or credit it to the operator, or the hotel's assignees or executors.

(6) Redetermination is Final – Appeal. The decision of the administrator upon a petition for redetermination becomes final, unless within 14 days following the service of such notice the petitioner files an appeal of the redetermination with the city council pursuant to SHMC [3.20.170](#). (Ord. 3054 § 4, 2007; Ord. 2843 § 16, 2001)

3.20.170 Appeals to city council.

A petitioner affected by the redetermination of the administrator may appeal to the city council by filing a notice of appeal with the administrator within 14 days of the service of the redetermination. The administrator shall transmit the notice of appeal, together with the file of the appealed matter, to the city council which shall fix a time and place for hearing such appeal. The city council shall give the appellant not less than 14 days' written notice of the time and place of hearing. The city council shall consider the matter de novo and may approve, revise, or remand the administrator's redetermination. The city council's decision shall be by written order and shall be subject to writ of review proceedings pursuant to ORS [34.010](#) et seq. (Ord. 2843 § 17, 2001)

3.20.180 Amendments.

Amendments to this chapter shall only be made by a four-fifths majority vote of the city council. (Ord. 2843 § 18, 2001)



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Public access easement for trail at 2480 Gable Road
DATE: February 26, 2018

The City's 2015 Parks and Trails Master Plan (Ordinance 3191) identifies trails (or potential ones) in the city. This helps up determine when to advance public passage when development occurs.

Recently, a building permit was applied for to build a home at 2480 Gable Road. This is also the location of trail #18, a local access trail between Gable Road and Sykes Road identified in the Parks and Trails Master Plan.

As part of the building permit approval, staff is requiring a 5' wide access easement along that property's west side. We have already acquired such an easement for 2520 Gable Road; with this easement the total public passageway will be 10 feet.

Simply utility easements usually don't require the Mayor's signature but in an easement like this one, where there are terms obligating both parties, it should be signed by both parties.

There is an insurance obligation of the city. I checked with our insurance agent who was not concerned. Someone from the city does need to let Hagan Hamilton Insurance Services know to add the property owner as an additional insured once we record the easement.

Please authorize the Mayor's signature at the regular session.

AFTER RECORDING RETURN TO:

City of St. Helens
Attn: City Administrator, City Hall
265 Strand Street
St. Helens, OR 97051

UNTIL A CHANGE IS REQUESTED

SEND TAX STATEMENTS TO:

No Change

This space provided for recorder's use.

EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT ("Agreement") is made and entered into on the 30 day of January, ~~2018~~ 2017 ("Effective Date") by and between Ronald Summers ("Grantor") and the City of St. Helens, an Oregon municipal corporation ("Grantee").

RECITALS

A. Grantor owns real property located in the City of St. Helens, Columbia County, Oregon, legally described as **Parcel 2, of Partition Plat No. 2006-30**.

Deed reference number: 2017-2196

B. Grantee desires to have an access easement for a bicycle and pedestrian trail, 5 feet in width, along the west side of the Grantor Property legally described and depicted on the attached and incorporated Exhibit A ("Easement Area") and Grantor agrees to grant this easement to Grantee.

C. The purpose of this Easement Agreement is to set forth the terms and conditions of the agreed upon easement.

D. Grantor agrees to grant and City agrees to accept the easement pursuant to the terms of this Agreement.

AGREEMENT

NOW, THEREFORE, for and in consideration of the performance of Grantor and Grantee, and of performance of the mutual covenants, agreements, conditions and stipulations contained herein, it is mutually agreed by and between the Parties as follows:

SECTION 1. DEFINITIONS.

1.1 Easement Area. "Easement Area" shall be that area described and depicted on the attached and incorporated **Exhibit A**.

1.2 Party or Parties. “Party” or “Parties” shall mean Grantor and Grantee, together with their successors and permitted assigns.

SECTION 2. EASEMENTS.

2.1 Scope of Easement.

2.1.1 Grantor grants to Grantee an exclusive easement over the Easement Area, which includes the right, privilege, and authority to the Grantee to construct, build, patrol, operate, replace, and maintain thereon permanent pedestrian, and bicycle pathway or trail access, with all appurtenances incident thereto or necessary therewith for the use by Grantee and the public, including such renewals, repairs, replacements, and removals as may from time to time be required. It also includes incidental vehicle access for authorized service vehicles.

2.1.2 Grantee may take all actions necessary to construct, maintain, and repair the trail or pathway located in the Easement Area, including, without limitation, installing the following related surface and subsurface utilities and improvements: (i) trail surfaces, foot bridges and associated trail structures, (ii) trail markers, signs, lights, benches, and other security enhancements, and (iii) any barriers, fences, and gates necessary to prevent motorized vehicular access. All such improvements constructed by Grantee shall be the property of Grantee.

2.1.3 Grantee shall be responsible for obtaining all governmental permits for any construction in the Easement Area and Grantor shall cooperate in good faith with Grantee in obtaining any necessary construction and/or development permits. Grantee is solely responsible for all costs of repair and maintenance to and all improvements constructed in the Easement Area.

2.2 Consideration. The consideration for this easement is non-monetary, which is the whole thereof.

SECTION 3. LIENS. Grantee shall keep the Easement Area free from any and all liens arising out of any work performed, materials furnished to or obligations incurred in connection with this Agreement. If a lien is filed, Grantee shall, within thirty (30) days after the date of the imposition of any such lien, pay the lien claim in full, unless it desires to contest any such lien claim, in which case the Party shall, within such thirty (30)-day period and as a condition precedent to its right to so contest, record a bond executed by a corporation authorized to issue surety bonds in the State of Oregon to the effect that the principal on the bond shall pay the amount of the claim and all costs and attorney fees that are awarded against the land on account of the lien. The bond shall be in such amount as may be required by Oregon law (*see* ORS 87.076(1)) to release the lien from the affected Property.

SECTION 4. INDEMNIFICATION. The parties to this Agreement acknowledge that, to the extent so provided in ORS 105.672 to ORS 105.696, both Grantor and Grantee are immune from liability for injuries incurred on the property by members of the public who access the Easement Area under authority of this Easement. To the extent allowed by Oregon law, and specifically subject to the limitations of the Oregon Tort Claims Act, Grantee shall indemnify, defend, and hold harmless Grantor against all losses and litigation expenses resulting from property damage

and/or personal injuries or death that occur or are alleged to occur as a result of Grantee's use of the Easement Area or the installation or maintenance of the trail or any improvements constructed in the Easement Area, except to the extent caused by the negligent or wrongful acts or omissions of Grantor.

SECTION 5. INSURANCE. Grantee shall maintain at all times, at its expense, comprehensive public liability insurance and property damage liability insurance in respect of the Easement Area with Two Million and No/100 Dollars (\$2,000,000.00) minimum combined single limit coverage, or its equivalent.

SECTION 6. MISCELLANEOUS.

6.1 Severability. If any provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid, inoperative or unenforceable, the remainder of this Agreement, or the application of such provision, to any other person or circumstance shall not be affected thereby. The remainder of this Agreement shall be given effect as if such invalid or inoperative portion had not been included. It shall not be deemed that any such invalid provision affects the consideration for this Agreement and each provision hereof shall be valid and enforceable to the fullest extent permitted by law.

6.2 Taxes. Grantor shall pay when due all real property taxes, assessments, and other charges against the Easement Area. There shall be no right to contribution from Grantee for such items.

6.3 Title. Grantor represents and warrants that Grantor owns the entire fee simple interest in the Easement Area, and has the full power and lawful authority to enter into this Agreement. Grantor further represents and warrants that the Easement Area is not subject to any liens or encumbrances that would prevent Grantor from entering into this Agreement.

6.4 Oregon Law. This Agreement shall be construed in accordance with the laws of the State of Oregon. Venue shall be in Columbia County Circuit Court.

6.5 Notices. All notices, approvals, consents or requests given or made pursuant to this Agreement shall be (a) upon receipt by personal delivery when written acknowledgment of receipt thereof is given, (b) if given by United States mail, certified mail, return receipt requested, with postage prepaid, two (2) days after it is deposited in the mail, or (c) if given by a nationally recognized overnight carrier prepaid for next business day delivery. Notices shall be addressed as follows until a new address for notices shall be designated by notice in the manner provided in this paragraph to all other Parties:

If to Grantor: Ronald Summers
PO Box 1584
Gresham, OR 97030

If to Grantee: City of St. Helens

Attn: City Administrator
City Hall

265 Strand Street
St. Helens, OR 97051

with a copy to: Jordan Ramis PC
Two Centerpointe Drive, 6th Floor
Lake Oswego, OR 97035
Fax: (503) 598-7373

6.6 Headings. The headings herein are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope or intent of this document nor in any way affect the terms and provisions hereof.

6.7 Entire Agreement. This Agreement constitutes the entire agreement between the Parties hereto in regard to the subject matter stated herein. The Parties do not rely upon any statement, promise or representation not herein expressed, and this Agreement once executed and delivered shall not be modified or altered in any respect except by a writing executed and delivered by the Parties hereto, or their successors or assigns.

6.8 Duration. Unless otherwise canceled or terminated, the easement and rights granted in this Agreement, and the obligations herein, shall continue in perpetuity.

6.9 Recording. The fully executed original of this Agreement will be duly recorded in the Deed Records of Columbia County.

6.10 Termination. In the event Grantee determines this Agreement will no longer serve a public purpose, Grantee may terminate this Easement Agreement by recording a Termination of Easement with the Columbia County Recorder.

6.11 Legal Effect and Assignment. This Agreement will be binding upon and inure to the benefit of the Parties hereto and their respective heirs, personal representatives, successors, and assigns. This Easement Agreement may be enforced by an action at law or in equity.

6.12 Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights or obligations hereunder, the prevailing party will be entitled to recover attorney, paralegal, accountant, and other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law.

6.13 Nonwaiver. Any failure to enforce any provision of this Agreement will not be deemed a waiver of the right to enforce that provision or any other provision of this Agreement.

6.14 Severability. If any provision of this Agreement is found to be void or unenforceable, it is the intent of the Parties that the rest of the Agreement will remain in full force and effect, to the greatest extent allowed by law.

6.15 Modification. This Agreement may not be modified unless signed by Grantor and Grantee and the modification is recorded.

6.16 Runs with the Land. This Easement Agreement and the rights and obligations contained herein will be perpetual and will run with the land.

6.17 Time of the Essence. Time is of the essence in performance of this Agreement.

6.18 Representations & Authority. The individual executing this Agreement on behalf of Grantor represents and warrants to Grantee that he/she has the full power and authority to do so on behalf of the Grantor, who is the legal owner of Grantor's Property and to bind said owner to the terms of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first written above.

GRANTOR

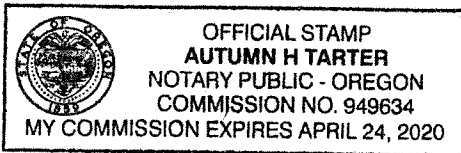
By: Ronald Summers

Name: Ronald Summers

Its: _____

STATE OF OREGON)
) ss.
County of Multnomah)

This instrument was acknowledged before me on January 30, 2018 ^{AHT.} by Ronald Summers as owner of Summers Northwest.



Autumn H. Tarter
NOTARY PUBLIC FOR OREGON
My Commission Expires: April 24, 2020

GRANTEE

CITY OF ST. HELENS, an Oregon municipal corporation

By: _____

Name: _____

Its: _____

STATE OF OREGON)
) ss.
County of _____)

[Acknowledgment Follows on Next Page]

This instrument was acknowledged before me on _____, 2017, by
 _____ as _____ of the City of St. Helens, an Oregon
 municipal corporation.

 NOTARY PUBLIC FOR OREGON

My Commission Expires: _____



APPOINTMENTS TO ST. HELENS CITY BOARDS AND COMMISSIONS

City Council Meeting ~ March 7, 2018

Pending applications received:

<u>Name</u>	<u>Interest</u>	<u>Date Application Received</u>	<u>Referred by Email To Committee(s)</u>
• Lori Adsitt	Bicycle & Pedestrian Commission	9/22/17	9/26/17
• Al Petersen	Budget Committee	12/29/17	1/2/18
• Brian Vaerewyck	Arts & Cultural Commission	2/12/18	2/13/18
• Rosemary Clement	Arts & Cultural Commission	2/20/18	2/20/18
• Jeff Vitale	Arts, Bikes & Parks Commissions	2/26/18	2/26/18

Arts & Cultural Commission (3-year terms)

- Diane Dillard resigned. Her term expires 9/30/2019.

Status: There is currently one vacancy. A press release and display ad went out on February 20 with a deadline of March 13. We've received three applications so far.

Next Meeting: March 27, 2018

Recommendation: None at this time.

Bicycle & Pedestrian Commission (3-year terms)

- Cynthia Sweet resigned. Her term expired 12/31/2016.
- Paul Barlow, Cindy Sutliff and Sean Cearley all have terms that expired 12/31/2017

Status: Currently, the Commission has 4 members and 1-7 vacancies. The St. Helens Municipal Code requires 5-11 members. A display ad and another press release were sent out mid-August. We have received two applications.

Next Meeting: April 26, 2018

Recommendation: None at this time.

Library Board (4-year terms)

- The Board added positions.

Status: Currently, there is one vacancy. The Board is going to consider filling the 9th vacancy in 2018.

Next Meeting: March 20, 2018

Recommendation: None at this time.

Budget Committee (3-year terms)

- Paul Barlow's term expired 12/31/2017.

Status: Councilor Carlson has been notified that her appointment's term expired. She has somebody in mind and has given them the application to fill out.

Next Meeting: April 5, 2018

Recommendation: Appoint new member.

City of St. Helens
Consent Agenda for Approval

OLCC LICENSES

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

2018 RENEWALS

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• El Tapatio Restaurant	Guitron-Galvan Inc.	2105 Columbia Blvd.	Renewal
• Elks Lodge #1999 St. Helens	Elks Lodge #1999 St. Helens	350 Belton Road	Renewal
• Kozy Korner Restr & Lounge	Ogan Inc.	371 Columbia Blvd.	Renewal
• Pastime Tavern	Hook Line & Sinker LLC	2019 Columbia Blvd.	Renewal
• Sherlocks Grocery	Kirat Corporation	155 N. Vernonia Road	Renewal
• St. Helens Chevron Food Mart	Wilson Oil Inc.	115 N. Hwy. 30	Renewal

2018 NEW

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

<u>Business Name</u>	<u>Applicant Name</u>	<u>Location</u>	<u>Purpose</u>
• Burrito House Express, The	TC Hend Co.	58499 Columbia River Hwy.	Owner Change
• Hob Nob Brew House	Hob Nob Brew LLC	2155 Columbia Blvd.	New Outlet

City of St. Helens
Consent Agenda for Approval

CITY COUNCIL MINUTES

Presented for approval on this 7th day of March, 2018 are the following Council minutes:

2018

- Work Session, Executive Session, and Regular Session Minutes dated January 17, 2018

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 in Granicus & Publish
- ☐ Copy Word document into Council minutes folder on Administration drive
- ☐ Post link to minutes on website
- ☐ Email minutes link to distribution list
- ☐ Add minutes to HP Trim
- ☐ File Original in Vault

City of St. Helens City Council

Work Session Minutes

January 17, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Ginny Carlson
Councilor Keith Locke
Councilor Susan Conn

Members Absent: None

Staff Present: John Walsh, City Administrator
Kathy Payne, City Recorder
Matt Brown, Finance Director
Sue Nelson, Public Works Engineering Director
Margaret Jeffries, Library Director
Crystal Farnsworth, Communications Officer
Jenny Dimsho, Associate Planner

Others: Steve Topaz Julie Thompson
Al Petersen Nicole Thill
Kannikar Petersen Tina Curry

1) **Call Work Session to Order** – 1 p.m.

2) **Visitor Comments** - None

3) **Discussion Topics**

3.A **Presentation of Plaque to Outgoing Planning Commissioner Al Petersen**

Mayor Scholl thanked Al for his eight years of service and dedication on the Planning Commission. Council members added their sentiments of appreciation to Al and Kannikar for their years of service to the community.

3.B **2nd Quarter Communication Report**

Communications Officer Crystal Farnsworth reviewed her report. A copy is included in the archived meeting packet.

3.C **Discuss Parking Situation at End of Strand Street**

City Administrator Walsh reviewed the area map. The need for parking and improved access has increased with the development of businesses and residents at the corner of Strand Street and Cowlitz Street. Council and staff discussed potential improvements:

- Two hour parking on Strand Street.
- Stripe the non-marked parking spaces on Strand Street.
- Parking passes for residents.
- Add parking on the Waterfront property.

- Continue Strand Street further down to turn and connect to S. 1st Street just past the attorney's office.
- Open part of the Waterfront property for parking.

Council directed staff to research the ideas and come back with recommendations for improvements.

3.D Discuss Strategic Plan for St. Helens Industrial Business Park

City Administrator Walsh distributed handouts. Copies are included in the archive meeting packet. The concept is very similar to the SDAT that was done several years ago. Walsh will continue building the framework with consultants and keep the Council updated.

3.E Discuss Creating a Recognition Program

Councilor Carlson would like to reward staff, service organizations, and community members for going above and beyond what is expected. It would involve a photo opportunity and certificate.

Council President talked about the Boards and Commissions appreciation event. He finds it ineffective due to lack of attendance. He suggested recognizing one group/person at each evening meeting.

Mayor Scholl requested staff create a certificate for Spud and Leona Sandberg to show appreciation of their years of community support as owners of Ace Hardware.

Discussion of having an application process for community members to submit nominations. City Recorder Payne will solicit other cities to find out what how they handle recognition programs.

4) Department Reports

4.A Department Reports

Public Works Engineering Director Nelson reported...

- Have been short-staffed with people out sick.

Library Director Jeffries reported...

- Reviewed upcoming Library events.
- Library Assistant Becky Bean accepted a position at City Hall. Becky is wonderful and they're glad she's continuing to work for the City. Her efforts to grow the writing community in St. Helens have been appreciated. She will be missed.
- They are short-staffed now. She will be posting the job announcement soon.

Finance Director Brown reported...

- Council recently discussed the 297 unbilled stormwater accounts. It will take staff time to review and calculate. He requested confirmation from Council to proceed. Nelson added that the Ordinance will have to be revised as well. Council concurred.
- Some accounts are not being charged water; such as City buildings, Senior Center, Eisenschmidt Pool, and the School District. He would like to do further research and return with a list of accounts not being billed. Council concurred.
- He distributed and reviewed a two-page Court report.
- The auditors will review their report at the next meeting.
- Columbia River Motor Sports owes over \$30,000 due by December 2019 as part of the Kavanagh LID. They have been paying \$200 a month since 2010. They are proposing to

refinance their business and pay the City off in full but are requesting a 15% concession from the City to go to the bank. Council discussed that allowing this would open it up for all the other LID participants to request the same. It was the consensus of the Council to not allow the discount.

City Recorder Payne reported....

- The Employee Recognition Banquet is Friday, February 9 at 5:30 p.m.

City Administrator Walsh reported...

- Becky Bean has accepted the Front Desk Specialist position. Almost 100 applications were received. There were a lot of local, qualified and over-qualified applicants.

Event Manager Tina Curry reported...

- The Spirit of Halloweentown gift shop and museum opens the first weekend in February. It will be open on the weekends, 11 a.m. – 4 p.m. They are allowing groups to come in and hold fundraisers on the weekends.
- Working on the music line-up for 13 Nights on the River. They are going back to the traditional Thursday night concerts.
- Acquiring new tourism props.
- A merchants meeting will be held February 13. Stephanie Patterson has directly contacted business owners.
- Spirit of Halloweentown
 - Planning meeting on February 15.
 - Informational stations and directional signage will be added.
 - Activity packages will be available with one fee.
 - Working with Chief Moss on an improved route into town.

5) **Council Reports**

Councilor Locke reported...

- Referring to the Municipal Code:
 - The section for length of time to stay at the docks was amended several years ago. He would like to staff to review it again and work with staff who monitor the docks.
 - There is a section in the Code that says you don't have to cut your grass until June 1. He suggests changing that and asking for input from the community of what they think should be changed in the Code.
- They have two police officer applicants that are moving forward in the hiring process. They hope to have a decision soon.
- Congratulations to Chief Moss on the Officer Claus campaign.

Councilor Carlson reported...

- Thank you to everyone who attended the first corridor plan meeting. There was a lot of good input. She appreciates the work staff put into it.

Councilor Conn reported...

- CIT training just ended. They came from as far away as Clatsop County, Linn County, and Portland.
- Is there a schedule for revising Municipal Codes? Payne responded that it is primarily complaint driven or based on what comes up. Code Publishing can have their legal team review the Code for updates as well. It was the consensus of the Council for Code

Publishing to review the Code for needed updates. They would also like to include input from the community.

Council President Morten reported...

- Thanked citizens for raking leaves and utilizing Hudson Garbage Service's yard debris service.
- Citizens have expressed concerns of high cost utility bills. We have to keep in mind that the water filtration facility constructed several years ago brings us great quality of water. The facility will be paid in full within a few years and may decrease the cost owed.
- Another question he has heard is why the timber harvest funds from the Watershed property was used to fund the Waterfront property instead of subsidizing utility bills. Walsh explained the debt ratio compliance.
- Asked how many radio read meters are remaining to be installed. Nelson responded that only a couple hundred are left.
- The Dalton Lake area is one of the most catastrophic fire zones in the State. He encouraged citizens to trim and clean up around their property.

Mayor Scholl reported...

- Reviewed what has occurred since he's been here:
 - Completed the Riverfront meetings.
 - The Urban Renewal was passed.
 - Branding and Wayfinding
 - Connector Plan
 - Parks and Trails Master Plan continues to be discussed.
- Kudos to Walsh and staff for their vision and work.
- Spring has sprung.
- Don't wait until June 1 to mow your grass.

6) **Other Business**

7) **Adjourn – 3:20 p.m.**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens

CITY COUNCIL

Executive Session Summary

January 17, 2018

Members Present: Rick Scholl, 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
Margaret Jeffries, Library Director
Sue Nelson, Public Works Engineering Director

Others: Julie Thompson, Chronicle
Nicole Thill, Spotlight



Mayor Scholl opened the Executive Session at 3:24 p.m. and gave a Council roll call.

The Council met in Executive Session pursuant to ORS 192.660(2)(e) Real Property Transactions to discuss various topics concerning City-owned properties.

The Executive Session was adjourned at 4:20 p.m.



ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

City of St. Helens City Council

Regular Session Minutes

January 17, 2018

Members Present: Mayor Rick Scholl
Council President Doug Morten
Councilor Susan Conn
Councilor Ginny Carlson
Councilor Keith Locke
Youth Councilor David Ryder

Members Absent: None

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

Others: St. Helens High School Students

1) **Call Regular Session to Order**

2) **Pledge of Allegiance**

3) **Visitor Comments** - No Comments

4) **Approve and/or Authorize for Signature**

4.a Oregon Public Works Emergency Response Cooperative Assistance Agreement

4.b Agreement with Columbia River PUD for Non-Custom Project at Existing Non-Residential Facilities

Motion: Upon Morten's motion and Carlson's second, the Council unanimously approved '4a' and '4b' above.

5) **Appointments to Boards/Commissions**

Motion: Upon Scholl's motion and Locke's second, the Council unanimously appointed Rachael Barry to the Budget Committee.

6) **Consent Agenda for Acceptance**

6.a Planning Commission Minutes dated December 12, 2017

Motion: Upon Conn's motion and Carlson's second, the Council unanimously accepted '6a' above.

7) **Consent Agenda for Approval**

7.a Accounts Payable Bill Lists

Motion: Upon Morten's motion and Conn's second, the Council unanimously approve '7a' above.

8) **Mayor Scholl Reports...**

- Excited about the vision of the Urban Renewal Plan.

9) **Council Member Reports**

Council President Morten Reported...

- When Mayor Scholl was first elected, he was adverse to things happening at the City and the direction it was moving. Since then, Scholl has come aboard and embraced most of it. It shows great support and leadership. The learning curve is not easy. Morten appreciates Scholl's enthusiasm.
- He saw Public Works launching the repaired pontoon boat. It looks great. Now it won't stall on its way over to Sand Island to do maintenance. He suggested adding the City's logo to the boat.
- Looking forward to improved signage in parks.

Councilor Conn reported...

- The Library is losing an employee but the front office at City Hall will be gaining that employee. Becky will be missed at the Library but welcomed at City Hall.

Councilor Carlson reported...

- She appreciates the Urban Renewal process. It makes a difference when people get involved and participate.

Councilor Locke reported...

- There's been recent comments that he may be doing unethical things. He wanted to clarify the rumors. He traveled to Mexico about a month ago with Alex R., who is one of the partners for the grow operation at the Mill. Locke paid for all of his trip, plus some, and helped with repairs on their condo. There were no favors.
- He's also heard rumors that he shouldn't be so involved with the Mill site development because his wife works for Cascade. He worked for and retired from Boise 20 years ago with three types of cancer. He has no love for that place. He scrutinizes everything that is happening there. He would be willing to help any company there.
- The growers at the Mill site will be releasing news soon about their business. One partner is from Portland and the other three from California. They've talked about moving to St. Helens and helping the community grow.

Youth Councilor David reported...

- Officer Coy recently attended the Youth Council meeting. He's helping build a base for a peer DARE program. Councilor Locke added that the Youth Council is going to meet at the Courthouse on Monday with Judge Grove. Grove is going to give them a tour and talk about the former Teen Court program.

10) **Department Reports**

Public Works Engineering Director Nelson reported...

- Happy to hear that the pontoon boat repairs are complete. A small grant from the Oregon State Marine Board paid for the repairs. The City's contribution was the repairs and getting it back in the water.

- The agreement with Columbia River PUD approved tonight is a continuation of the LED light project. After the street lights were completed, there was still capacity in the budget to add lights to City facilities. The upgrade has an extremely fast pay-off time.

Library Director Jeffries reported...

- The Library Book Club held a second meeting. The format of everyone picking their own book based on a subject has been working very well. The next meeting is April 23 at 7 p.m.
- The Museum Association Curator, Les Watters, asked the Library if they would be willing to hang promotional posters from the WWI era in celebration of the 100th year of the end of WWI. Les provided the materials and Public Works helped hang them in the auditorium.

Finance Director Brown reported...

- Budget season is approaching. Last year, he brought a list of opportunities to the Budget Committee meeting to begin discussing. Consensus of Council to do that again.

City Recorder Payne reported...

- Nothing to report.

City Administrator Walsh reported...

- Explained the Urban Renewal process to those who were not at the earlier meeting.

11) **Other Business**

- ♦ Cole Steeprow, St. Helens High School student. He asked how a peer DARE program would work.

Youth Councilor David explained that they don't have that part figured out yet. Right now they're just researching what would be needed. Councilor Carlson added that two of the biggest concerns they hear from Youth Council members about school are: 1) no one is helping their friends who don't make it; and 2) no doors on the bathrooms.

12) **Adjourn**

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

Kathy Payne, City Recorder

Rick Scholl, Mayor

REQUESTS FOR PROPOSALS

MUNICIPAL COURT JUDGE

The City of St. Helens is requesting proposals from qualified members of the Oregon State Bar to serve as a Municipal Court Judge for the City of St. Helens. Five (5) copies of the proposals shall be submitted in a sealed envelope with caption "Municipal Court Judge Proposal" and addressed to:

Finance Director
City of St. Helens
PO BOX 278
St. Helens, OR 97051

Proposals may be filed in person or by mail and will be accepted at City Hall until
3:00 PM Wednesday April 13, 2018.

The City reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification and to accept or negotiate any modifications to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City in the sole determination of the City. All inquiries regarding the Request for Proposals and current legal services of the Municipal Court including legal activities and past/current litigation should be directed to the Finance Director at the above address. It is the intention of the City to follow-through and complete this process in a timely manner.

Judicial Duties

The duties include all normal duties of municipal judge acting in that capacity for municipal court. These duties include having arraignments, accepting pleas, and conducting sentencing. The judge may conduct court trials. Infrequently it may be necessary to conduct a jury trial on a separate day from regular court day. The judge also issues warrants, such as bench warrant for criminal non-appearances, review probation reports, and have probation violation hearings.

There are judicial conferences which the judge may attend. The court clerk assists the judge with paperwork and necessary orders. The judge may review court programs, court fines, court charges, and court procedures. The presiding judge may issue court orders establishing the procedure and amount of fees. The judge will help keep the court staff apprised of changes in laws and procedures.

When possible, in-custody arraignments are conducted via video from the jail on regular court day, otherwise the in-custody defendants are brought to the court room for arraignments.

Content of Proposal

Respondent's proposal should include the following items in the following sequence and any additional information you deem relevant:

1. Provide a brief description of your professional experience and qualifications including
 - a. Education
 - b. Employment
 - c. Offices held
 - d. Professional organizations
 - e. Oregon State Bar number
 - f. A resume attachment is optional
2. Identify any experience with municipal law
3. Describe your capability in providing services as Municipal Court Judge
4. Provide a brief description of your judicial philosophy
5. Provide a brief description of various projects that you would anticipate initiating (if any) for the Court
6. Provide a brief description of your philosophy as to the administration of the fines for first and repeat offenders.
7. Provide any other information or comments, which you believe are relevant and will assist the City in making its selection
 - a. Additional questions concerning judicial philosophy, programs, and duties may be asked at an interview after initial reviews. Additional information may be requested in order to conduct a background check.
8. Provide three current letters of recommendation made in specific reference to this position.
9. Specify a flat rate per hour and minimum billing increments. This position within the City is expected to be an hourly-rate position for time worked.

Employment Relationship

The municipal judge will not be eligible to receive any benefits, vacation, or sick-leave. The applicant will be subject to a criminal background check as well as other background checks. Employment with the City in this position requires a pre-employment initial drug screen testing and fingerprinting.

Background

The Municipal Court is established by the City Charter, the municipal court judge is appointed by the mayor with the consent of the council, and the Court is designated a court of record.

The Court provides a local forum for the resolution of City municipal code violations, Oregon motor vehicle law violations, and misdemeanor criminal code violations in St. Helens as cited/investigated by the St. Helens Police Department.

The mission of the Municipal Court is to guarantee all persons accused of violations or crimes their constitutional rights to a fair and speedy judicial process while preserving their dignity, as well as protecting the rights of the citizens of St. Helens. We strive to provide defendants with the tools they need to successfully complete their court requirements.

Court sessions are currently held two days a week (Wednesday & Thursday). Arraignments by video are conducted between the Court and the Columbia County Jail to reduce the number of transports needed by police services. The Court uses pretrial conferences as a tool in adjudicating cases more efficiently. The Court also uses deferred sentencing and diversion agreements, when appropriate.

You may be asked to give your professional opinion and thoughts on changes which may/may not include the City not pursuing City municipal code violations, Oregon motor vehicle law violations, and misdemeanor criminal code violations in St. Helens as cited/investigated by the St. Helens Police Department.

Municipal Court staffing currently is composed of:

- A Contract Municipal Judge that provides services to support court operations three days per week.
- A full time salaried Court Clerk that coordinates the Court schedule, maintains appropriate documentation for a court of record, completes court orders, monitors probation compliance and monitors and process payments of court fines
- A full time salaried Legal Assistant that provides support to both the Court Clerk and City Prosecutor
- A part time hourly City Prosecutor that provides prosecutorial services to the City.
- The Court department is currently supervised by the City Finance Director.

The Legal Assistant will primarily support the Court with operations and collections efforts, but will also be available to provide support to the Contract Prosecutor.

The following is work load indicators. Please note the city anticipates that these statistics may shift based on potential changes being discussed in FY 1718 in the Municipal Court's processes and procedures.

Charges Filed	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	7/1-12/31 FY 17/18	Projected FY End
Non-Traffic Misdemeanors	362	358	434	357	369	170	340
Non-Traffic Violations	64	43	45	19	19	22	44
Traffic Misdemeanors	111	82	101	109	158	65	130
Traffic Violations	353	565	464	589	610	378	756
Municipal Code Misdemeanors	0	3	-	-	-		-
Ordinance Violations	92	19	16	5	14	8	16
Other (Parking & Miscellaneous)	0	0	3	19	11	6	12
Sub Totals:							
Misdemeanors	473	443	535	466	527	235	470
Violations	509	627	528	632	654	414	828
Total Cases Filed	982	1,070	1,063	1,098	1,181	649	1,298

REQUESTS FOR PROPOSALS

MUNICIPAL COURT PROSECUTOR

The City of St. Helens hereby invites interested attorneys with knowledge of municipal law and processes, as well as trial practice knowledge and experience, to submit written proposals to provide prosecutorial legal services to the City. Five (5) copies of the proposals shall be submitted in a sealed envelope with caption "municipal Court Prosecutor Proposal" and addressed to:

Finance Director
City of St. Helens
PO BOX 278
St. Helens, OR 97051

Proposals may be filed in person or by mail and will be accepted at City Hall until
3:00 PM Wednesday April 13, 2018

The City reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification and to accept or negotiate any modifications to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City in the sole determination of the City. All inquiries regarding the Request for Proposals and current legal services of the Municipal Court including legal activities and past/current litigation should be directed to the Finance Director at the above address. It is the intention of the City to follow-through and complete this process in a timely manner.

Professional Requirements

1. Juris Doctorate degree from an accredited law school
2. Active member of the Oregon State Bar, in good standing with no pending or unresolved disciplinary matters
3. Valid insurance coverage under the Professional Liability Fund
4. At least 3 years of experience in the practice of law involving at least 3 trial experiences from jury selection to verdict.

Skills Required:

1. Establish and maintain professional working relationships with defense attorneys, city employees, police department personnel, city officials, and the public
2. Draft reasoned memoranda in support of motions
3. Develop reasoned persuasive arguments and orally present same in court
4. Analyze and apply legal precedent
5. Negotiate cases on terms in the public interest
6. Create and deliver legal advice in oral and written form to city employees
7. Maintain strict confidentiality of oral and written communications, including confidentiality of Law Enforcement Data System (LEDS) printouts
8. Be generally available to communicate with and answer questions of defense attorneys, city officials and employees, police department personnel, and the public, even on days when Court is not in session
9. Consult with Court Clerk regarding statistical information, such as number of cases filed and outcomes. Draft a mid-year status report for Council (December & June) that outlines thoughts on current status and include any suggestions to help improve the efficiency and customer service aspects of the Court Department from your prospective.

Requested Information

Please note: All proposals must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise or incomplete responses can serve only to the disadvantage of the applicant (submission of a resume is optional).

1. Provide a chronology of your employment history beginning in 2007 (earlier if you prefer), up to and including present employment, and include:
 - a. Name of firm / city / agency
 - b. Length of employment
 - c. Specialization (if any)
2. Describe your qualifications for providing prosecutorial legal services; this should include specific criminal law experience.
3. Describe how you would provide the range of specialized services for the City. The St. Helens Municipal Court currently holds court two days a week. Specify a flat rate per hour, minimum billing increments and reimbursable expenses for purposes of extraordinary services as referred to below or potential pro tem services on an as needed basis. It is expected that the services provided under the flat rate would include:
 - a. Review all police reports, related documents and evidence in all cases submitted for municipal prosecution
 - b. Screen all cases and prepare all legal document, including criminal complaints in preparation for prosecution

- c. Negotiate to try cases filed, either to the Court or to a jury
 - d. Prepare and present all necessary pre-trial motions
 - e. Prepare and file all necessary post-trial motions and documents, including orders to show cause and other documents to ensure enforcement of court orders
 - f. Act as police legal advisor and educate St. Helens police officers on changes in the laws and interpretations as required
4. Identify the services or categories of services you would consider to be “extraordinary services” to be provided outside of the flat rate, and the method by which you would alert the City to the need for such services prior to commencement of work thereon.
 5. Identify a competent substitute for backup or pro tem services for the City in the event you are unavailable
 6. Affirm that you would provide professional liability insurance, indemnification of the City, and all renewals and amendments necessary during the pendency of the contract and any extensions.
 7. All proposals should include at a minimum three professional and one personal reference.

Selection of a Municipal Court Prosecutor, approval of contractual arrangement and appointment date and term of contract are in the sole discretion of the City.

Please identify with specificity any portion of your proposal which you are submitting in confidence, as the City will strive to maintain confidentiality of those portions, consistent with the provisions of the Oregon Public Records Act. In addition, please identify with specificity any existing and prospective employers and/or clients which you do not want the City to contact with respect to this RFP.

Employment Relationship

The municipal court prosecutor will not be eligible to receive any benefits, vacation, or sick-leave. The applicant will be subject to a criminal background check as well as other background checks. Employment with the City in this position requires a pre-employment initial drug screen testing and fingerprinting.

Background

The Municipal Court is established by the City Charter, the municipal court judge is appointed by the mayor with the consent of the council, and the Court is designated a court of record.

The Court provides a local forum for the resolution of City municipal code violations, Oregon motor vehicle law violations, and misdemeanor criminal code violations in St. Helens as cited/investigated by the St. Helens Police Department.

The mission of the Municipal Court is to guarantee all persons accused of violations or crimes their constitutional rights to a fair and speedy judicial process while preserving their dignity, as well as protecting the rights of the citizens of St. Helens. We strive to provide defendants with the tools they need to successfully complete their court requirements.

Court sessions are currently held two days a week. Arraignments by video are conducted between the Court and the Columbia County Jail to reduce the number of transports needed by police services. The Court uses pretrial conferences

as a tool in adjudicating cases more efficiently. The Court also uses deferred sentencing and diversion agreements, when appropriate.

During the next fiscal year July 2017 – June 2018, there will be ongoing discussions about the purpose and goals of the City's Municipal Court and its processes. You may be asked to give you professional opinion and thoughts on proposed changes which may/may not include the City not pursuing City municipal code violations, Oregon motor vehicle law violations, and misdemeanor criminal code violations in St. Helens as cited/investigated by the St. Helens Police Department.

Municipal Court staffing currently is composed of:

- A Contract Municipal Judge that provides services to support court operations three days per week. This is also a current RFP and the City's current contract for Municipal Judge will end as of 7/3/17.
- A full time salaried Court Clerk that coordinates the Court schedule, maintains appropriate documentation for a court of record, completes court orders, monitors probation compliance and monitors and process payments of court fines
- A full time salaried Legal Assistant that provides support to both the Court Clerk and City Prosecutor
- A part time hourly City Prosecutor that provides prosecutorial services to the City.

The Court department is currently supervised by the City Finance Director.

The Legal Assistant will primarily support the Court with operations and collections efforts, but will also be available to provide support to the Contract Prosecutor.

The following is work load indicators. Please note the city anticipates that these statistics may shift based on potential changes being discussed in FY 1718 in the Municipal Court's processes and procedures.

Charges Filed	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	7/1-12/31 FY 17/18	Projected FY End
Non-Traffic Misdemeanors	362	358	434	357	369	170	340
Non-Traffic Violations	64	43	45	19	19	22	44
Traffic Misdemeanors	111	82	101	109	158	65	130
Traffic Violations	353	565	464	589	610	378	756
Municipal Code Misdemeanors	0	3	-	-	-		-
Ordinance Violations	92	19	16	5	14	8	16
Other (Parking & Miscellaneous)	0	0	3	19	11	6	12
Sub Total:							
Misdemeanors	473	443	535	466	527	235	470
Violations	509	627	528	632	654	414	828
Total Cases Filed	982	1,070	1,063	1,098	1,181	649	1,298

Accounts Payable

To Be Paid Proof List

User: jenniferj
 Printed: 02/15/2018 - 1:05PM
 Batch: 00003.02.2018 - AP 2-15-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
A+ ENGRAVING LLC 45875									
905	2/2/2018	45.00	0.00	02/15/2018				False	0
100-703-052024 Miscellaneous				D. DILLARD PLAQUE ACC					
905 Total:		45.00							
A+ ENGRAVING LLC To		45.00							
ACCELA, INC. #774375 000496									
INV-ACC37410	1/31/2018	540.00	0.00	02/15/2018				False	0
100-707-052019 Professional Services				WEB PAYMENTS TRAN FEE					
INV-ACC37410 Total:		540.00							
ACCELA, INC. #774375 T		540.00							
ACE HARDWARE 000500									
1214	1/31/2018	67.49	0.00	02/15/2018				False	0
100-705-052023 Facility Maintenance				LFL MATERIALS ACCT 1214					
1214 Total:		67.49							
ACE HARDWARE Total:		67.49							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
AKS ENGINEERING & FORESTRY									
001128									
4401C-02	2/5/2018	1,500.00	0.00	02/15/2018				False	0
202-721-052051 Urban Renewal				PROJECT 4401 SURVEYING SERVICES					
4401C-02 Total:		1,500.00							
6486-01	2/5/2018	12,500.00	0.00	02/15/2018				False	0
202-721-052019 Professional Services				PROJECT 6486 ST. HELENS INDUSTRAIL PARK					
6486-01 Total:		12,500.00							
AKS ENGINEERING & F		14,000.00							
ALEXIN ANALYTICAL LABS, INC.									
001650									
32460	1/31/2018	399.00	0.00	02/15/2018				False	0
601-731-052064 Lab Testing				TESTING COLIFORM E COLI					
32460 Total:		399.00							
ALEXIN ANALYTICAL L		399.00							
ALL STEEL BUILDINGS, ATTN: MARK GRIDER									
47744									
02132018	2/13/2018	308.96	0.00	02/15/2018				False	0
100-000-035003 Building Permits				REFUND BUILDING PERMIT ALL STEEL BUILDINGS					
02132018	2/13/2018	37.08	0.00	02/15/2018				False	0
100-000-020700 State Surcharge				REFUND BUILDING PERMIT ALL STEEL BUILDINGS					
02132018	2/13/2018	42.00	0.00	02/15/2018				False	0
100-000-035004 Building Admin				REFUND BUILDING PERMIT ALL STEEL BUILDINGS					
02132018 Total:		388.04							
ALL STEEL BUILDINGS		388.04							

ALLSTREAM

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
016479									
15134996	1/21/2018	83.89	0.00	02/15/2018				False	0
702-000-052010 Telephone				761657					
15134996	1/21/2018	24.37	0.00	02/15/2018				False	0
603-736-052010 Telephone				754802					
15134996	1/21/2018	24.38	0.00	02/15/2018				False	0
603-737-052010 Telephone				754802					
15134996 Total:		132.64							
ALLSTREAM Total:		132.64							
BEMIS PRINTING									
002701									
7891	1/4/2018	31.05	0.00	02/15/2018				False	0
100-715-052004 Office Supplies				STAMP					
7891 Total:		31.05							
BEMIS PRINTING Total:		31.05							
BERGERSON CONSTRUCTION, INC.									
002295									
14499	2/9/2018	400.00	0.00	02/15/2018				False	0
601-000-056101 Water Main Replacement				LOW PR AIR TEST MOBILIZATION CHARGE					
14499 Total:		400.00							
BERGERSON CONSTRU		400.00							
BURTON, HOWARD									
H.BURTON									
02062018	2/6/2018	98.10	0.00	02/15/2018				False	0
601-732-052001 Operating Supplies				H. BURTON PICK UP PARTS MILEAGE REIMB					
02062018 Total:		98.10							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BURTON, HOWARD Tota		98.10							
CARQUEST AUTO PARTS STORES									
005845									
12312017	12/31/2017	161.79	0.00	02/15/2018				False	0
701-000-052001 Operating Supplies				AUTO PARTS					
12312017 Total:		161.79							
CARQUEST AUTO PART		161.79							
CASCADE CONCRETE PRODUCTS,INC.									
005925									
70122	1/31/2018	245.00	0.00	02/15/2018				False	0
605-000-052001 Operating Supplies				CONCRETE					
70122 Total:		245.00							
CASCADE CONCRETE P		245.00							
CENTURY LINK									
034002									
02042018	2/4/2018	40.06	0.00	02/15/2018				False	0
702-000-052010 Telephone				579B PW					
02042018	2/4/2018	79.47	0.00	02/15/2018				False	0
702-000-052010 Telephone				228B PW					
02042018	2/4/2018	65.02	0.00	02/15/2018				False	0
702-000-052010 Telephone				909B PW					
02042018	2/4/2018	315.80	0.00	02/15/2018				False	0
702-000-052010 Telephone				818B WFF					
02042018	2/4/2018	39.04	0.00	02/15/2018				False	0
702-000-052010 Telephone				651B CH					
02042018	2/4/2018	47.65	0.00	02/15/2018				False	0
702-000-052010 Telephone				131B POLICE					
02042018	2/4/2018	77.43	0.00	02/15/2018				False	0
702-000-052010 Telephone				162B CH					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
02042018	2/4/2018	85.45	0.00	02/15/2018				False	0
702-000-052010 Telephone				798B CH					
02042018	2/4/2018	47.65	0.00	02/15/2018				False	0
702-000-052010 Telephone				130B CH					
02042018	2/4/2018	98.04	0.00	02/15/2018				False	0
702-000-052010 Telephone				967B CH					
02042018	2/4/2018	102.60	0.00	02/15/2018				False	0
603-736-052010 Telephone				654B 688B 293B 600B WWTP					
02042018	2/4/2018	102.60	0.00	02/15/2018				False	0
603-737-052010 Telephone				654B 688B 293B 600B WWTP					
02042018	2/4/2018	39.39	0.00	02/15/2018				False	0
702-000-052010 Telephone				796B					
02042018	2/4/2018	213.45	0.00	02/15/2018				False	0
702-000-052010 Telephone				488B LIB					
02042018 Total:		1,353.65							
CENTURY LINK Total:		1,353.65							
CINTAS CORPORATION-463									
006830									
463208165	12/25/2017	48.61	0.00	02/15/2018				False	0
703-734-052023 Facility Maintenance				MATS					
463208165 Total:		48.61							
CINTAS CORPORATION		48.61							
CITY OF COLUMBIA CITY									
007370									
01262018	1/26/2018	75.47	0.00	02/15/2018				False	0
601-732-052003 Utilities				001754-001					
01262018 Total:		75.47							
CITY OF COLUMBIA CIT		75.47							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
CITY OF ST. HELENS ST.HELEN 02132018	2/13/2018	150.00	0.00	02/15/2018				False	0
100-701-052024 Miscellaneous				CASH- BEAKY BEAN CASH DRAWER INCREASE					
02132018 Total:		150.00							
CITY OF ST. HELENS To		150.00							
CODE PUBLISHING, INC. 007162 58701	1/30/2018	425.00	0.00	02/15/2018				False	0
100-702-052019 Professional Services				ANNUAL WEB FEES / WEB HOSTING					
58701 Total:		425.00							
CODE PUBLISHING, INC		425.00							
COLUMBIA CO. DEPT. OF COMM. JUSTICE 007581 20181CSH	2/5/2018	1,500.00	0.00	02/15/2018				False	0
100-708-052019 Professional Services				PARKS WORK CREW					
20181CSH	2/5/2018	375.00	0.00	02/15/2018				False	0
703-734-052019 Professional Services				PUBLIC WORKS WORK CREW					
20181CSH Total:		1,875.00							
COLUMBIA CO. DEPT. O		1,875.00							
COLUMBIA COUNTY RIDER 007766 16-2270	2/5/2018	6.00	0.00	02/15/2018				False	0
100-705-052024 Miscellaneous				ST HELENS TO PORTLAND VOUCHER					
16-2270 Total:		6.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
COLUMBIA COUNTY RI		6.00							
COLUMBIA COUNTY TRANSFER STATION 007579									
5938	1/31/2018	55.44	0.00	02/15/2018				False	0
601-731-052001 Operating Supplies					MUN SOLID WASTE				
5938	1/31/2018	56.76	0.00	02/15/2018				False	0
100-715-052023 Facility Maintenance					MUN SOLID WASTE				
5938 Total:		112.20							
COLUMBIA COUNTY TR		112.20							
COLUMBIA FEED & SUPPLY 008120									
22403	1/17/2018	191.45	0.00	02/15/2018				False	0
701-000-052001 Operating Supplies					COIL				
22403 Total:		191.45							
COLUMBIA FEED & SUP		191.45							
COMCAST COMCAST 02072018	2/7/2018	94.85	0.00	02/15/2018				False	0
702-000-052003 Utilities					9144				
02072018 Total:		94.85							
COMCAST Total:		94.85							
COMMUNICATIONS NORTHWEST 48721									
66025	2/8/2018	375.00	0.00	02/15/2018				False	0
100-705-052021 Equipment Maintenance					RADIO REPROGRAMMING				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
66025 Total:		375.00							
COMMUNICATIONS NO		375.00							
COMMUNITY ACTION TEAM, INC., ATTN: SALLY MCLAUGHLIN									
008603									
02122018	2/12/2018	8,172.15	0.00	02/15/2018				False	0
203-717-052028 Projects & Programs					CAT LOAN FOR MARVIN B MCBRIDE 197 N 5TH ST				
02122018 Total:		8,172.15							
COMMUNITY ACTION T		8,172.15							
CRIMINAL JUSTICE TRAINING COMMISSION									
035704									
201129154	11/2/2018	150.00	0.00	02/15/2018				False	0
100-705-052018 Professional Development					CIT REG CONF ONLY J. HOGUE 84364-001				
201129154 Total:		150.00							
CRIMINAL JUSTICE TRA		150.00							
DAHLGRENS DO IT BEST BUILDERS SUPPLY									
009800									
01252018	1/25/2018	111.58	0.00	02/15/2018				False	0
703-734-052001 Operating Supplies					MATERIALS				
01252018	1/25/2018	130.41	0.00	02/15/2018				False	0
100-715-052023 Facility Maintenance					MATERIALS				
01252018	1/25/2018	130.00	0.00	02/15/2018				False	0
603-736-052001 Operating Supplies					MATERIALS				
01252018	1/25/2018	130.11	0.00	02/15/2018				False	0
603-737-052001 Operating Supplies					MATERIALS				
01252018	1/25/2018	51.44	0.00	02/15/2018				False	0
100-708-052047 Marine Board					MATERIALS				
01252018	1/25/2018	16.43	0.00	02/15/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
100-706-052023 Facility Maintenance				MATERIALS					
01252018	1/25/2018	37.97	0.00	02/15/2018				False	0
601-731-052001 Operating Supplies				MATERIALS					
01252018	1/25/2018	66.58	0.00	02/15/2018				False	0
701-000-052001 Operating Supplies				MATERIALS					
01252018	1/25/2018	15.75	0.00	02/15/2018				False	0
100-708-052001 Operating Supplies				MATERIALS					
01252018 Total:		690.27							
DAHLGRENS DO IT BES		690.27							
EAGLE STAR ROCK PRODUCTS, INC.									
010970									
33462	1/5/2018	129.64	0.00	02/15/2018				False	0
601-731-052001 Operating Supplies				ROCK					
33462 Total:		129.64							
33526	1/19/2018	261.98	0.00	02/15/2018				False	0
605-000-052001 Operating Supplies				ROCK					
33526 Total:		261.98							
33603	2/1/2018	271.74	0.00	02/15/2018				False	0
605-000-052001 Operating Supplies				ROCK					
33603 Total:		271.74							
33612	2/2/2018	796.70	0.00	02/15/2018				False	0
202-722-052023 Facility Maintenance				ROCK					
33612 Total:		796.70							
33624	2/5/2018	191.14	0.00	02/15/2018				False	0
601-731-052001 Operating Supplies				ROCK					
33624 Total:		191.14							
33635	2/6/2018	78.31	0.00	02/15/2018				False	0
601-731-052001 Operating Supplies				ROCK					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
33635 Total:		78.31							
EAGLE STAR ROCK PRO		1,729.51							
ECONORTHWEST									
011130									
19304	1/31/2018	440.00	0.00	02/15/2018				False	0
202-721-052019 Professional Services				RFQ ASSISTANCE JAN 1-31 PROJECT 22781.00					
19304 Total:		440.00							
ECONORTHWEST Total:		440.00							
EMMERT MOTORS, INC.									
020693									
19358	1/18/2018	204.95	0.00	02/15/2018				False	0
100-705-052021 Equipment Maintenance				AUTO REPAIR CHEV CAPRICE					
19358 Total:		204.95							
20228	1/30/2018	732.72	0.00	02/15/2018				False	0
100-705-052021 Equipment Maintenance				AUTO REPAIR CHEV TAHOE					
20228 Total:		732.72							
EMMERT MOTORS, INC		937.67							
EVERBANK COMMERCIAL FINANCE INC									
03522									
4997742	1/21/2018	150.00	0.00	02/15/2018				False	0
100-715-052021 Equipment Maintenance				41452028 CONTRACT PAYMENT					
4997742 Total:		150.00							
EVERBANK COMMERC		150.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
GALE/CENGAGE LEARNING									
013072									
63048706	2/1/2018	50.00	0.00	02/15/2018				False	0
100-706-052032 Digital Resources				SUBSCRIPTION START AND END DATE 2/1-1/31/19					
63048706 Total:		50.00							
GALE/CENGAGE LEARN		50.00							
GALLS, LLC - D.B.A BLUEMENTHAL UNIFORM									
013074									
009105538	1/10/2018	133.00	0.00	02/15/2018				False	0
100-705-052001 Operating Supplies				UNIFORM MATERIALS					
009105538 Total:		133.00							
GALLS, LLC - D.B.A BLU		133.00							
GRANTS PASS WATER LAB									
01414									
19101	1/11/2018	42.00	0.00	02/15/2018				False	0
601-732-052064 Lab Testing				COLIFORM TESTING					
19101 Total:		42.00							
301287	2/5/2018	350.00	0.00	02/15/2018				False	0
601-732-052064 Lab Testing				WATER TESTING GIARDIA					
301287 Total:		350.00							
GRANTS PASS WATER L		392.00							
H.D. FOWLER CO.									
012650									
I4725638	1/10/2018	387.20	0.00	02/15/2018				False	0
601-731-052001 Operating Supplies				BLUE MARKING PAINT / GREEN					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	I4725638 Total:	387.20							
I4731742	1/22/2018	4,100.00	0.00	02/15/2018				False	0
601-000-053006	Water Meter Replacement			ENHANCED UC69 W HOUSING SHROUD AND STOPP					
	I4731742 Total:	4,100.00							
	H.D. FOWLER CO. Total:	4,487.20							
HACH COMPANY									
014200									
10818397	2/1/2018	62.49	0.00	02/15/2018				False	0
601-731-052001	Operating Supplies			REG SET CHLORINE FREE					
10818397	2/1/2018	124.97	0.00	02/15/2018				False	0
601-732-052023	Facility Maintenance			REG SET CHLORINE FREE					
	10818397 Total:	187.46							
	HACH COMPANY Total:	187.46							
HAMER ELECTRIC, INC.									
014475									
40352	1/4/2018	388.00	0.00	02/15/2018				False	0
603-000-053001	Capital Outlay			S-648 PS 9 UPGRADE REPLACE AUTODIALER WITH I					
	40352 Total:	388.00							
40382	1/11/2018	188.71	0.00	02/15/2018				False	0
603-737-052001	Operating Supplies			ELECTRIC SERVICES					
	40382 Total:	188.71							
40458	1/31/2018	378.25	0.00	02/15/2018				False	0
100-708-052047	Marine Board			ELECTRIC SERVICES SWAP DISCONNECT					
	40458 Total:	378.25							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	HAMER ELECTRIC, INC	954.96							
HARTLESS, ADAM 014668									
02092018	2/9/2018	74.68	0.00	02/15/2018				False	0
100-705-052018 Professional Development					TRAINING CLASS A. HARTLESS MEALS / FUEL REIM				
02092018 Total:		74.68							
HARTLESS, ADAM Total		74.68							
INGRAM LIBRARY SERVICES, INC. 016240									
32827206	1/24/2018	848.67	0.00	02/15/2018				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
32827206 Total:		848.67							
32828512	1/24/2018	-10.49	0.00	02/15/2018				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
32828512 Total:		-10.49							
32857912	1/26/2018	64.33	0.00	02/15/2018				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
32857912 Total:		64.33							
32857913	1/26/2018	83.34	0.00	02/15/2018				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
32857913 Total:		83.34							
32857914	1/26/2018	32.02	0.00	02/15/2018				False	0
100-706-052033 Printed Materials					BOOKS 20C7921				
32857914 Total:		32.02							
32879419	1/28/2018	287.98	0.00	02/15/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-706-052033 Printed Materials				BOOKS 20C7921					
32879419 Total:		287.98							
32879420	1/28/2018	10.11	0.00	02/15/2018				False	0
100-706-052033 Printed Materials				BOOKS 20C7921					
32879420 Total:		10.11							
INGRAM LIBRARY SERV		1,315.96							
INTERSTATE BATTERY OF 016626									
40040198	1/24/2018	212.70	0.00	02/15/2018				False	0
701-000-052001 Operating Supplies				MATERIALS					
40040198 Total:		212.70							
INTERSTATE BATTERY		212.70							
JORDAN RAMIS PC 030274									
143324	1/25/2018	34.00	0.00	02/15/2018				False	0
202-722-052019 Professional Services				LEGAL SERVICES CASCADE AGREEMENT					
143324 Total:		34.00							
143382	1/25/2018	1,707.70	0.00	02/15/2018				False	0
603-735-052019 Professional Services				LEGAL SERVICES PAUL JOE BINGS					
143382 Total:		1,707.70							
143776	1/25/2018	1,817.00	0.00	02/15/2018				False	0
202-722-052019 Professional Services				LEGAL SERVICES BOISE CASCADE PROP LEASE					
143776 Total:		1,817.00							
JORDAN RAMIS PC Tota		3,558.70							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
LANCE, CLAYTON J.									
007544									
02152018	2/15/2018	2,380.00	0.00	02/15/2018				False	0
100-704-052019 Professional Services				2/8-2/15 CITY PROSECUTOR					
	02152018 Total:	2,380.00							
	LANCE, CLAYTON J. Tot	2,380.00							
LEAGUE OF OREGON CITIES									
018100									
3862	1/12/2018	570.40	0.00	02/15/2018				False	0
100-705-052001 Operating Supplies				FORMS					
	3862 Total:	570.40							
	LEAGUE OF OREGON C	570.40							
MAILBOXES NORTHWEST									
019366									
02062018	2/6/2018	31.16	0.00	02/15/2018				False	0
100-705-052009 Postage				SHIPPING FEES					
02062018	2/6/2018	6.49	0.00	02/15/2018				False	0
603-736-052064 Lab Testing				SHIPPING FEES					
02062018	2/6/2018	6.50	0.00	02/15/2018				False	0
603-737-052064 Lab Testing				SHIPPING FEES					
02062018	2/6/2018	207.17	0.00	02/15/2018				False	0
603-737-052064 Lab Testing				SHIPPING FEES					
	02062018 Total:	251.32							
	MAILBOXES NORTHWE	251.32							
MASONIC BUILDING LLC, C/O ELLIOT MICHAEL									
012950									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
02022018	2/2/2018	630.00	0.00	02/15/2018				False	0
100-715-052019 Professional Services				PARKING LOT LEASE 2018					
02022018 Total:		630.00							
MASONIC BUILDING LL		630.00							
METRO OVERHEAD DOOR INC									
020285									
159503	1/30/2018	517.00	0.00	02/15/2018				False	0
100-705-052023 Facility Maintenance				DOOR REPAIR					
159503 Total:		517.00							
METRO OVERHEAD DO		517.00							
METRO PLANNING INC.									
020291									
4523	2/1/2018	225.00	0.00	02/15/2018				False	0
100-710-052027 IT Fund Charges				GIS WEB HOSTING					
4523	2/1/2018	75.00	0.00	02/15/2018				False	0
703-733-052026 Equipment Fund Charges				GIS WEB HOSTING					
4523 Total:		300.00							
METRO PLANNING INC		300.00							
METROPRESORT									
020292									
499384	2/6/2018	562.36	0.00	02/15/2018				False	0
100-707-052019 Professional Services				BILL PRINTING UB SERVICES					
499384 Total:		562.36							
METROPRESORT Total:		562.36							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
MISS NPRA									
84555									
02072018	2/7/2018	500.00	0.00	02/15/2018				False	0
100-703-052041 Council Discrenary				SPONSORSHIP FOR MISS NPRA BAYLEE CRAWFORE					
	02072018 Total:	500.00							
	MISS NPRA Total:	500.00							
NORTHSTAR CHEMICAL, INC.									
021556									
118300	2/7/2018	462.52	0.00	02/15/2018				False	0
601-732-052083 Chemicals				SODIUM HYPOCHLORITE 12.5					
	118300 Total:	462.52							
	NORTHSTAR CHEMICAL	462.52							
NORTHWEST OCCUPATIONAL									
021449									
02092018	2/9/2018	720.00	0.00	02/15/2018				False	0
100-705-052019 Professional Services				B. CUTRIGHT 2061186 SCREENING					
	02092018 Total:	720.00							
	NORTHWEST OCCUPAT	720.00							
OCCUPATIONAL SAFETY, HEALTH & WELLNESS, LLC									
OSHW									
638	1/3/2018	116.30	0.00	02/15/2018				False	0
100-705-052019 Professional Services				VACCINATIONS B. THOMPSON					
	638 Total:	116.30							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	OCCUPATIONAL SAFET	116.30							
OGFOA 022600 179842	1/17/2018	370.00	0.00	02/15/2018	J. JOHNSON 2018 SPRING CONF REG			False	0
100-707-052018 Professional Development									
179842 Total:		370.00							
179851	1/17/2018	370.00	0.00	02/15/2018	CAROL GREEN 2018 SPRING CONF REG			False	0
100-707-052018 Professional Development									
179851 Total:		370.00							
OGFOA Total:		740.00							
OPUS:INTERACTIVE, INC. 021979 289885	1/15/2018	5.00	0.00	02/15/2018	5022 DNS HOSTING			False	0
702-000-052006 Computer Maintenance									
289885 Total:		5.00							
OPUS:INTERACTIVE, IN		5.00							
OR.STATE DIV.OF AUDITS 023400 02022018	2/2/2018	350.00	0.00	02/15/2018	STATE AUDIT FILING FEE			False	0
100-707-052019 Professional Services									
02022018 Total:		350.00							
OR.STATE DIV.OF AUDI		350.00							
OREGON ASSOC. OF CLEAN WATER									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
022010									
7934	2/6/2018	380.00	0.00	02/15/2018				False	0
603-736-052019 Professional Services				2018 MEMBERSHIP DUES ACWA					
7934	2/6/2018	380.00	0.00	02/15/2018				False	0
603-737-052019 Professional Services				2018 MEMBERSHIP DUES ACWA					
	7934 Total:	760.00							
	OREGON ASSOC. OF CL	760.00							
OREGON DMV									
023150									
67431-013118	1/31/2018	43.50	0.00	02/15/2018				False	0
100-705-052001 Operating Supplies				SUSPENSION PACKAGE					
	67431-013118 Total:	43.50							
	OREGON DMV Total:	43.50							
PAULSON PRINTING									
025300									
D1371	1/31/2018	77.00	0.00	02/15/2018				False	0
100-705-052001 Operating Supplies				BUS CARDS KATE WELTER					
	D1371 Total:	77.00							
	PAULSON PRINTING To	77.00							
PAULY, ROGERS AND CO., P.C.									
025320									
10949	1/29/2018	7,670.00	0.00	02/15/2018				False	0
100-707-052019 Professional Services				JUNE 30 2017 AUDIT					
	10949 Total:	7,670.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
<hr/>									
PAULY, ROGERS AND C		7,670.00							
PEACEHEALTH MEDICAL GROUP OCC.HEALTH 025390									
03-070321	2/1/2018	390.00	0.00	02/15/2018				False	0
703-734-052019 Professional Services				T. HOUK, T. ILLIAS, F. SHEPPEARD DOT PHYSICAL I					
03-070321 Total:		390.00							
<hr/>									
PEACEHEALTH MEDICA		390.00							
PORTLAND GENERAL ELECTRIC 025702									
02122018	2/12/2018	43.87	0.00	02/15/2018				False	0
205-000-052003 Utilities				9724					
02122018	2/12/2018	35.88	0.00	02/15/2018				False	0
202-722-052003 Utilities				7687					
02122018	2/12/2018	25.36	0.00	02/15/2018				False	0
202-722-052003 Utilities				9275					
02122018 Total:		105.11							
<hr/>									
PORTLAND GENERAL E		105.11							
POWER SYSTEMS WEST 033021									
188733	1/22/2018	196.00	0.00	02/15/2018				False	0
100-705-052021 Equipment Maintenance				GENERATOR INSPECTION					
188733 Total:		196.00							
<hr/>									
POWER SYSTEMS WEST		196.00							
RICOH USA, INC. 027294									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100111463	2/2/2018	238.75	0.00	02/15/2018				False	0
100-705-052023 Facility Maintenance				1496666-3356313 POLICE					
100111463 Total:		238.75							
RICOH USA, INC. Total:		238.75							
SCAPPOOSE OUTFITTERS									
SCAPP.OU									
9171	1/12/2018	72.00	0.00	02/15/2018				False	0
203-705-052028 Projects & Programs				POLO SHIRTS					
9171 Total:		72.00							
SCAPPOOSE OUTFITTE		72.00							
SHRED-IT USA, LLC									
SHRED-IT									
8124055705	1/31/2018	359.78	0.00	02/15/2018				False	0
100-705-052019 Professional Services				POLICE SHRED 13664225					
8124055705 Total:		359.78							
SHRED-IT USA, LLC Tot		359.78							
SONSRAY MACHINERY LLC									
031592									
P22291-10	1/15/2018	106.35	0.00	02/15/2018				False	0
701-000-052001 Operating Supplies				ARM PIVOT W BUS					
P22291-10 Total:		106.35							
SONSRAY MACHINERY		106.35							

ST. HELENS MARINA, L.L.C.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
029000									
007916	1/17/2018	8.20	0.00	02/15/2018				False	0
100-708-052047 Marine Board				GAS					
007916 Total:		8.20							
ST. HELENS MARINA, L		8.20							
SUMMER SEARS CPA, LLC									
SEARS.S									
04-2018	1/31/2018	776.25	0.00	02/15/2018				False	0
100-707-052019 Professional Services				FINANCE AND ACCOUNTING SUPPORT					
04-2018 Total:		776.25							
SUMMER SEARS CPA, L		776.25							
SUPERIOR TIRE SERVICES									
032774									
6464529	1/31/2018	1,654.59	0.00	02/15/2018				False	0
701-000-052001 Operating Supplies				TIRES					
6464529 Total:		1,654.59							
SUPERIOR TIRE SERVIC		1,654.59							
TVW INC									
033827									
0033431-IN	1/31/2018	1,616.22	0.00	02/15/2018				False	0
100-715-052023 Facility Maintenance				JANITORIAL SERVICE CITY HALL					
0033431-IN Total:		1,616.22							
0033432-IN	1/31/2018	1,472.16	0.00	02/15/2018				False	0
100-706-052023 Facility Maintenance				JANITORIAL SERVICE COL CENTER					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	0033432-IN Total:	1,472.16							
0033433-IN	1/31/2018	570.37	0.00	02/15/2018				False	0
100-705-052023 Facility Maintenance				JANITORIAL SERVICE POLICE					
	0033433-IN Total:	570.37							
	TVW INC Total:	3,658.75							
VERIZON WIRELESS									
000720									
9800788662	2/1/2018	168.82	0.00	02/15/2018				False	0
703-734-052010 Telephone				242060134-0001 PUBLIC WORKS					
	9800788662 Total:	168.82							
	VERIZON WIRELESS To	168.82							
VERNON, VICKI R.									
034920									
02012018	2/12/2018	100.00	0.00	02/15/2018				False	0
100-704-052019 Professional Services				JOHN MICKEY					
	02012018 Total:	100.00							
02122018	2/12/2018	236.00	0.00	02/15/2018				False	0
100-704-052019 Professional Services				HEATHER O'CONNOR					
	02122018 Total:	236.00							
	VERNON, VICKI R. Total	336.00							
WARREN, JESSICA M.									
WAR									
0002815	1/26/2018	625.00	0.00	02/15/2018				False	0
100-000-020200 Bail Deposit				BOND TRANSFER JESSICA WARREN					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
0002815 Total:		625.00							
WARREN, JESSICA M. To		625.00							
WESTERN DISPLAY FIREWORKS LTD									
036426									
02092018	2/9/2018	3,000.00	0.00	02/15/2018				False	0
201-000-052057 Events - Fireworks				FIREWORKS 2018 25 % OF TOTAL PRICE					
02092018 Total:		3,000.00							
WESTERN DISPLAY FIR		3,000.00							
WILCOX & FLEGEL									
037003									
0226871-IN	2/7/2018	177.19	0.00	02/15/2018				False	0
703-734-052022 Fuel / Oil				SHOP FUEL					
0226871-IN Total:		177.19							
WILCOX & FLEGEL Tota		177.19							
Report Total:		73,379.79							

Accounts Payable

To Be Paid Proof List

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 Batch: 00009.02.2018 - AP 2-22-18 FY 17-18



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
BOISE WIITE PAPER LLC									
003720									
02152018	2/22/2018	12,500.00	0.00	02/22/2018				False	0
202-722-055001 Principal				MARCH 2018 NOTE PAYMENT					
	02152018 Total:	12,500.00							
	BOISE WIITE PAPER LL	12,500.00							
BULLARD LAW									
004880									
32343	2/14/2018	783.00	0.00	02/22/2018				False	0
100-705-052019 Professional Services				POLICE LEGAL SERVICES 1/31/18					
	32343 Total:	783.00							
	BULLARD LAW Total:	783.00							
COLUMBIA RIVER P.U.D.									
008325									
02132018	2/13/2018	388.51	0.00	02/22/2018				False	0
100-705-052003 Utilities				7493					
02132018	2/13/2018	724.92	0.00	02/22/2018				False	0
100-706-052003 Utilities				7493					
02132018	2/13/2018	693.87	0.00	02/22/2018				False	0
100-708-052003 Utilities				7493					
02132018	2/13/2018	105.12	0.00	02/22/2018				False	0
100-708-052046 Dock Services				7493					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
02132018	2/13/2018	2,264.96	0.00	02/22/2018				False	0
205-000-052003 Utilities				7493					
02132018	2/13/2018	1,112.78	0.00	02/22/2018				False	0
100-715-052003 Utilities				7493					
02132018	2/13/2018	979.03	0.00	02/22/2018				False	0
703-734-052003 Utilities				7493					
02132018	2/13/2018	3,032.67	0.00	02/22/2018				False	0
601-731-052003 Utilities				7493					
02132018	2/13/2018	4,930.87	0.00	02/22/2018				False	0
601-732-052003 Utilities				7493					
02132018	2/13/2018	1,185.27	0.00	02/22/2018				False	0
603-737-052003 Utilities				7493					
02132018	2/13/2018	3,555.81	0.00	02/22/2018				False	0
603-736-052003 Utilities				7493					
02132018	2/13/2018	160.52	0.00	02/22/2018				False	0
605-000-052003 Utilities				7493					
02132018	2/13/2018	1,114.15	0.00	02/22/2018				False	0
603-738-052003 Utilities				7493					
02132018	2/13/2018	67.62	0.00	02/22/2018				False	0
100-708-052047 Marine Board				7493					
02132018 Total:		20,316.10							
COLUMBIA RIVER P.U.D		20,316.10							
COLUMBIA RIVER RECEPTIONS & EVENTS									
008379									
6	4/4/2017	250.00	0.00	02/22/2018				False	0
201-000-052056 Branding and Way Finding				4/4/17 ROOM RENTAL					
6 Total:		250.00							
COLUMBIA RIVER REC		250.00							
GASTON, DYLAN J.									
013083									
02222018	2/22/2018	66.28	0.00	02/22/2018				False	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
100-705-052018 Professional Development					D. GASTON MEALS REIMB. TRAFFIC SAFE CONF BE				
02222018 Total:		66.28							
GASTON, DYLAN J. Tot		66.28							
LANCE, CLAYTON J. 007544									
02222018	2/22/2018	2,380.00	0.00	02/22/2018				False	0
100-704-052019 Professional Services					CITY PROSECUTOR 2/8-2/15				
02222018 Total:		2,380.00							
LANCE, CLAYTON J. Tot		2,380.00							
MAUL FOSTER ALONGI, INC. 019555									
30761	2/9/2018	2,813.75	0.00	02/22/2018				False	0
202-721-052019 Professional Services					PROJECT 0830-05-01 COMMUNITY WIDE ASSESSMEN				
30761	2/9/2018	3,348.80	0.00	02/22/2018				False	0
202-722-052019 Professional Services					PROJECT 0830-02-03 BWP ON CALL SERVICES				
30761	2/9/2018	3,953.75	0.00	02/22/2018				False	0
202-723-052019 Professional Services					PROJECT 0830.03.03 WWTP LAGOON ON CALL SERV				
30761 Total:		10,116.30							
MAUL FOSTER ALONGI		10,116.30							
PHILLIPS, CYNTHIA 025515									
02192018	2/19/2018	2,103.75	0.00	02/22/2018				False	0
100-704-052019 Professional Services					JUDICIAL SERVICES 2/7-2/15				
02192018 Total:		2,103.75							

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

PHILLIPS, CYNTHIA Tot	2,103.75
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Report Total:	48,515.43
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