



## **CITY COUNCIL WORK SESSION**

**Wednesday, April 18, 2018**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://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 Work Session to Order - 1:00 p.m.**
  2. **Visitor Comments - Limited to five (5) minutes per speaker**
  3. **Discussion Topics**
    - 3.A. Semi-Annual Report from IT Consultant - Max Stahl of Centerlogic
    - 3.B. 3rd Quarter Communications Report - Crystal  
[Jan to March 2018 Communications Report.pdf](#)
    - 3.C. 3rd Quarter Financial Report - Matt  
[FY 2018 Financial Report - Qtr 3](#)
    - 3.D. Discuss Proposals for Municipal Court Judge & Prosecutor - Matt
    - 3.E. Update on Riverfront Connector Plan - Jacob  
[4.18.18 CC Riverfront Connector Worksession.pdf](#)
    - 3.F. Riverfront District Land Use Discussion
  4. **Department Reports**
    - 4.A. Administration/Community Development Department Report
- 

**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.**

[ADMIN Dept Report 041818](#)

4.B. Public Works Department Report  
[Public Works Activity Report 3-2018](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session, under ORS 192.660(2)(e), is scheduled to take place to discuss Real Property Transactions. Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

---

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.

# Communications Report

January to March 2018  
Third Quarter – FY 2017-18

Prepared by Crystal Farnsworth  
April 10, 2018



# Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
January 2018	2	21	21	0	0	2	0	
February 2018	4	20	21	0	0	0	1	
March 2018	5	17	17	0	0	2	1	
Totals	11	58	59	0	0	4	2	0



# Facebook Stats: City's Page

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991\*

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

Followers as of June 30, 2016: 5,740

Followers as of September 30, 2016: 6,270

Followers as of December 31, 2016: 6,747

Followers as of March 31, 2017: 7,045

Followers as of June 30, 2017: 7,123

Followers as of September 30, 2017: 7,298

Followers as of December 31, 2017: 7,458

Followers as of March 30, 2018: 7,460

\*On March 5, 2015, Facebook notified business pages that they were changing a page's like counts which resulted in a dip in total page likes

# Facebook Stats: Insights

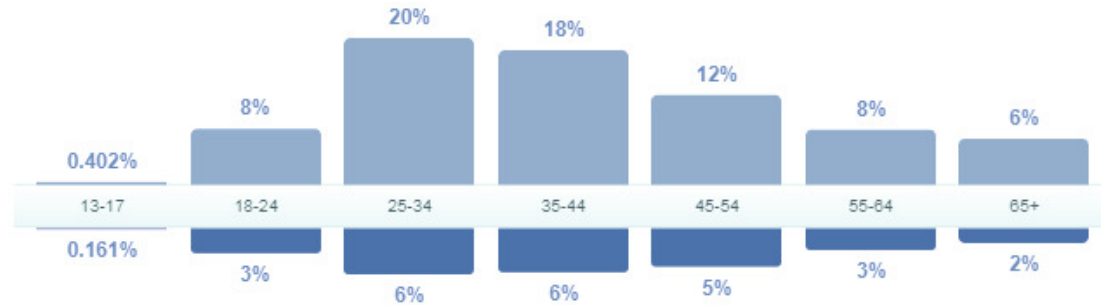
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.

Women

■ 73%  
Your Fans

Men

■ 26%  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	7,142	Saint Helens, OR	1,808	English (US)	7,057
United Kingdom	54	Portland, OR	754	English (UK)	258
Canada	36	Scappoose, OR	388	Spanish	40
India	16	Vancouver, WA	153	French (France)	14
Germany	15	Columbia City, OR	142	Arabic	13
Mexico	13	Warren, OR	136	Thai	10
Brazil	11	Rainier, OR	121	Vietnamese	7
Australia	9	Beaverton, OR	113	German	7
Thailand	8	Salem, OR	97	Portuguese (Brazil)	7
Pakistan	8	Longview, WA	86	Indonesian	5

# Facebook Stats: Police's Page

---

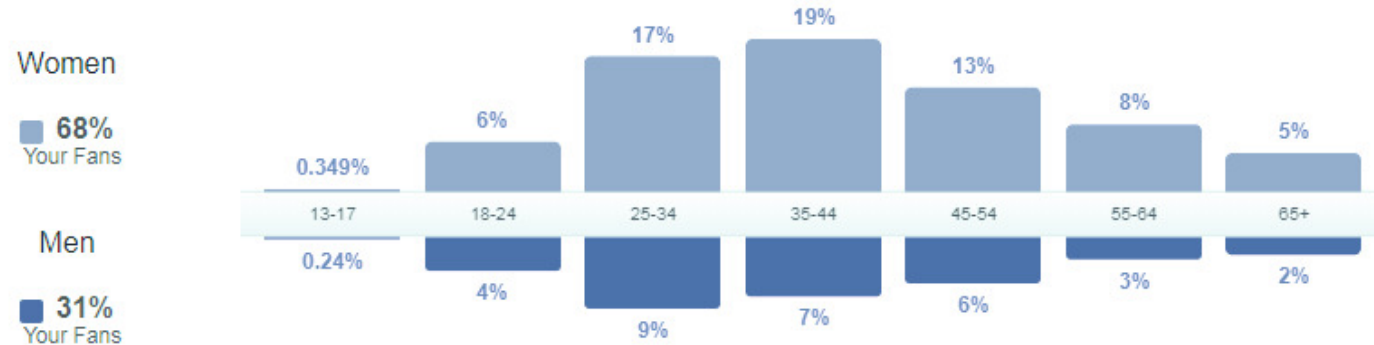
Followers as of June 30, 2017: 4,201

Followers as of September 30, 2017: 4,311

Followers as of December 31, 2017: 4,490

Followers as of March 30, 2018: 4,588

Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	4,427	Saint Helens, OR	1,650	English (US)	4,362
United Kingdom	88	Portland, OR	503	English (UK)	186
Australia	17	Scappoose, OR	417	Spanish	17
Canada	6	Rainier, OR	142	French (France)	6
Mexico	5	Warren, OR	118	German	3
Germany	4	Columbia City, OR	99	English (Pirate)	3
France	3	Deer Island, OR	66	Czech	2
Turkey	3	Vancouver, WA	66	Greek	1
Czech Republic	2	Longview, WA	64	Arabic	1
Greece	2	Clatskanie, OR	64	Hungarian	1

# Facebook Changes to Watch

- Cambridge Analytica Fallout
- 2018 News Feed Algorithm Change



# Twitter: City's Account

## Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

As of March 31, 2015: 537

As of June 30, 2015: 540

As of Sept. 30, 2015: 670

As of Dec. 31, 2015: 756

As of March 31, 2016: 820

As of June 30, 2016: 883

As of September 30, 2016: 974

As of December 31, 2016: 1,055

As of March 31, 2017: 1,113

As of June 30, 2017: 1,157

As of Sept. 30, 2017: 1,220

As of Dec. 31, 2017: 1,280

As of March 31, 2018: 1,302

# Twitter: SHPD's Account

---

## Followers

As of Sept. 30, 2017: 546

As of Dec. 31, 2017: 618

As of March 31, 2018: 659

# Activity Highlights

- **Riverfront Connector Plan**
- **Local PIO group meetings**
- **ACC Community Art Chats**
- **If I Were Mayor Student Contest**
- **Columbia County Reads 2018**
- **St. Helens Recreation Program**





# Activity Highlights

- ACC Blues & Folk Music Workshop
- Utility Billing Monthly Conversion
- Cocoa with a Cop
- SHPD Reserve Academy



# On the Horizon

---

- **St. Helens Recreation Program**
- **Summer Events & Spirit of Halloweentown**
- **SHPL Summer Reading Challenge**
- **Department-specific work days**
- **C.I.T. simulation filming**
- **SHPD Reserve Academy filming**
- **C.E.R.T. simulated disaster/graduation**

## **CITY OF ST. HELENS**

### **Financial Report For The Quarter Ending March 31, 2018**

This is the 3<sup>rd</sup> quarter of the City's fiscal year ending June 30, 2018. If revenues and expenditures were received and spent evenly throughout the year, they would be at 75% received or spent.

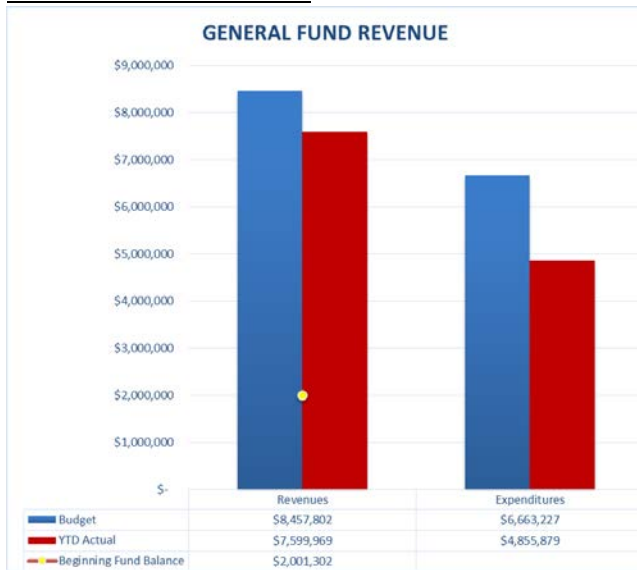
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; **BLUE** = Budget and **RED** = Actuals

For all funds/departments, the Revenue Graphs portion will show a **YELLOW** dot; this line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the yellow dot represents where the fund would be as far as a balance of available funds.

## General Fund - Overview

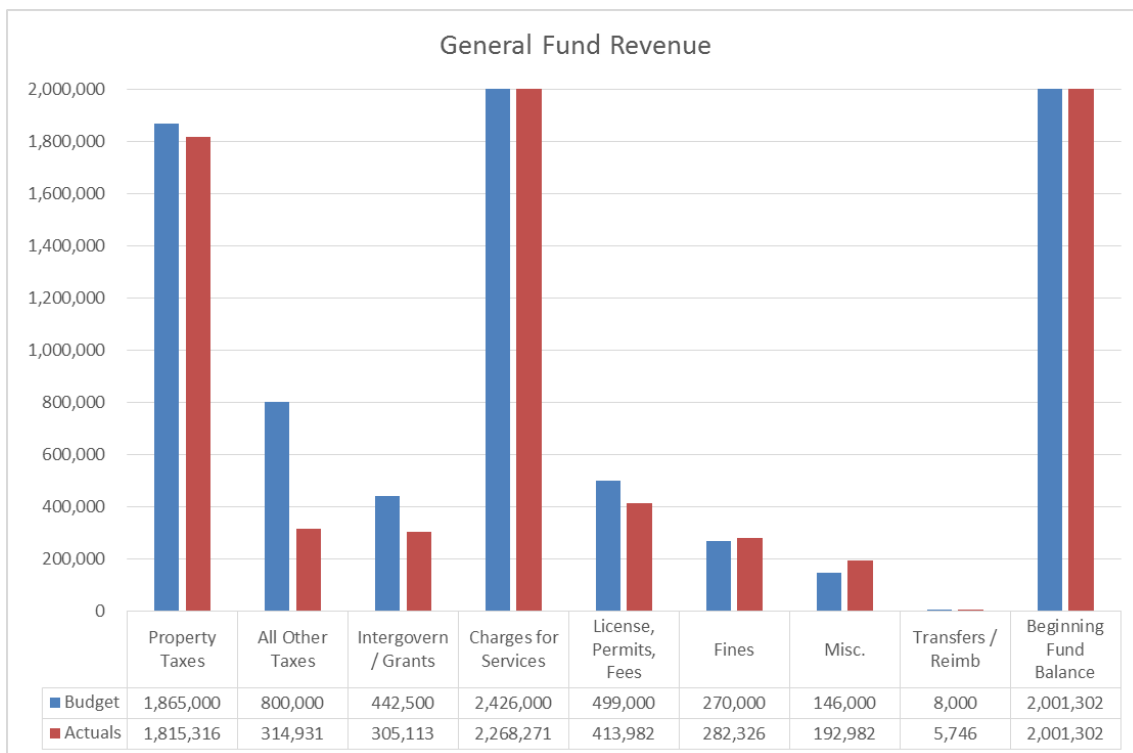


General Fund revenues and expenditures are broken down into categories and departments on the following pages.

The General Fund's financial position is good through the second quarter of FY 2017-18. The City has received 90% of the budgeted revenues for 2017/18.

The Audited Beginning Fund Balance for FY 2017/18 is \$2M.

## General Fund – Revenue by Category



The following graph displays the General Fund Revenue broken out into separate revenue categories.

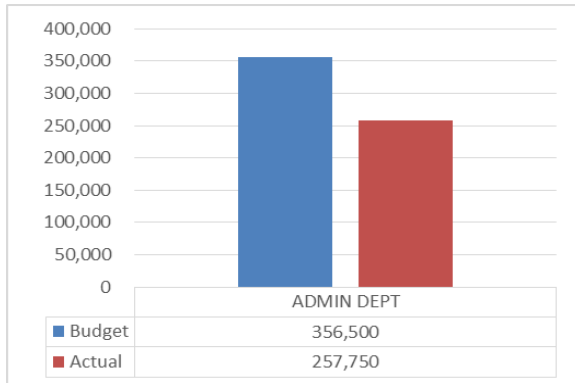
General Notes about the General Fund:

- Property taxes revenues are received mostly in the second quarter of the fiscal year.
- In the "Charges for Services category", this includes "In Lieu of Franchise Fees" and "GFSS" which is received from the enterprise funds.

## General Fund Expenditures

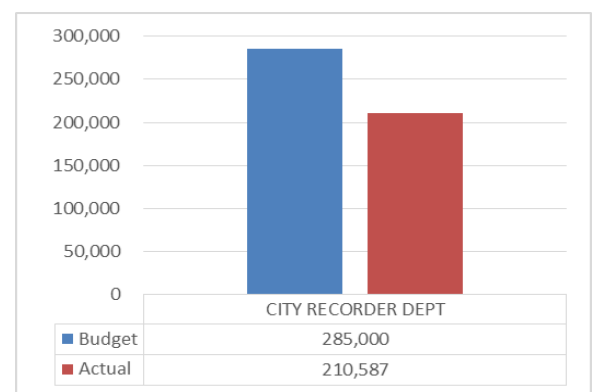
### Admin Department

Percentage of Budgeted Expenses Spent: 72%



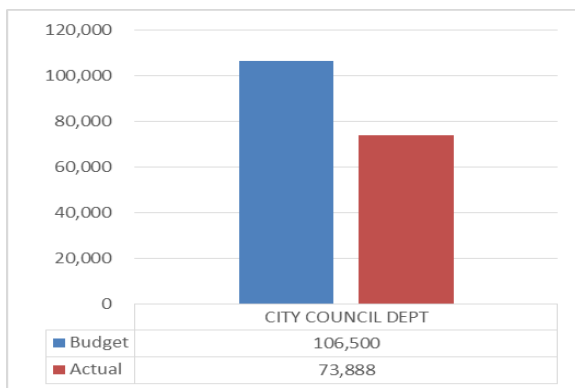
### City Recorder Department

Percentage of Budgeted Expenses Spent: 74%



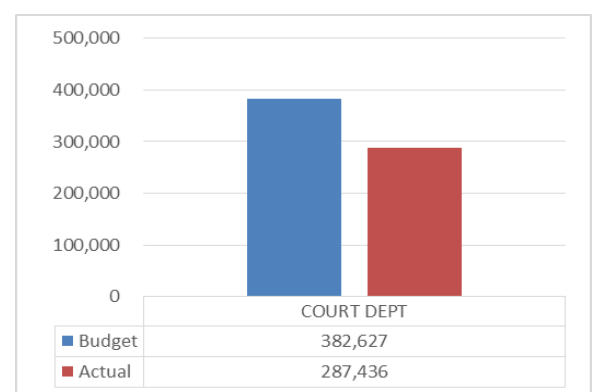
### City Council Department

Percentage of Budgeted Expenses Spent: 69%



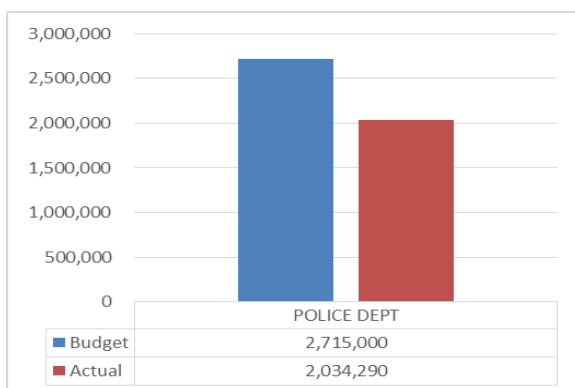
### Court Department

Percentage of Budgeted Expenses Spent: 75%



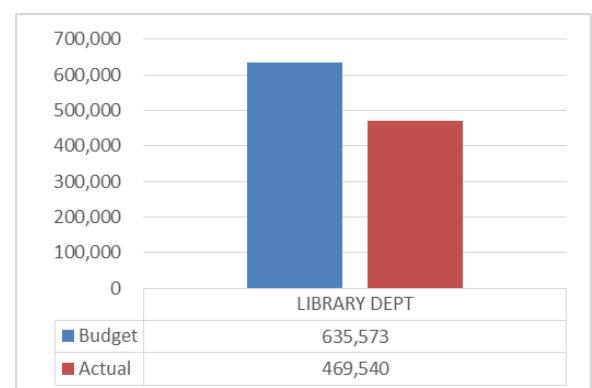
### Police Department

Percentage of Budgeted Expenses Spent: 75%



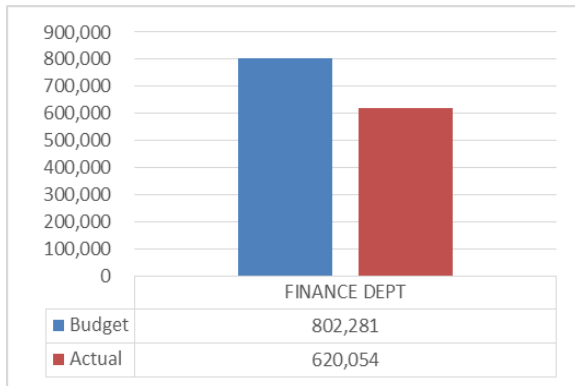
### Library Department

Percentage of Budgeted Expenses Spent: 74%



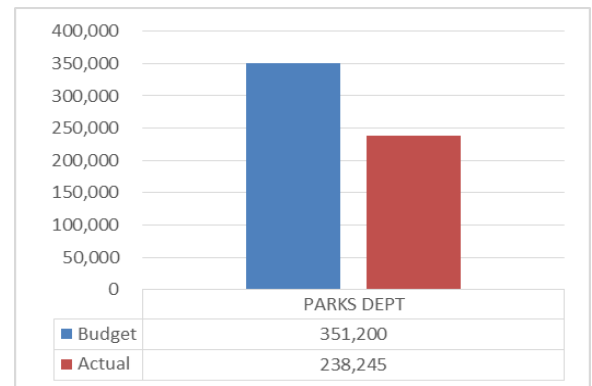
### Finance Department

Percentage of Budgeted Expenses Spent: 77%



### Parks Department

Percentage of Budgeted Expenses Spent: 68%



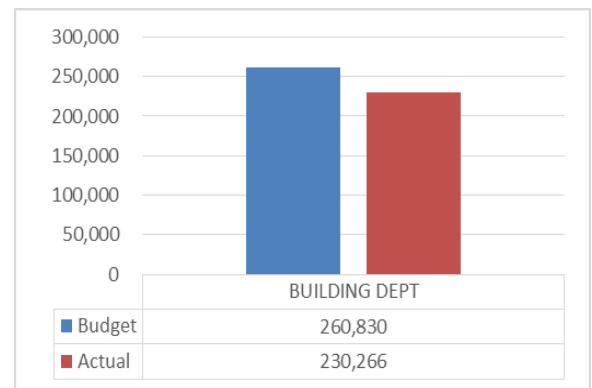
### Planning Department

Percentage of Budgeted Expenses Spent: 77 %



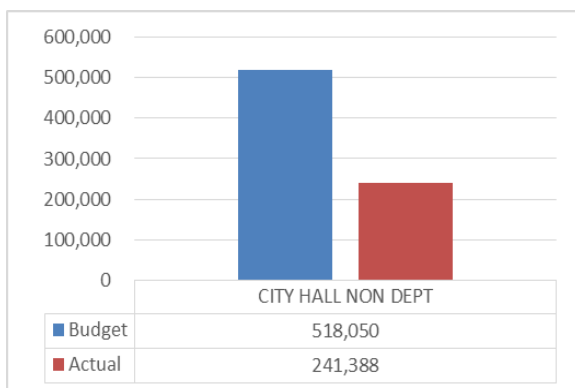
### Building Department

Percentage of Budgeted Expenses Spent: 88%



### City Hall Non-Department

Percentage of Budgeted Expenses Spent: 47%



## SPECIAL REVENUE FUNDS



### Visitor Tourism Fund

Revenues: 45%

Expenses: 87%

Revenue comes from Motel Hotel Tax and Event revenues. Expenses are mainly event related and professional services for E2C's event management. In June, Council will see a proposed "loan" from the General Fund for \$240,000 (which is part of the blue bar for revenue). This loan will be paid back to the GF in 18/19.



### Community Development

Revenues: 86%

Expenses: 90%

Revenue comes from Lease Payments and Grants. This fund has 2 inter-fund loans, 1 of which is technically due next fiscal year. Options will be discussed during the budget process.



### Community Enhance Fund

Revenues: 41%

Expenses: 57%

Revenue comes from Grants for CCT-Police and Public Art projects donations & grants. The Gateway Project was completed recently.



### Street Fund

Revenues: 87%

Expenses: 88%

Revenue mainly comes from Motor Vehicle Tax and State Grants for current projects. Majority of expenses are transfers to PW Operations Fund and General Fund Support Services.

## ENTERPRISE FUNDS



### Water Fund

Revenues: 87%

Expenses: 89%

Revenue from sales is 109% against budget.



### Sewer Fund

Revenues: 72%

Expenses: 88%

Revenue from sales is 79% against budget.



### Storm Fund

Revenues: 94%

Expenses: 29%

Revenue from sales is at 77% against budget.



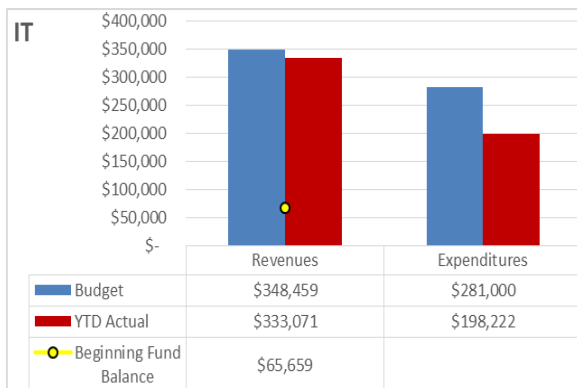
## INTERNAL SERVICE FUNDS



### Equipment Fund

Revenues: 100%

Expenses: 57%



### IT Fund

Revenues: 96%

Expenses: 71%



### PW Operations Fund

Revenues: 97%

Expenses: 74%



### Facility Major Maintenance Fund

Revenues: 100%

Expenses: 74%

## SDC FUNDS

### Water SDC Fund

Revenues: 98%

Expenses: 2%



### Sewer SDC Fund

Revenues: 95%

Expenses: 1%



### Storm SDC Fund

Revenues: 96%

Expenses: 1%



### Street SDC Fund

Revenues: 99%

Expenses: 1%



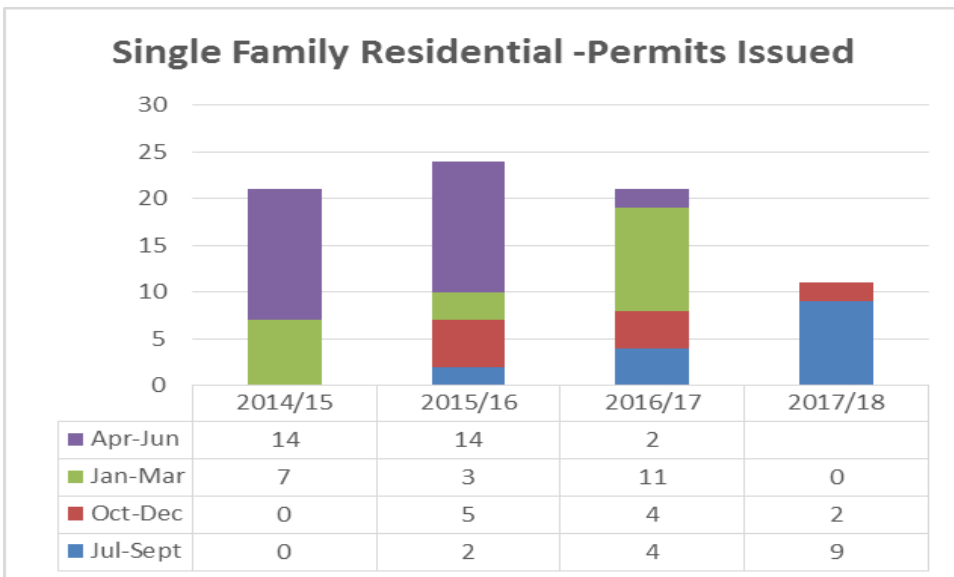
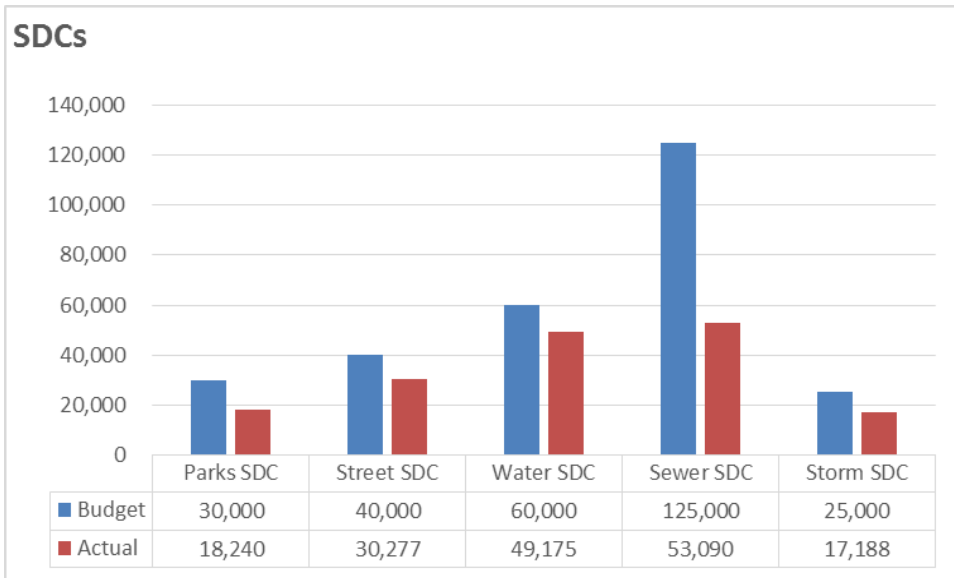
### Parks SDC Fund

Revenues: 88%

Expenses: 1%



## SDC & DEVELOPMENT OVERVIEW



# St. Helens Riverfront Connector Plan



## City Council Update #1

Task 4.10: City staff shall brief the City Council on the project work to date at a regularly scheduled City Council Meeting.

April 11, 2018

ST. HELENS RIVERFRONT CONNECTOR PLAN

Work Plan Summary

TASK 1:  
Project Start-up & Management

TASK 2:  
Citizen/Public & Agency  
Involvement & Project Kick-off

TASK 3:  
Develop Project Vision, Goals &  
Guiding Principles

TASK 4:  
Existing Conditions,  
Opportunities & Constraints

TASK 5:  
Draft Riverfront Connector Plan  
Design Options &  
Implementation Strategy

TASK 6:  
Corridor Master Plan Design  
Option Evaluation

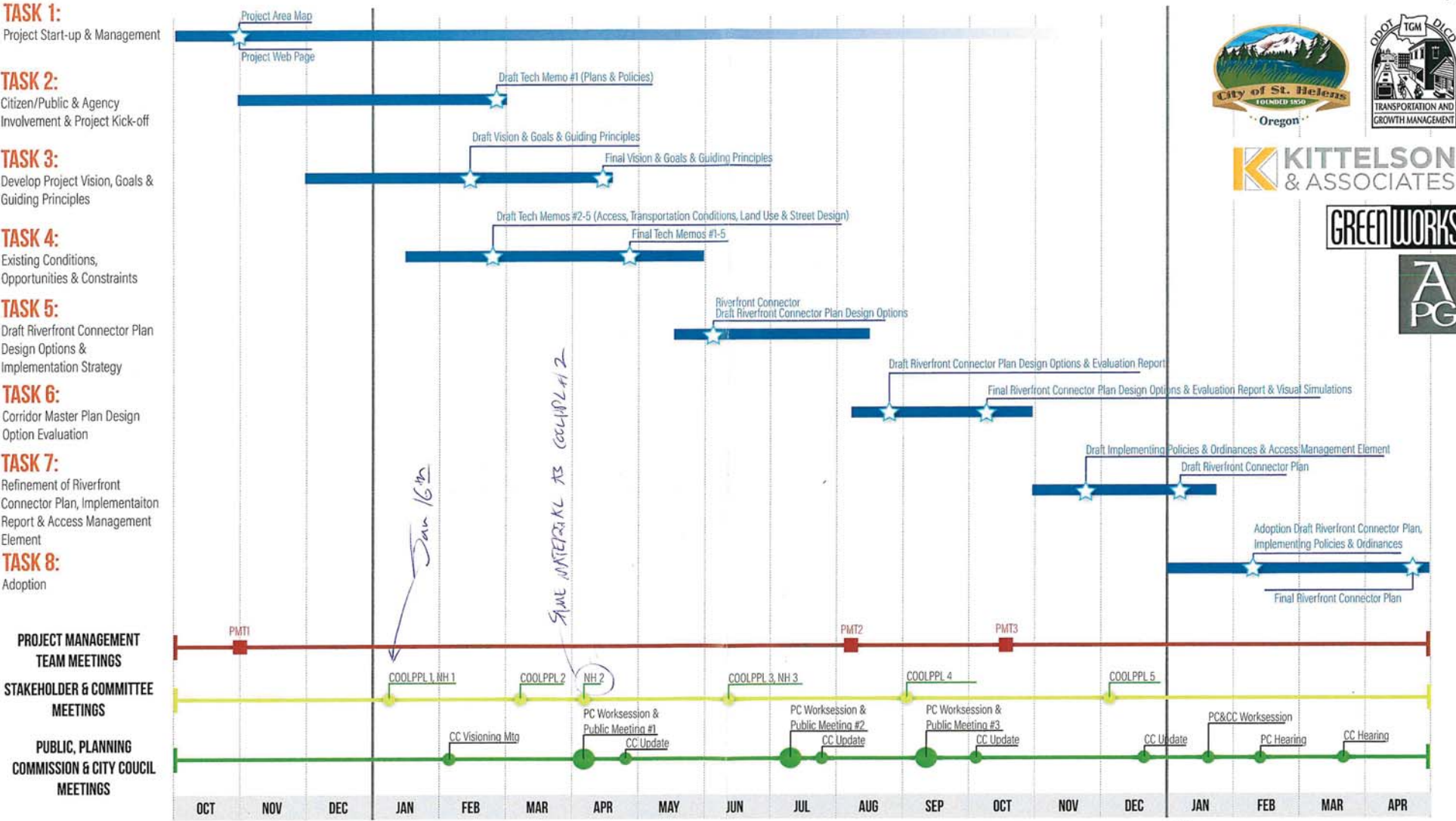
TASK 7:  
Refinement of Riverfront  
Connector Plan, Implementaiton  
Report & Access Management  
Element

TASK 8:  
Adoption



KITTELSON  
& ASSOCIATES

GREENWORKS



Rev 10/5/2017

Grand goes to same as there is contingency time built in



	Member Name	Organization
1	Scott Jensen	Port of St. Helens Planner
2	Nichole Perry	Citizen/Resident
3	Lonny Welter	Columbia County Transportation Planner
4	Julie Stenberg	Citizen/Resident
5	Sue Nelson	City Public Works Engineering Director
6	Neal Sheppeard	City Public Works Operations Director
7	John Walsh	City Administrator
8	Rick Scholl	Mayor
9	Ginny Carlson	City Councilor
10	Jacob Graichen	City Planner
11	Jenny Dimsho	Associate Planner

# COOLPPL Roster

## Committee Overseeing Overt Long-range Passageway Planning



# Plans and Policy Review



- **Statewide Planning Context**
  - Plans/policies related to US 30
- **Local Planning Context**
  - Waterfront planning (e.g., Framework Plan)
  - Branding & Wayfinding Master Plan
  - Urban Renewal Plan
  - St. Helens Strategic Plan
  - St. Helens Economic Development Plan



# Project Vision, Goals and Guiding Principles

- **Addresses entire corridor as well as individual segments**
- **Focuses on:**
  - Planning and community involvement
  - Economy and business support
  - Transportation safety and mobility
  - Connectivity and streetscape aesthetics



# Existing Traffic Conditions

- Roadway Facilities
- Bicycle & Pedestrian Facilities
- Transit Facilities
- Traffic Safety

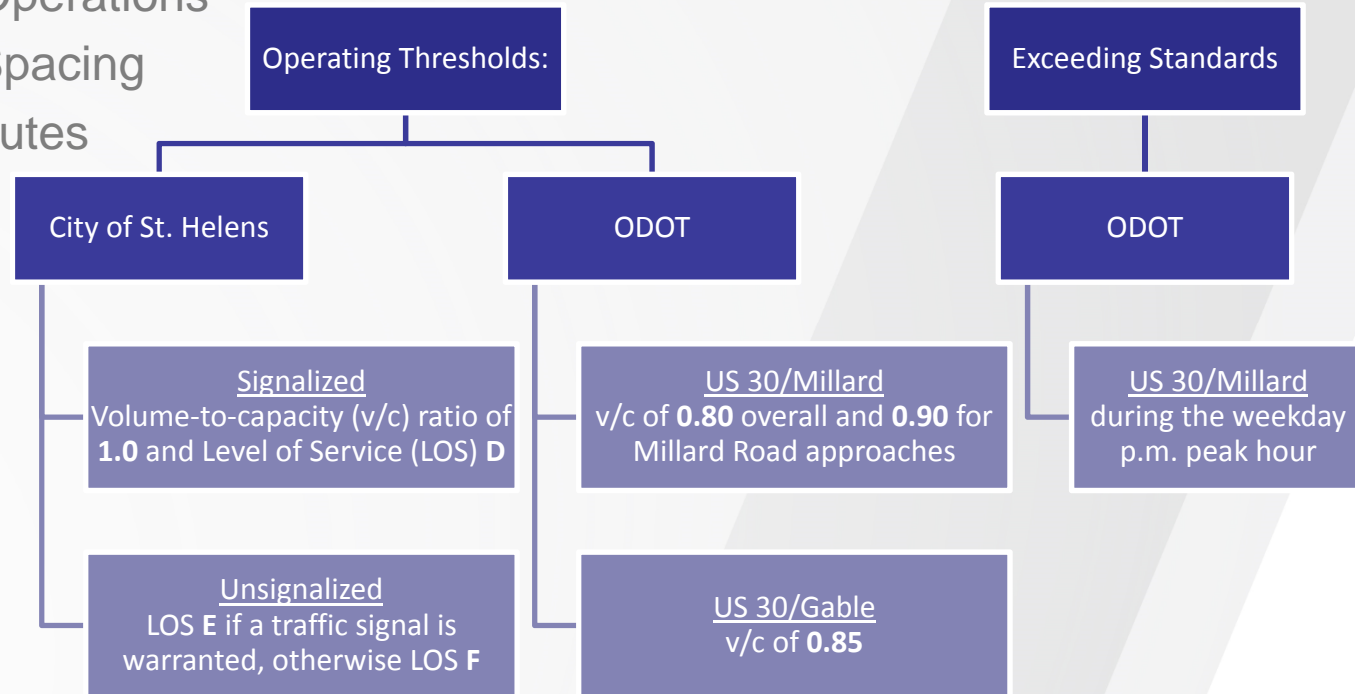


# Existing Traffic Conditions



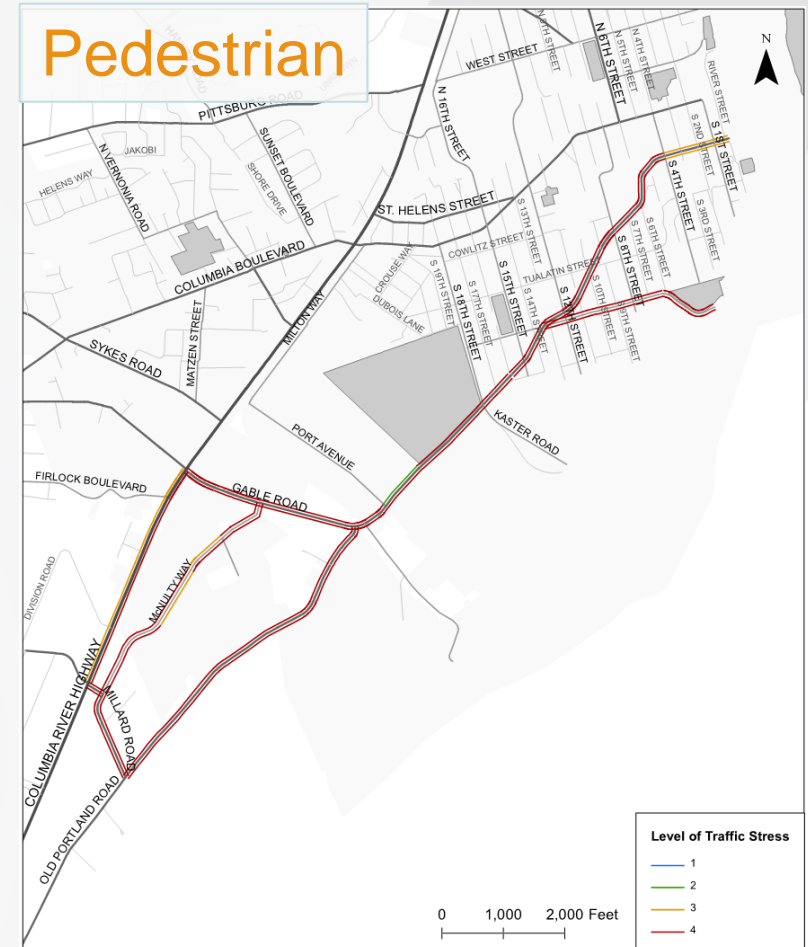
## ■ Roadway Facilities

- Roadway Connectivity
- Roadway characteristics
- Vehicle Operations
- Access Spacing
- Truck Routes



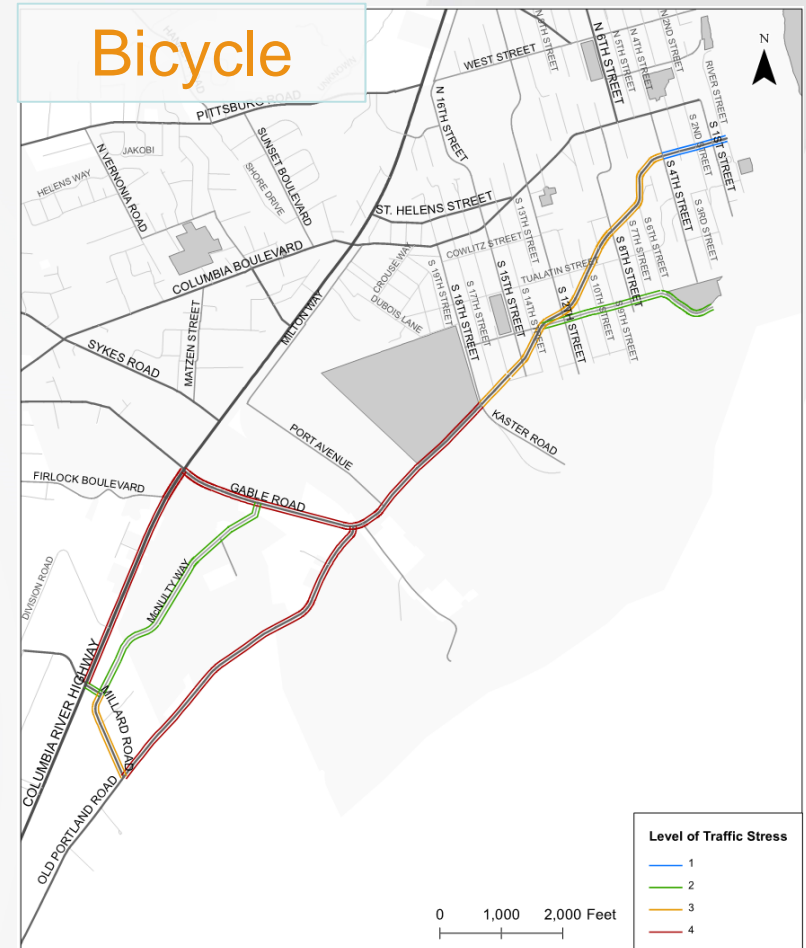
# Existing Traffic Conditions

- Pedestrian and Bicycle Facilities
  - Sidewalks, crosswalks
  - On-street bike lanes, shared roadways
  - Shared-use paths and trails
  - Level of Traffic Stress



# Existing Traffic Conditions

- Pedestrian and Bicycle Facilities
  - Sidewalks, crosswalks
  - On-street bike lanes, shared roadways
  - Shared-use paths and trails
  - Level of Traffic Stress





# Existing Traffic Conditions

- **Traffic Safety**
  - Critical crash rate
  - Observed crash rate
    - **S 1<sup>st</sup> Street/St. Helens Street**
    - **Port Avenue/Old Portland Road**
    - **Millard Road/US 30**
    - **Millard Road Segment**

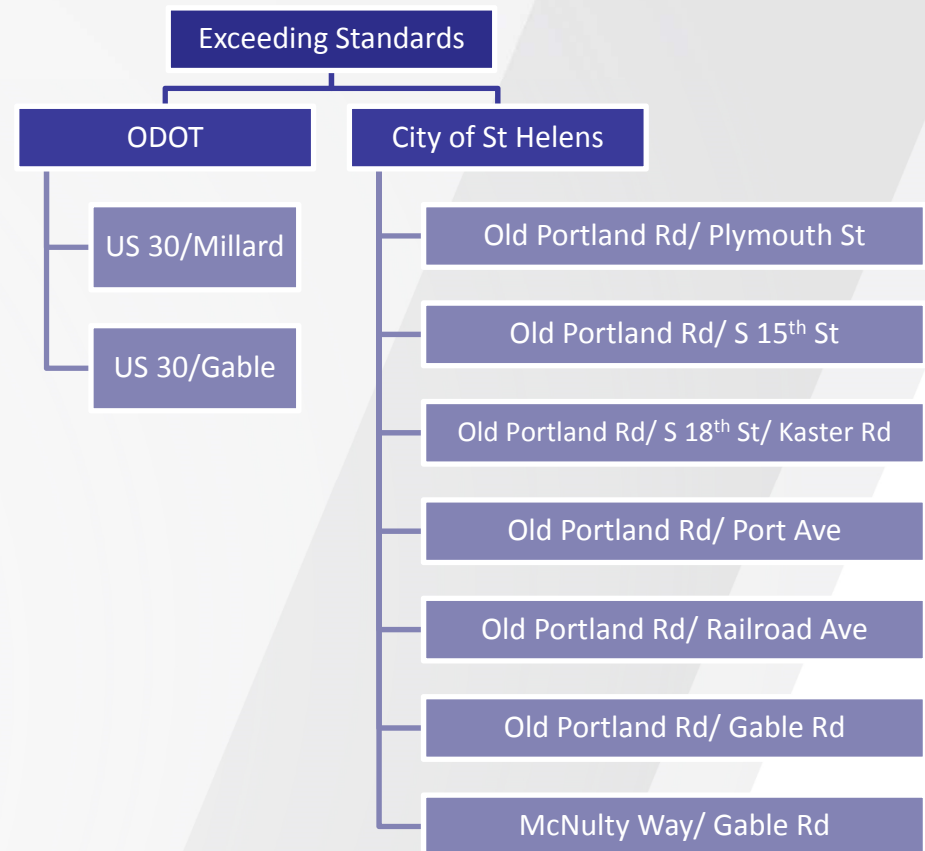
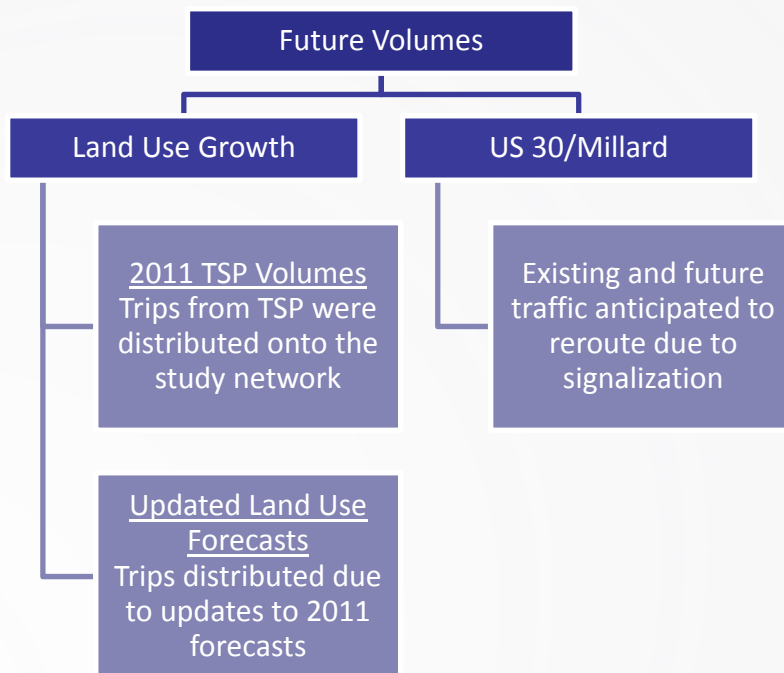


# Future Baseline Traffic Conditions



## Future Baseline 2031 Traffic Conditions

- Traffic volume development
- Traffic operations

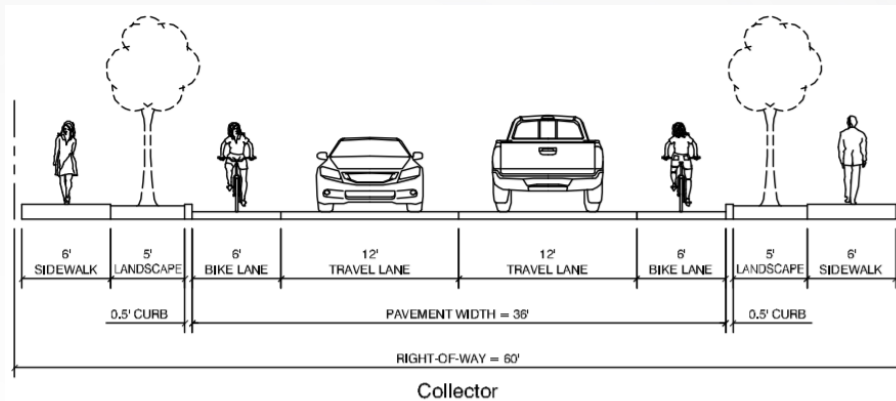


# Future Baseline Traffic Conditions

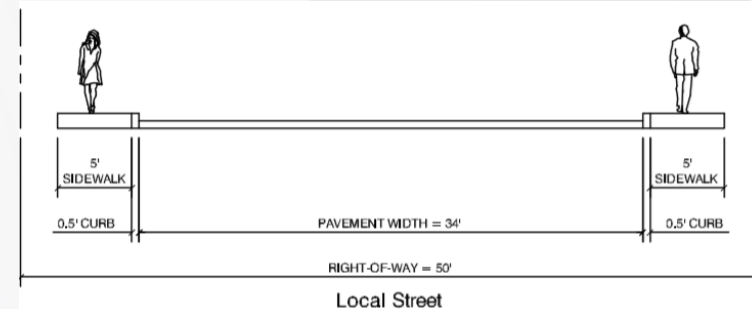


## ■ Pedestrian and Bicycle Improvements

**PLTS 2 and BLTS 4**  
on US 30, Gable Road, Old Portland  
Road (S 18<sup>th</sup> St to Millard Rd)



**PLTS 1 and BLTS 1**  
on Millard Road, Old Portland Road  
(S 18<sup>th</sup> St to S 1<sup>st</sup> St), Plymouth  
Street, McNulty Way

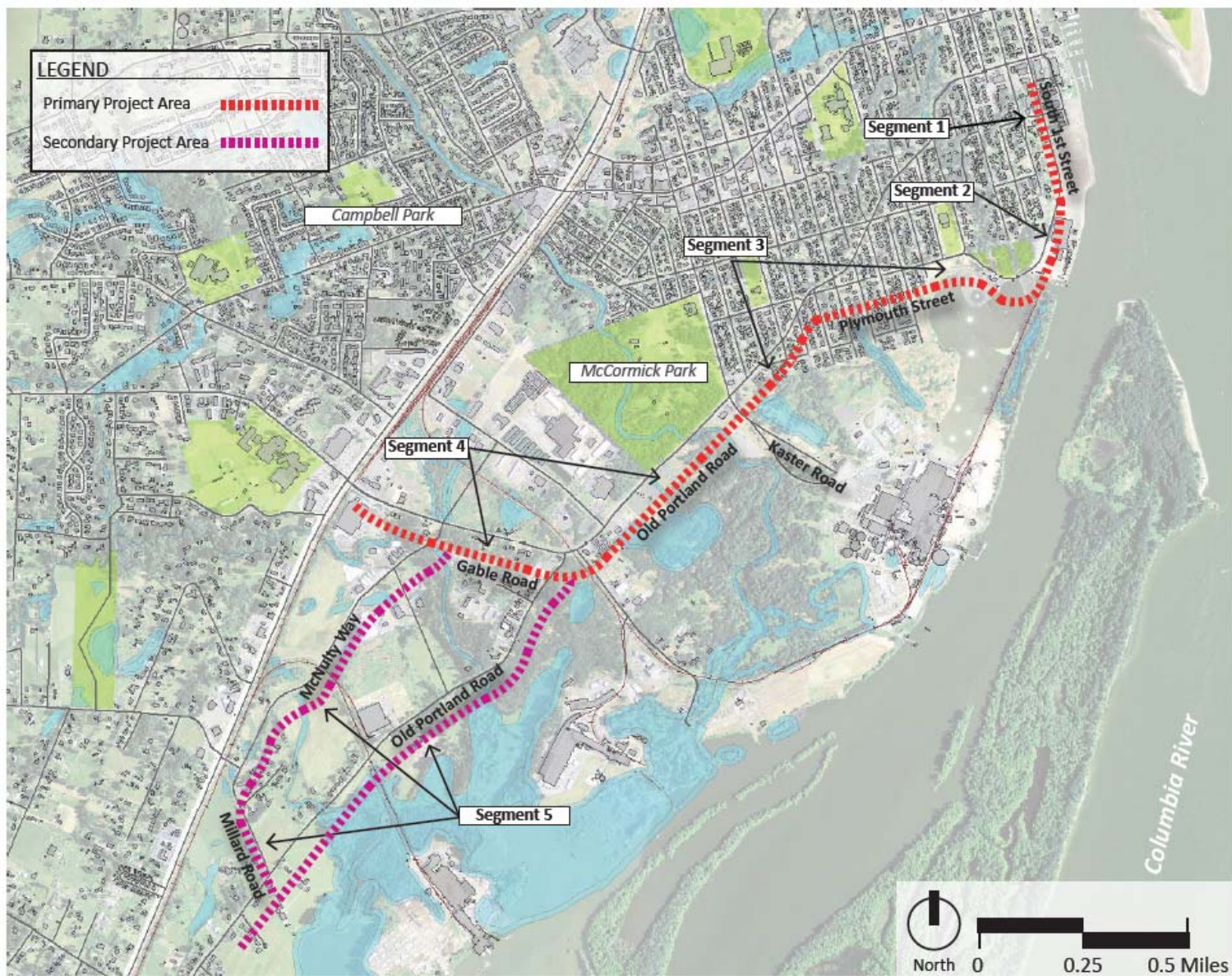


# Land Use and Urban Design



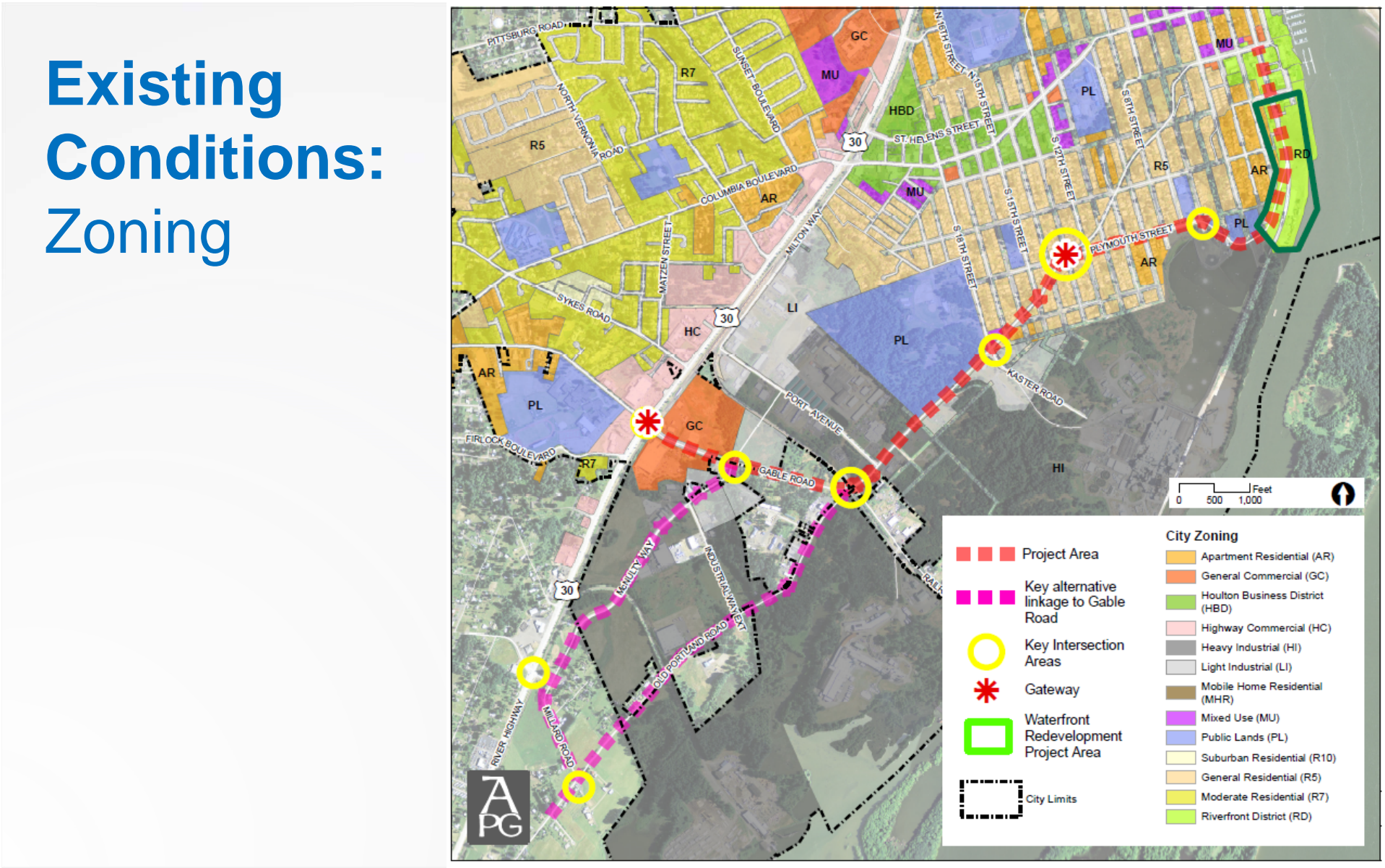


# Project Area Segments





# Existing Conditions: Zoning



# Streetscape Design Toolkit

- Traffic Calming Features
- Pedestrian Amenities
- Civic Identity & Wayfinding
- Green Street Strategies





# Traffic Calming Features

- Curb Extensions
- Mid-Block Crossings



# Traffic Calming Features

- Crosswalk Enhancements
- Intersection Treatments
- Roundabouts





# Pedestrian Amenities

- Paving Materials:  
Concrete, Unit Pavers, Combinations & Artistic



# Pedestrian Amenities

- Pedestrian Lighting
- Benches & Seatwalls





# Pedestrian Amenities



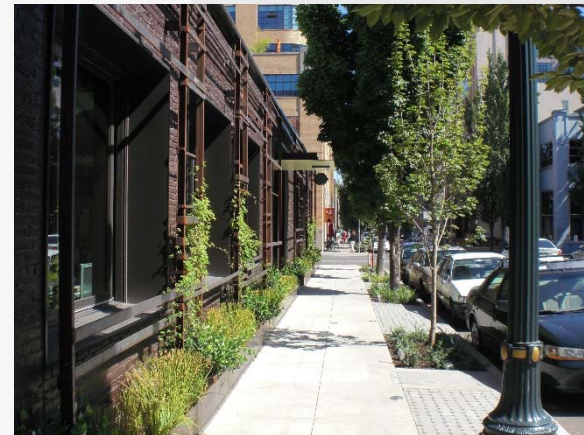
- Street Furnishings:  
Bicycle Racks, Waste Receptacles,  
Drinking Fountains, Bollards  
& Tree Grates





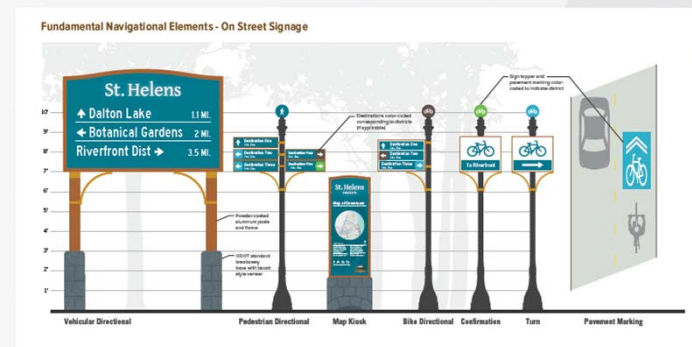
# Pedestrian Amenities

- Planting Areas
- Street Trees



# Civic Identity & Wayfinding

- Gateway Monuments
- Signage & Trailheads





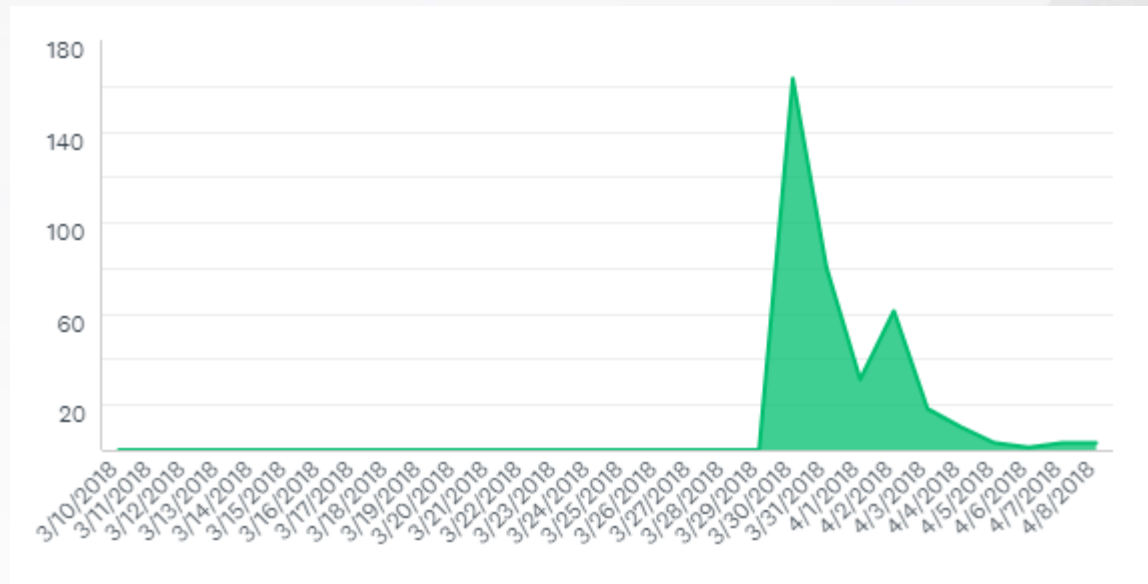
# Green Street Strategies



- Stormwater Planters
- Vegetated Swales & Conveyance Channels



## Online Open House – as of 9am April 2, 2018

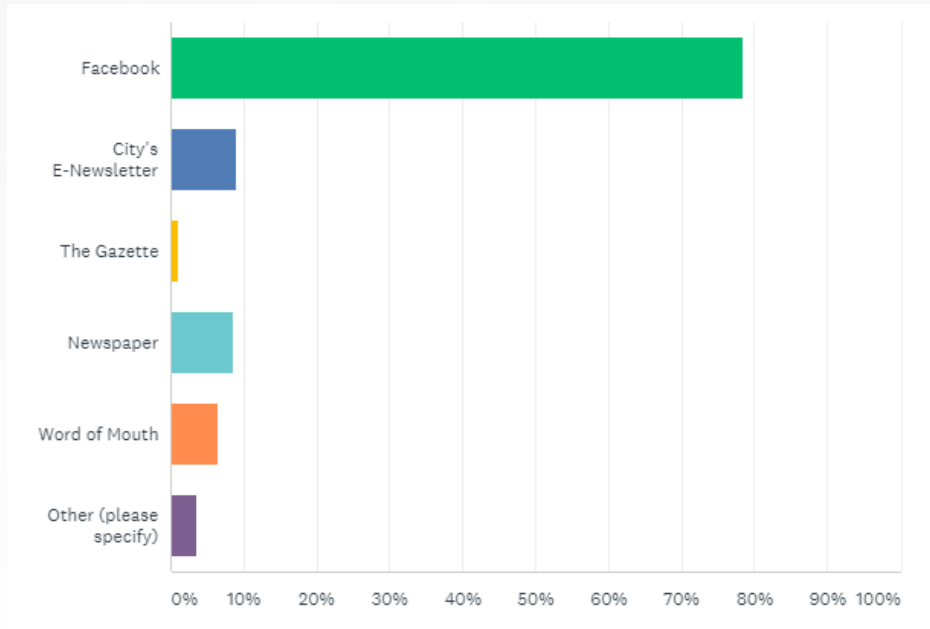


373 total responses

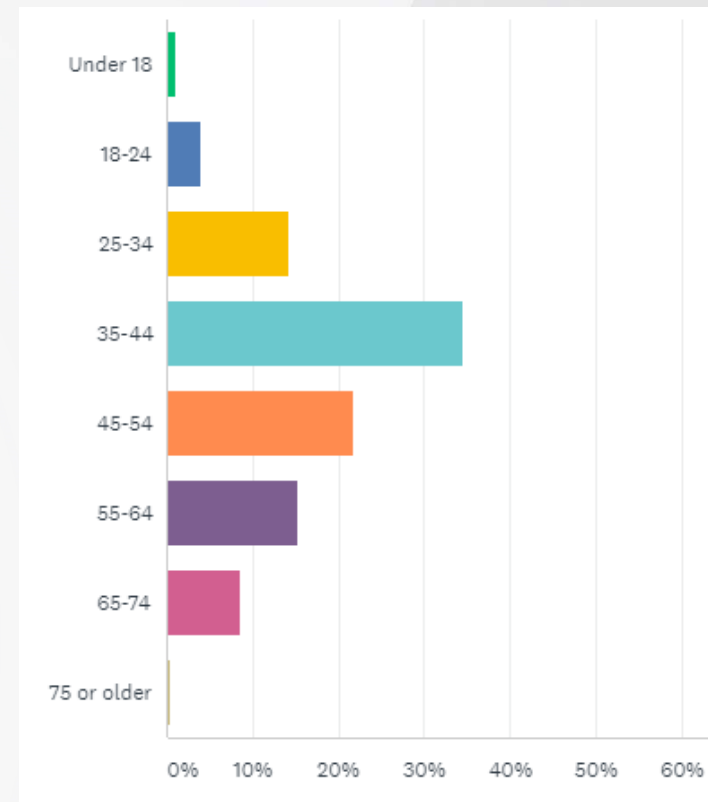
# Online Open House – as of 9am Monday



## How did you hear about this survey?



## What is your age?

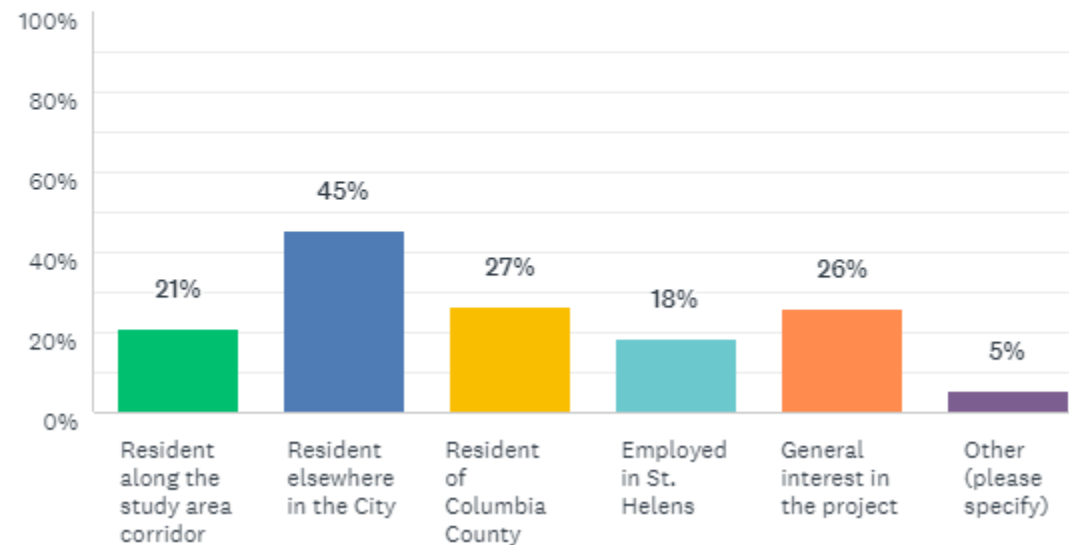


# Online Open House – as of 9am Monday



What's your interest in this project? Please check all that apply.

Answered: 371 Skipped: 2



## Online Open House – as of 9am Monday



- **Comment themes:**

- Desire for a pedestrian- and bike-friendly waterfront
- Concern about taking traffic away from commercial corridors (Columbia Blvd and St Helens St)
- Need for ADA-compatible sidewalks
- Concern with heavy vehicle traffic
- Concern with safety/high speeds on these roads today
- Concern about the cost of various types of improvements



Project Website: <http://www.riverfrontconnectorplan.com/>

Interactive Map: <http://maps.kittelson.com/sthelensconnectorplan>

Online Open House: <https://www.surveymonkey.com/r/riverfrontconnector>  
--limited time--

This Project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. **This TGM grant is financed, in part, by federal Fixing America's Surface Transportation Act ("FAST Act"), local government, and the State of Oregon funds.**

Grant Amount: \$208,550







## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 18, 2018

---

*Business License Report* attached.

*Suggestion Boxes Report* attached.

## BUSINESS LICENSE REPORT

City Department Approval: April 02, 2018

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

Signature: <u>JM</u>
Date: <u>4/2/18</u>

### RESIDENT BUSINESS – RENEWAL 2018

- |  |                      |
|--|----------------------|
| <input type="checkbox"/> COLUMBIA ELECTRIC FEED & SEED   | FARM/GARDEN          |
| <input type="checkbox"/> GEA BELLE BARKER LMT            | MASSAGE              |
| <input type="checkbox"/> NORTHWEST ARTISAN COALITION LLC | CANNABIS NURSERY     |
| <input type="checkbox"/> *TCS NORTHWEST LLC              | CONSTRUCTION-GENERAL |

### RESIDENT BUSINESS – NEW 2018

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> ASCENDING OPTICS LLC | DRONE DATA               |
| <input type="checkbox"/> CHRISTINE SPRENGER   | SECONDHAND SALES         |
| <input type="checkbox"/> DES RES DESIGN       | ARCHITECTURAL DRAFTING   |
| <input type="checkbox"/> JIJ EARTHMOVERS, LLC | GRADING FOR CONSTRUCTION |
| <input type="checkbox"/>                      |                          |

### NON-RESIDENT BUSINESS - 2018

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> CR CONTRACTING, LLC                  | PAVEMENT MAINTENANCE    |
| <input type="checkbox"/> FRONTIER ROOFING & CONSTRUCTION, LLC | ROOFING                 |
| <input type="checkbox"/> GUARDIAN FIRE PROTECTION             | FIRE PROTECTION SYSTEM  |
| <input type="checkbox"/> JRT MECHANICAL INC                   | PLUMBING/HVAC           |
| <input type="checkbox"/> KLS SURVEYING INC                    | LAND SURVEYING          |
| <input type="checkbox"/> PRO FLAME LLC                        | FIREPLACE INSTALLATIONS |
| <input type="checkbox"/> ROBERT LLOYD SHEET METAL             | HVAC CONTRACTOR         |
| <input type="checkbox"/> SNYDER ROOFING OF OREGON LLC         | ROOFING                 |
| <input type="checkbox"/> SYGNET SOLUTIONS LLC                 | SEWER REPAIR            |
| <input type="checkbox"/> TURNEY EXCAVATING INC.               | EXCAVATING              |

### RENTALS - 2018

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> R & D PROPERTIES        | HOME RENTALS      |
| <input type="checkbox"/> COL. ELECT. FEED & SEED | COMMERCIAL RENTAL |

\*Denotes In-Home Business

---

**MISCELLANEOUS - 2018**

---

- |                          |                               |                    |
|--------------------------|-------------------------------|--------------------|
| <input type="checkbox"/> | DIVERSIFIED HEATING & COOLING | HVAC               |
| <input type="checkbox"/> | FRAMING FORCE, INC            | GENERAL CONTRACTOR |

# Suggestion Boxes

## City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
1/10/18	I believe you should keep this court and they treat you fairly	None	No	Brian M	N/A	4/18/18			
1/10/18	Great event great & made me feel very welcome to be here. I never felt so good to be here in the past as I have today & look forward to resolving the issue at hand	None	No	(Illegible)	N/A	4/18/18			
1/10/18	Well I really love how I've been treated since we got the new D.A. There is a lot more smiles in the court room and it's good to know that there are people in the system that actually try and help you out.	None	No	Thomas V. Warren	N/A	4/18/18			
1/8/18	You are treating me fair.	None	No	Jeff A Miller	N/A	4/18/18			
2/1/18	I am happy with Lances' decision. I thank him for the honor and respect he has shown. I could hug him but I won't. Thank you very much	None	No	Lauralie Wendlandt	N/A	4/18/18			
2/1/18	I think ADA Auturney talk and I think is good and understanding Keep it up!	None	No	None	N/A	4/18/18			

## Suggestion Boxes

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
1/10/18	I feel that this court staff has been great they really make me feel like we are all in this together. I value and would like to keep the St Helens municipal court.	Keep the St. Helens Municipal Court	No	Charles Tuell 971-678-7446	N/A	4/18/18			

### City Hall –Water Department Lobby/ City Hall –Council Chambers Lobby/ City Hall – 2<sup>nd</sup> Floor Lobby City Hall – 1<sup>st</sup> Floor Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
---------------	---------	------------	---------------------	------------------------------	---------------------------------	----------------------------	----------------	-------------------------	-------------

None received.


### Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
02/12/18	This City claims to own property on the side of roads, then why on east side of S. 12 <sup>th</sup> Tualatin so messed up Potholes + mud up and down the street.	Paving corner Cover mud w/Heavy packed gravel and how 'bout Ramping sidewalks that need it!	No	John D. Nace	N/A	04/18/18	Sue		

## Suggestion Boxes

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
02/24/18	<p>(See other side)</p> <p>Your requirements to get a library card are ridiculous. I have a Multnomah County card, a Scappoose card and a Washingto Co Card. Not <u>one</u> of them had the ludicrous rules that you do. If you are trying to discourage people from using the library, you are succeeding. You suck. And your “collection agency” reason is stupid.</p>	CHANGE YOUR POLICY NOW!!!	Yes	<p>Greg Garner</p> <p>emailgreg.garner@gmail.com</p>	Poor	04/18/18	Margaret		

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	18 April 2018	
<b>Subject:</b>	March Public Works Status Summary	

## Engineering

1. Awarded two project bids – Columbia Blvd. Sewer Repair and 2018 Crack Sealing Project.
2. Worked with Engineering Consultant doing design work on the Gable Road Improvement project.
3. Reviewed plans for improvements on McBride Street for a new commercial development.
4. Reviewed and approved plans for frontage improvements for 2130 Gable Road.
5. See complete report.

## Parks

1. Pruned, planted and replaced multiple street trees.
2. Placed picnic tables on waterfront property; repaired gate and table on waterfront property.
3. Started prep work on all ball fields – power raking, spraying, fertilizing.
4. Hosted the annual employee Chili Cook Off.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 2 standard water meters with new radio read meters.
2. Worked on clearing and cleaning St. Helens Industrial Park site.
3. Installed features on waterfront property for new Fairyland attraction.
4. Performed multiple water line improvements and repairs.
5. Serviced and/or made repairs on 32 vehicles and/or equipment.
6. Responded to nine after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 43.5 million gallons of filtered drinking water, an average of 1.4 million gal/day.
2. Performed some building maintenance.
3. Completed final inspection and approval of revamped alarm system.
4. Recalibrated turbidity meters and applied computer updates.
5. See complete report.

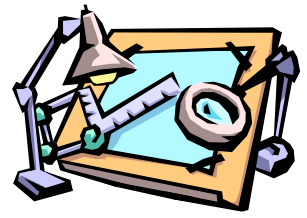
## Waste Water Treatment Plant

1. Had electrical work performed on various aerators in the secondary lagoon.
2. Cleaned headworks and north and south contact tanks.
3. Pretreatment Program: Completed site visit to ORPET; met with Cascades to review sampler.
4. See complete report.



## Engineering Department Status Report

11 April 2018



### DEVELOPMENT PROJECTS

#### *Emerald Meadows Subdivision Construction Permit*

Work continues on the public infrastructure in this new subdivision, located near the intersection of Pittsburg and N. Vernonia Roads. All construction is the responsibility of the Developer and included street frontage improvements on N. Vernonia Road and Pittsburg Road.

#### *Elk Ridge Estates Phase VI*

The Contractor continues to work on constructing the small booster pump station, and has also chipped away some of the rock bluff at the entrance to the whole subdivision at Hankey Road, improving sight distance. However, more rock needs to be removed to ensure safer conditions at the intersection.

#### *Proposed New Medical Building*

Plans for public sewer, water, and storm drain have been reviewed three times and returned to the Engineer for some (hopefully) final revisions. The plans are specific to one lot that will be created by the subdivision of commercial property from the previous Violett's Villa site. The Developer plans to begin site grading and start construction of the on-site watermain in the near future.

#### *Columbia County Education Campus*

These plans are ready to approve whenever the school district is prepared to start construction. The last communication with them indicates that they would like to start preliminary grading of the site within the next month.

#### *2130 Gable Road Improvements*

Reviewed and approved plans for frontage improvements for the John L. Jersey property located at 2130 Gable Road. The improvements will include new curb, sidewalk, storm drainage, and street trees.

### WATER PROJECTS

#### *Columbia County Education Campus Waterline Extension*

Plans are approved and the District is hoping to start the construction with the site grading for the Middle School construction.

#### *Water Management and Conservation Plan Benchmark Update*

The required 5-year benchmark update was submitted and accepted by the Oregon Water Resources Department.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### *Pump Station No. 2 Suction Pipe Replacement Project*

Work is anticipated to begin before mid-April and should be complete within two weeks.

#### *S. 7<sup>th</sup> Street & Columbia Boulevard Sanitary Sewer Replacement*

This project was awarded to Turney Excavating Inc. at the March 21 City Council Regular Session. The project includes replacement of approximately 620 feet of 8-inch and 10-inch diameter sanitary sewer



pipe, mainly located in Columbia Boulevard between S. 7<sup>th</sup> and N. 6<sup>th</sup> Streets. Construction is expected to start in April.

## **STREET AND TRANSPORTATION PROJECTS**

### 2018 Crack Sealing Project

This project was awarded to CR Contracting LLC at the March 21 City Council Regular Session. The project includes crack sealing of approximately 3.4 miles of roadway in 7 different locations. Work is scheduled to be complete before the end of June.

### St. Helens Riverfront Connector Project

Attended the second meeting of the Committee Overseeing Overt Long-range Passageway Planning. The group will work towards the goals and objectives that have been set for the project, which include identification of options to provide safe, convenient, multi-modal access to local business within the Riverfront District.

### Gable Road Improvement Project

Preliminary engineering is moving forward by the County's consultant, David Evans and Associates. Issues being looked at mostly include storm drainage, or lack thereof, and other utility impacts.

## **MISCELLANEOUS PROJECTS AND ACTIVITIES**

### Right-of-Way and Construction Permits

There were three Right-of-Way/Construction permits issued in March 2018 – two permits to Comcast for service installation and one permit to Century Link for work on Westboro Way.

### Grey Cliffs Park Improvements

Met with staff to review potential improvements to be completed with a recently approved grant. New amenities may include a restroom and a non-motorized boat launch.

### Training Workshops and Committee Meetings

Staff attended a demonstration of a potential new financial software system that would also process building permits.

Director attended the monthly Columbia County Traffic Safety Commission meeting.

Engineering and Public Works staff facilitated and attended the monthly Utility Coordinating Meeting. Representatives of all the local franchise utilities meet to discuss current and upcoming projects, which ensures that all agencies are aware of ongoing activities and helps to avoid conflicts.



## Parks Department for March 2018



Daily duties were performed which include: cleaning restrooms, garbage pickup, and general parks maintenance.

Repaired a gate on the riverfront property  
Repaired a picnic table on the riverfront property  
Cut up downed trees at McCormick Park  
Removed the brush piles from Grey Cliffs Park  
Performed mower maintenance  
Power raked Campbell Park ballfields  
Pruned street trees  
Planted street trees  
Replaced broken and dead street trees  
Tractor maintenance  
Placed anchors for picnic tables on the waterfront  
Moved tables to the waterfront  
Repaired bleachers at Campbell and McCormick Parks  
Fertilized the Tee-Ball fields  
Painted and repaired picnic tables  
Power raked 6<sup>th</sup> Street Park ball fields—  
Sprayed 6<sup>th</sup> Street Park ball field infields  
Cleaned parks shop

### **CHILI COOK OFF**

Disposed of roadkill ☹️  
Removed graffiti at Columbia View Park restrooms and gazebo  
Painted the restroom stall doors at Campbell Park  
Spread new gravel in the parking lot at Grey Cliffs Park  
Checked on a tree at N. 10<sup>th</sup> Street  
Swept the bike path to Columbia City

## **Public Works Work Report**

### **March 2018**

#### **Water Dept:**

Installed 2 radio read meters  
Read heavy users  
Read meters  
Paint inside PW shop  
Replaced angle stop at 494 N. 12<sup>th</sup> St.  
Replaced angle stop and meter box at 170 Columbia Blvd.  
Replaced angle stop at 289 Sunset Blvd.  
Repaired leak on main 400 blk N. 13<sup>th</sup> St.  
Filled and tested reservoir  
Stood by when divers were in reservoir  
Worked on fire hydrant at DMV  
TVed sewer on Helens Way  
Replaced valve box at 271 Columbia Blvd.  
Replaced meter box and riser at 524 S. 14<sup>th</sup> St.  
Cleared valves with valve machine at Middle School  
Installed shut-off at 289 Sunset Blvd.  
Replaced shut-off at 104 N. River St.  
Installed new service at 134 N. River St.  
Worked on fairyland for several days

#### **Sewer Dept:**

Scott J. not here to do sewer records but Tim said they have been working at the Boise property the whole month.

#### **Call-Outs:**

Broken pipe at 154 N. 8<sup>th</sup> St.  
Water off for repair on S. 3rd St.  
Valve box popped out on Columbia Blvd.  
Telemetry alarm at shop  
Sewer plug on S. 11<sup>th</sup> St. – homeowner's side  
Water leak on Crescent Dr. – homeowner's side  
Water leak on Dubois Ln. – homeowner's side  
Sewage in yard at 791 St. Helens St. – homeowner's side  
Water leak on Sykes Rd – was McNulty

#### **Miscellaneous:**

Swept streets  
Marked 77 locates  
Checked wells & reservoirs daily

## Monthly Report March 1<sup>st</sup> to 31<sup>st</sup>

### March 1<sup>st</sup>

- Pw Picked up and delivered a new Air compressor to the sweeper shed at the Public work department
- PW #40 Looked at the battery and checked the radios and the emergency lights ordered a new battery

### March 2<sup>nd</sup>

- Shop Clean restroom and shop sink swept the floor
- PW Checked on equipment
- Parks Checked on equipment
- Brett Doc. Appointment 2hrs early

### March 5<sup>th</sup>

- PW #76 Jump started the truck after we found that the radio's had been left on again
- PW #71 Jump started the pickup
- PW #15 Installed a new battery
- PW #40 Installed anew battery and started a service

### March 6<sup>th</sup>

- PW Went to Portland to pick up the new paint machine and some other things
- PW #34 Tightened up a couple of hydraulic fittings

### March 7<sup>th</sup>

- PW Installed another paint gun on the new paint machine
- PW #34 The hydraulic quick coupler broke off the boom of the excavator removed the rest of it calling on prices for a new one
- PW #2 Transmission goes into reverse very sluggishly need to do more looking to find the problem

### March 8<sup>th</sup>

- PW #2 Went to Portland and picked up oil for the backhoe, Drained the oil out of the transmission, Filled the oil back up and test drove, helped the transmission a little bit but not much needs to go to Portland to be diagnosed and repaired.

### March 9<sup>th</sup>

- PW #2 Drained all Hydraulic fluid for the system removed hydraulic filter filled with appropriate oil Reinstalled the filter and test ran, pressure washed the outside of the machine and vacuumed the inside of the machine out
- Keith Sick

### March 12<sup>th</sup>

- PW #5 Welded a brace back on the hammer
- Police S-7 Installed two new tires
- Police S-10 Checked the vehicle
- PW #33 Went to Rocky point the trailer had a brake problem caged the brake can and cut the air off to that one air can and brought it home

March 13<sup>th</sup>

PW #35 Removed wheels and tire, brake drum and shoes from the rear axle of trailer lubed up the rollers on the shoes and lubed up the S-cam that operates the shoe. Lubed the entire trailer checked all brakes.

March 14<sup>th</sup>

Office Computer work

PW #23 Installed a new hydraulic line tightened up the mower deck mounting bolts and sharpened the blades

March 15<sup>th</sup>

Brett Vac. Day

March 16<sup>th</sup>

Brett Vac. Day

March 19<sup>th</sup>

Office Computer work filled paper work

Parks Checked on the equipment

Police S-4 Full service, checked tires, made an appointment for an alignment at Eaton's

March 20<sup>th</sup>

Office Ordered parts for the road side mower

PW Meeting with Doug Morten at public works

WWTP #62 Installed a new battery in the truck

Shop Cleaned up around the tire machine

March 21<sup>st</sup>

PW #55 Replaced gutter brooms and checked all fluids

Shop Cleaned the parts washer basin

March 22<sup>nd</sup>

Office Computer work filled paper work

PW Unloaded a truck load of catch basins

PW #80 Filled the propane tank

March 23<sup>rd</sup>

Shop Cleaned the restroom and the shop sink

PW #1 Installed new batteries

March 26<sup>th</sup>

Office Computer work

Shop Cleaned up around the tire area

PW Picked up oil for the trucks

March 27<sup>th</sup>

PW Fabricated plates for Roger

PW Cleaned up the main bay of the shop

March 28<sup>th</sup>

Police S-4 Replaced the front brakes and rotors

Brett Vacation

March 29<sup>th</sup>

Brett Vacation

March 30<sup>th</sup>

Brett Vacation



**City of St. Helens, Oregon**  
Public Works  
Water Filtration Facility  
PWS 4100724  
P.O. Box 278  
St. Helens, OR 97051  
PH: (503) 397-1311 FAX: (503) 397-3351



## Water Filtration Facility Journal March 2018

Water Production: 43.5 million gallons, which averages 1.4 million gallons per day

**Week 1** Produced and sent February OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Ordered bleach for delivery next week. DTS, Bob Johnston, Chief Smythe on site providing final inspection and approval of upgraded WFF fire alarm system.

**Week 2** Gathered and sent out the March 2018 LT2 (Giardia/Cryptosporidium) sample. Received a delivery of bleach. Guy up to the roof over the Sally Port to apply “drain king” to roof drain, seems to be not letting water down the spout. Ordered the Knox locking fire port locks. Looking up information to have a hydrostatic check performed on our fire sprinkler system, supposed to be done every 5 years. (First we have ever been informed about it). Placed an order to Hach for pH probe and reagents.

**Week 3** Fire department on site to install our Knox FDC locking port locks. Special meeting with Doug Morten at City Shops this morning, interesting to say the least. Received our Hach order and monthly reagents. Calibrated finished water pH probe.

**Week 4.** Received chlorine bleach delivery. Guy calibrated Turbidity meters. Applying updates on the computers.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator



# **WWTP Monthly Operations and Maintenance Report**

**March 2018**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 3/1-Arne here to rewire #18 and get parts list for #20. He also replaced the starter and overloads on #15.
- 3/14-Arne back to finish #20.
- 3/27-Aerator #12 in alarm. Runs in hand but not auto. Checked it out on the 29<sup>th</sup> and found anchor cable wrapped up in impeller.
- 3/28-Raised suction tube on SolarBee A at mill end because of the solids.
- 3/29-Arne here to work on #12 and lighting at sub 3 and 4.
- 3/30-Brought aerator #12 in to stand.

## **Primary System Report**

- All normal monthly routines complete

## **Pump Stations**

- 3/1-PS#9-Arne wired pumps up to Mission.
- 3/2-PS#11-Backflushed pumps.
- 3/7-PS#7-Generator fail alarm. Exercised manually and ran fine.
- 3/8-PS#7-Pump run time variance. Soft start on Pump 1 tripped when generator failed the previous day. Went over training on what to look for in that situation.
- 3/14-PS#1-Arne rewired antenna for better signal. Moved antenna up on pole next to lift station. He also removed old hour meters and plugged control panel holes at PS#8
- 3/16-PS#1-No run hours for lift station. Called Arne and he came back to connect the pumps to Mission.
- 3/16-PS#4 & 11-Cleaned grease off floats in wet well.
- 3/21-PS#6-Dye tested discharge line with public works.
- 3/29-PS#11-Public works found two upstream manholes surcharged due to the float positions in the wet well. Lowered the lead and lag floats but left off float above the pump.

## **Sodium Hypochlorite System**

- 2388 gallons used this month.
- 2770 gallons used last month.

## **Call-outs**

- No after hour call outs for March.

## **Plant**

- 3/5-TCMS here for quarterly maintenance.
- 3/8-Secondary temperature too high. Probe was left out of the water. Checked against back up probe and used those numbers.

- 3/15-Paul and Tory down to trim trees in park across road that obstruct camera view.
- 3/21-Cleaned headworks channel 2.
- 3/28-Cleaned north contact tank.
- 3/30-Cleaned south contact tank.

#### **Pretreatment**

- 3/6-ORPET site visit.
- 3/7-Met with Jeff South and Angeline from Cascades to go over sampler at mill end.
- 3/16-Talked to Jeff Watson about the permit and requirements.

#### **Other**

- 3/20-Took truck 69 to Joint Maintenance for new battery.

#### **Next Month**

- Quarterly sampling
- Pump Station #2 drawtube replacement.