



CITY COUNCIL WORK SESSION

Wednesday, June 20, 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 Work Session to Order - 1:00 p.m.**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
 - 3.A. Annual Insurance Agent Report - Chris Iverson of Hagan Hamilton Insurance
 - 3.B. Annual CDBG Revolving Loan Fund Program Report - Susan Wagner of C.A.T.
[CDBG Report 6-20-2018.pdf](#)
 - 3.C. Annual Parks Commission Report - John Brewington & Carmen Dunn
 - 3.D. Follow-up Regarding FARA Building - Tracie Murray
 - 3.E. Update on Riverfront Connector Plan - Jenny
[2018_06_04_Design_Options_pres - WS 2.pdf](#)
 - 3.F. Discussion Regarding Parking at End of Strand Street
[6-20-18_StrandParkingMemo.pdf](#)
 - 3.G. Discussion Regarding Parking Time Limits

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.**

3.H. Introduction of New Municipal Court Judge Amy Lindgren

4. **Department Reports**

4.A. Public Works Department Report
[PUBLIC WORKS - 5-2018PWDeptSummary.pdf](#)

5. **Council Reports**

6. **Other Business**

7. **Adjourn**

Executive Session - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e). 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.*

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Community Action Team's report on the Community Development Block Grant (CDBG)
Revolving Loan Fund Program for the 2017-2018 year

The City of St. Helens has been an active partner in the CDBG funded Northwest Oregon Regional Housing Rehabilitation Revolving Loan program since 1990. This very valuable program provides Zero Interest (0%) 30-year loans to low- and very-low income homeowners of single family homes and manufactured homes built after 1977 which are on the owner's private property. This funding is very crucial, as it provides loans, not just to the initial borrower, but to other homeowners as the funds are able to be recycled after the initial repayment.

The City of St. Helens revolving funds continue to be used for rehabilitation projects. There are approximately 34 loans currently outstanding, and three loans were repaid in the last year.

Columbia County received a CDBG grant in the amount of \$300,000 in 2015, and has just recently closed the program. The funds were utilized in all three counties (Columbia, Clatsop and Tillamook) and were used in the form of grants. This enabled CAT to serve Manufactured Homes in manufactured home parks something which had not been able to be done in previous rehabilitation programs. 20 homes were assisted through the program. CAT used our weatherization program to stretch the funds utilized for several of the projects.

The Self Help Acquisition Rehabilitation Program (SHARP) ending in November of 2017, and we were able to create 15 new homeowners through that program. It is for low to very low income families to provide home ownership. Unfortunately, the market was, and continues to be a sellers' market, creating a great hurdle to low-income households wishing to become homeowners.

CAT does have several new programs:

1. **Self-Help Owner Occupied Rehabilitation Program (SHOORP).** This program allows homeowners to utilize CAT's technical skills and funding sources to assist low- and very-low income homeowners to complete repairs either on their own or with volunteers, limiting contractor work to a minimum thereby saving the homeowner a substantial amount of money while building equity through the improvement of their home.
2. **Veteran's Home Repair Program,** funded through the State of Oregon to assist veteran homeowners with repairs to their homes. This may be done by contractors, or whenever possible, through the SHOORP program if the Veteran is capable of doing their own work through their own wherewithal or with volunteers.
3. **Community Development Block Grant** – The City of Astoria was successful with their CDBG grant submitted December 31, 2017, for \$400,000, so they are just now getting up and running for the new Housing Rehabilitation Loan Program. This program will be the standard revolving loan program, serving stick-built homes and manufactured homes built after 1977 on private land.
4. **Down Payment Assistance** – Funds up to \$15,000 are available to 1st time qualified homebuyers. CAT works as the processor for this program.
5. **Healthy Homes** – This program provides home repairs and accessibility upgrades and repairs for persons on OHP who have environmental issues which cause slips and falls, chronic and/or respiratory illnesses which result in repeated doctor and hospital visits.

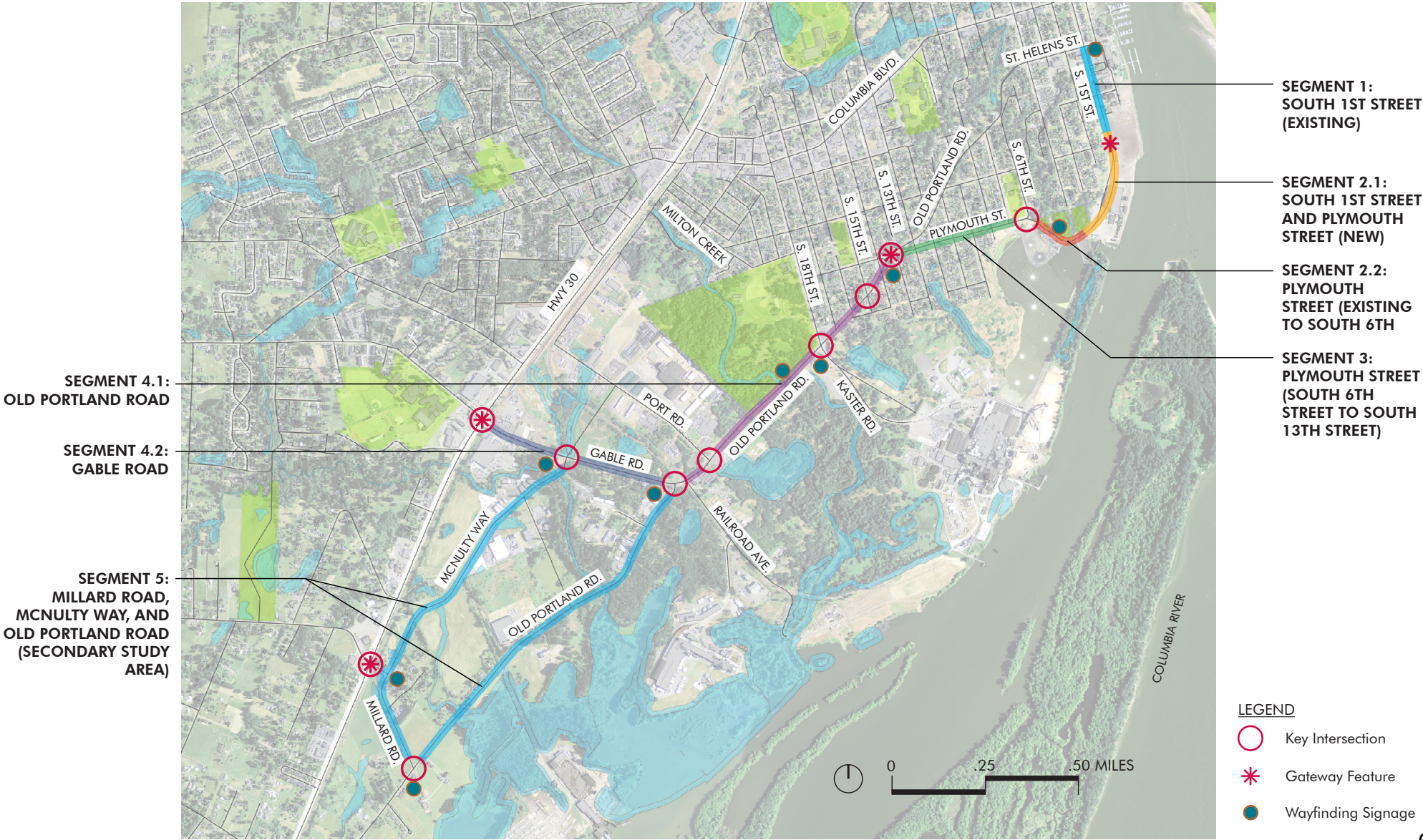
Draft Design Options

ST. HELENS RIVERFRONT CONNECTOR PLAN

June 4, 2018 **DRAFT**

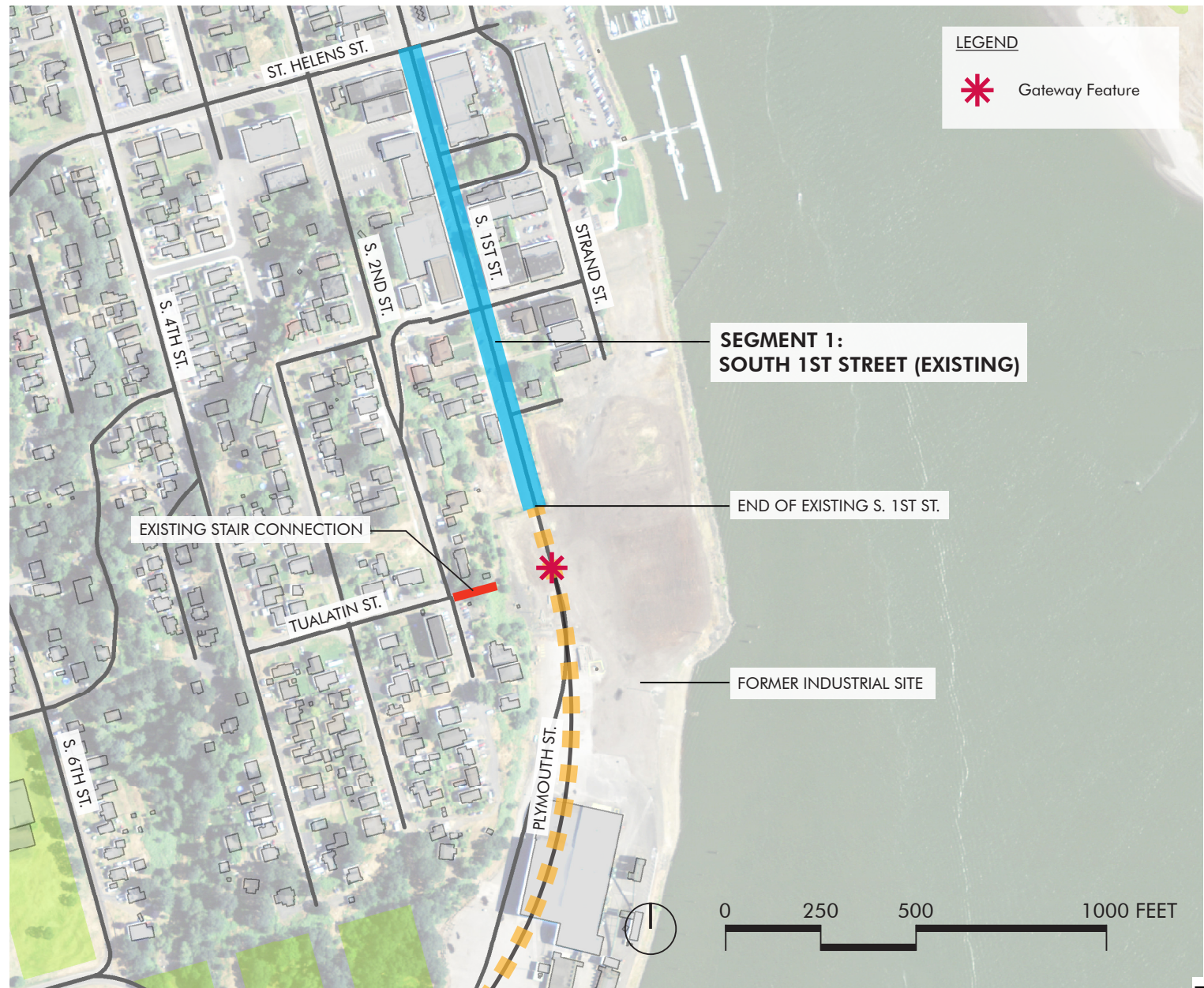


Project Area



SEGMENT 1: SOUTH 1ST STREET (EXISTING) (St. Helens St. to End of Existing South 1st St.)

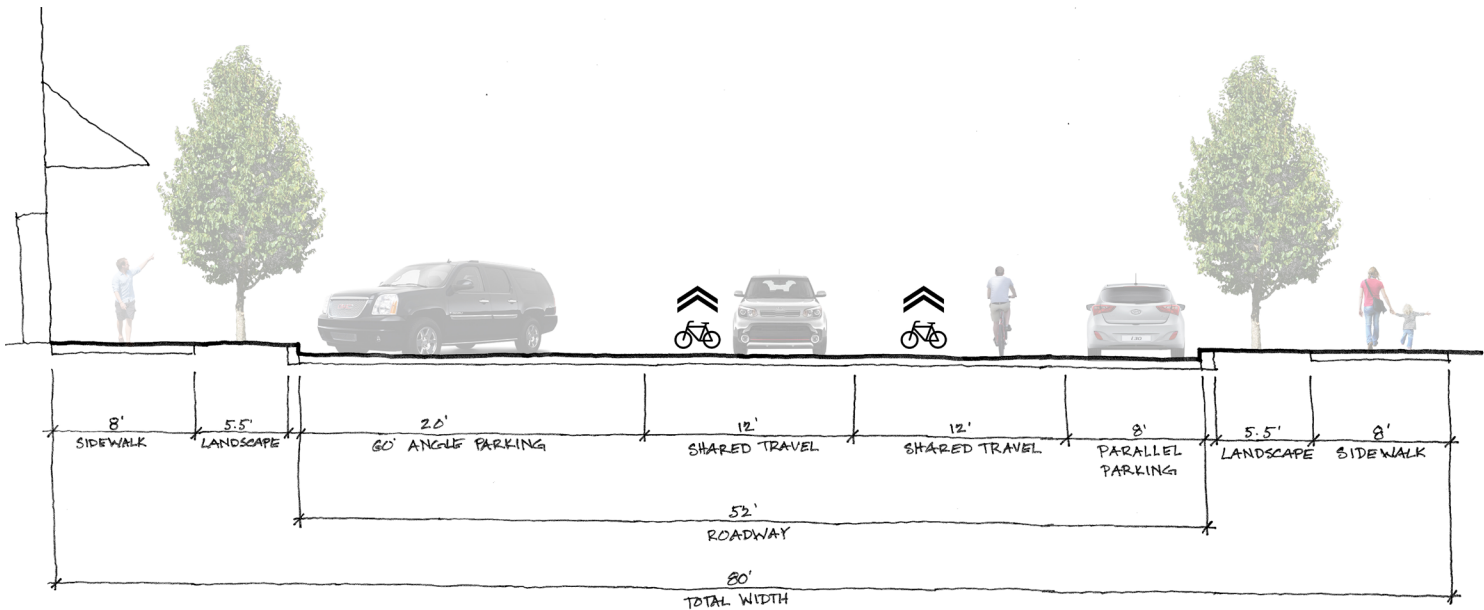
- TSP Classification: Collector Street
- 80' Wide ROW
- Approximately 1,400 LF
- On-Street Parking



SEGMENT 1: SOUTH 1ST STREET (EXISTING)

Proposed Road Section

The existing improved section of S 1st Street includes sidewalks on both sides of the street, parallel parking on the east side, angled parking on the west side, and two travel lanes. A landscaping strip is also present on the east side of the street within a portion of this corridor. Bicyclists share the roadway with vehicles on both sides of the street. The recommended cross section for Segment 1 was established by the St. Helens Waterfront Framework Plan (See __). This planning process will provide recommendations for how the existing portion of S 1st Street transitions to this new cross section, including transitions from angled to parallel parking on the west side of the street and transition from shared to dedicated bicycle facilities. In planning for this transition, the City will endeavor to minimize any loss of on-street parking.



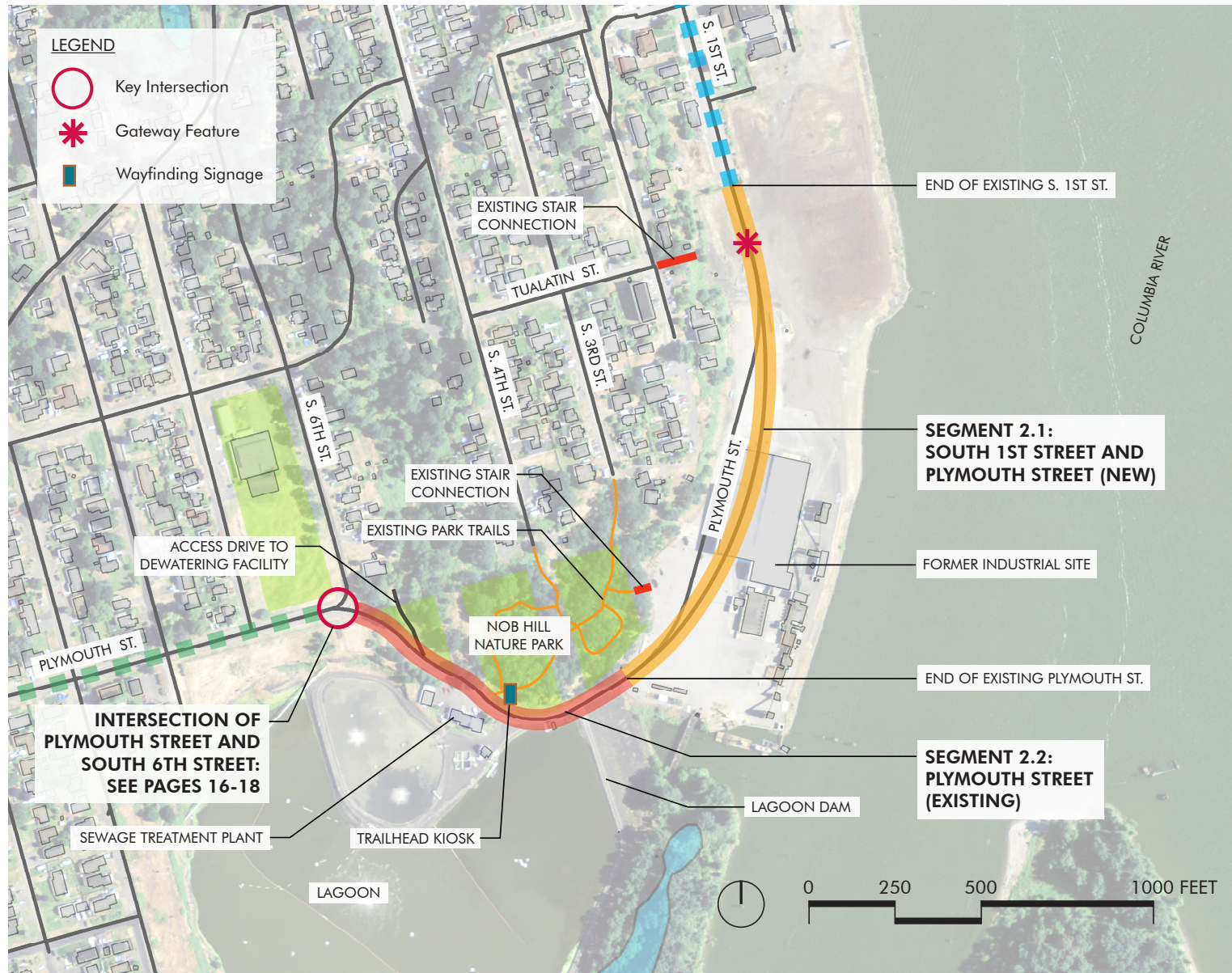
SEGMENT 1: SOUTH 1ST STREET (EXISTING)

SEGMENT 2.1:

- TSP Classification: Collector Street
- No existing ROW
- Approximately 1,400 LF

SEGMENT 2.2

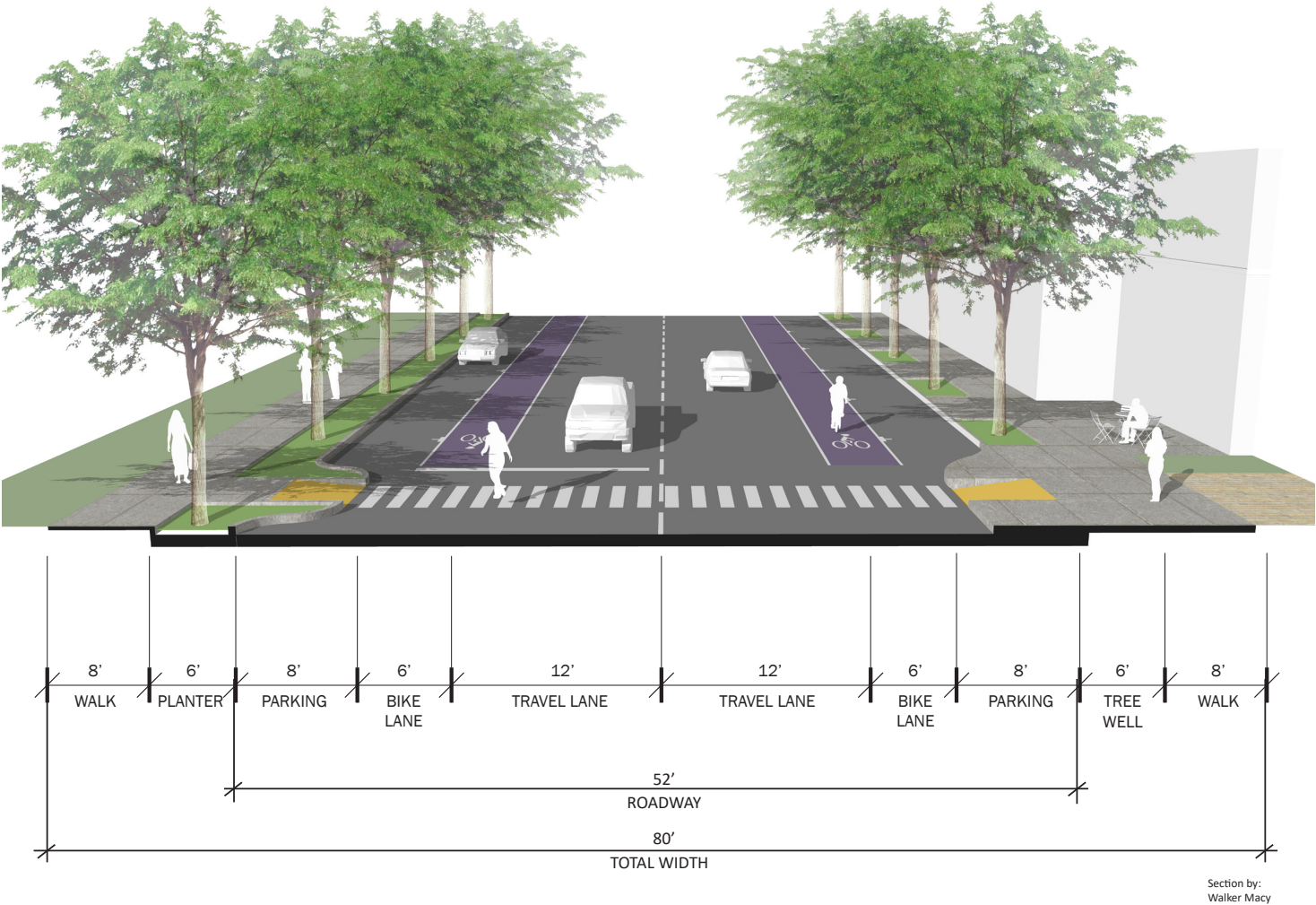
- Plymouth Street through Segment 2.2 has a constrained available width of approximately 26' to 34' due to topography, basalt outcrops, improvements at the sewage treatment plant, and the park maintenance drive.
- 40' or more width may be usable with some combination of retaining walls, fill, blasting, and/or moving some treatment plant vaults or other improvements.
- Pedestrian crossings will need to be considered at either end of Segment 2.2 since the proposed road section only includes a pedestrian facility on the north side.



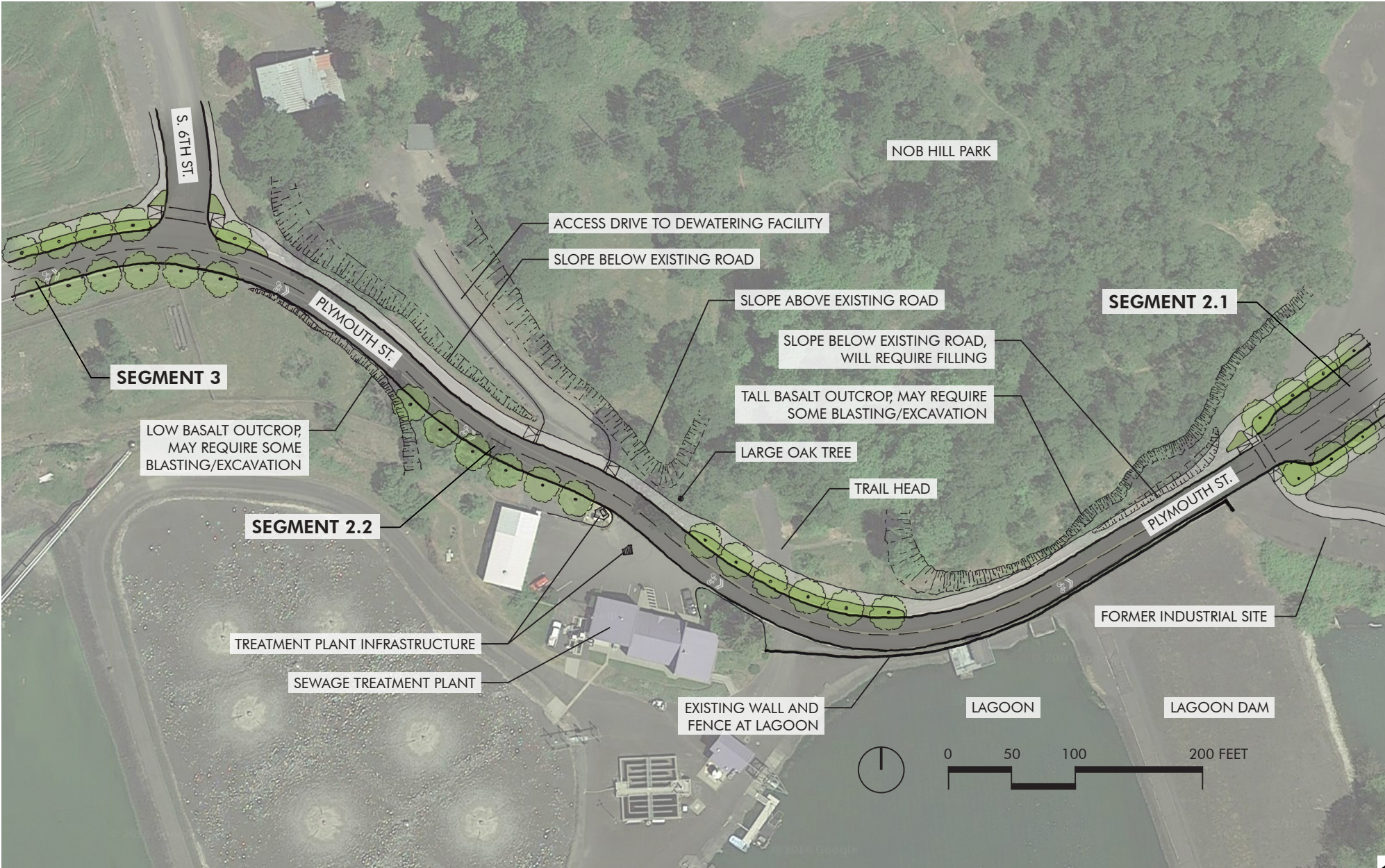
SEGMENT 2.1 & 2.2: SOUTH 1ST STREET AND PLYMOUTH STREET

Proposed Road Section

This section is similar to Segment 1 and includes on-street parallel parking, wider sidewalks, and wider landscape strips compared to the standard TSP Collector section. Sidewalk bulb-outs replace parking at pedestrian crossings to shorten crossing distance. Parallel parking with bike lanes on S 1st Street would provide continuous bike facilities along these portions of S 1st Street and Plymouth Street. At some point within this segment, the street name will change from S 1st Street to Plymouth Street. This location will be determined as development and/or roadway construction occurs.



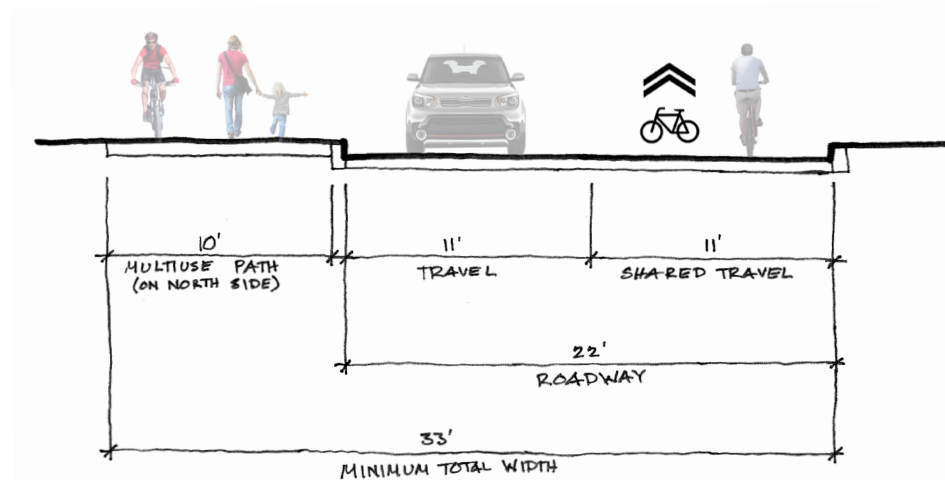
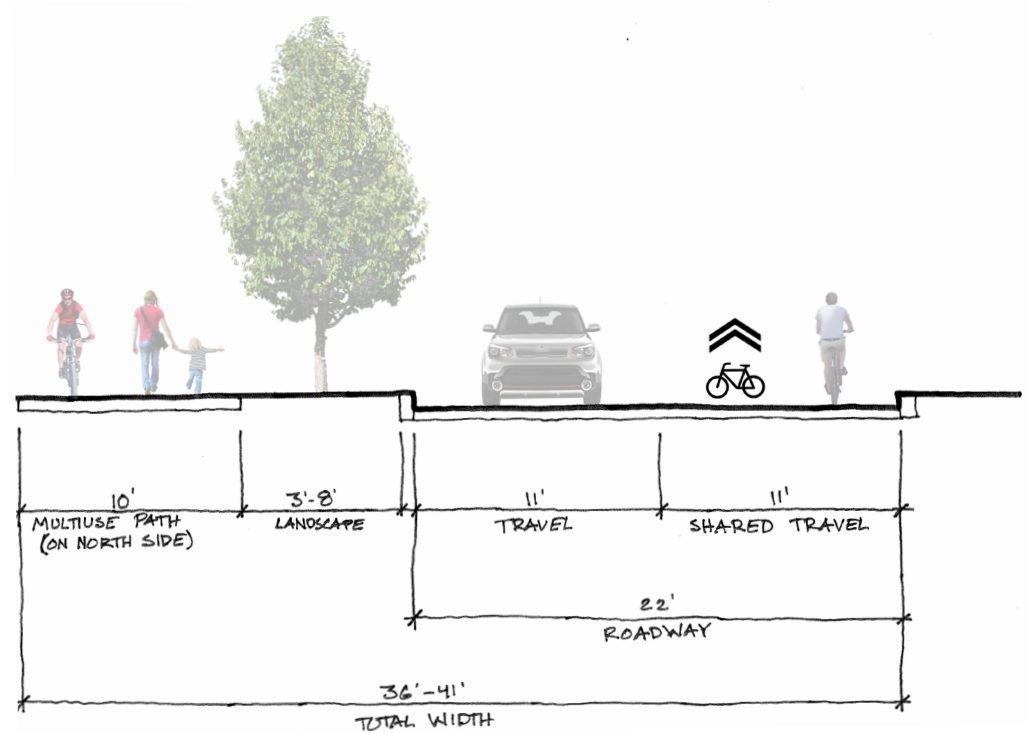
SEGMENT 2.1: SOUTH 1ST STREET AND PLYMOUTH STREET



SEGMENT 2.2: PLYMOUTH STREET CONCEPTUAL LAYOUT

Proposed Road Section

The proposed road section contains two 11' travel lanes on the south side of the road, and a 10' shared-use path separated from the travel lanes by a landscape strip (varying in size depending on available ROW).



SEGMENT 2.2: PLYMOUTH STREET

Option A

- Realigns the southbound approach to create a “T” intersection with Plymouth Street
- Provides a stop sign at the southbound approach from 6th Street to Plymouth
- Provides curve warning signs on Plymouth Street
- Provides wayfinding signage directing people towards the waterfront area via Plymouth Street



INTERSECTION: OLD PORTLAND ROAD & SOUTH 6TH STREET

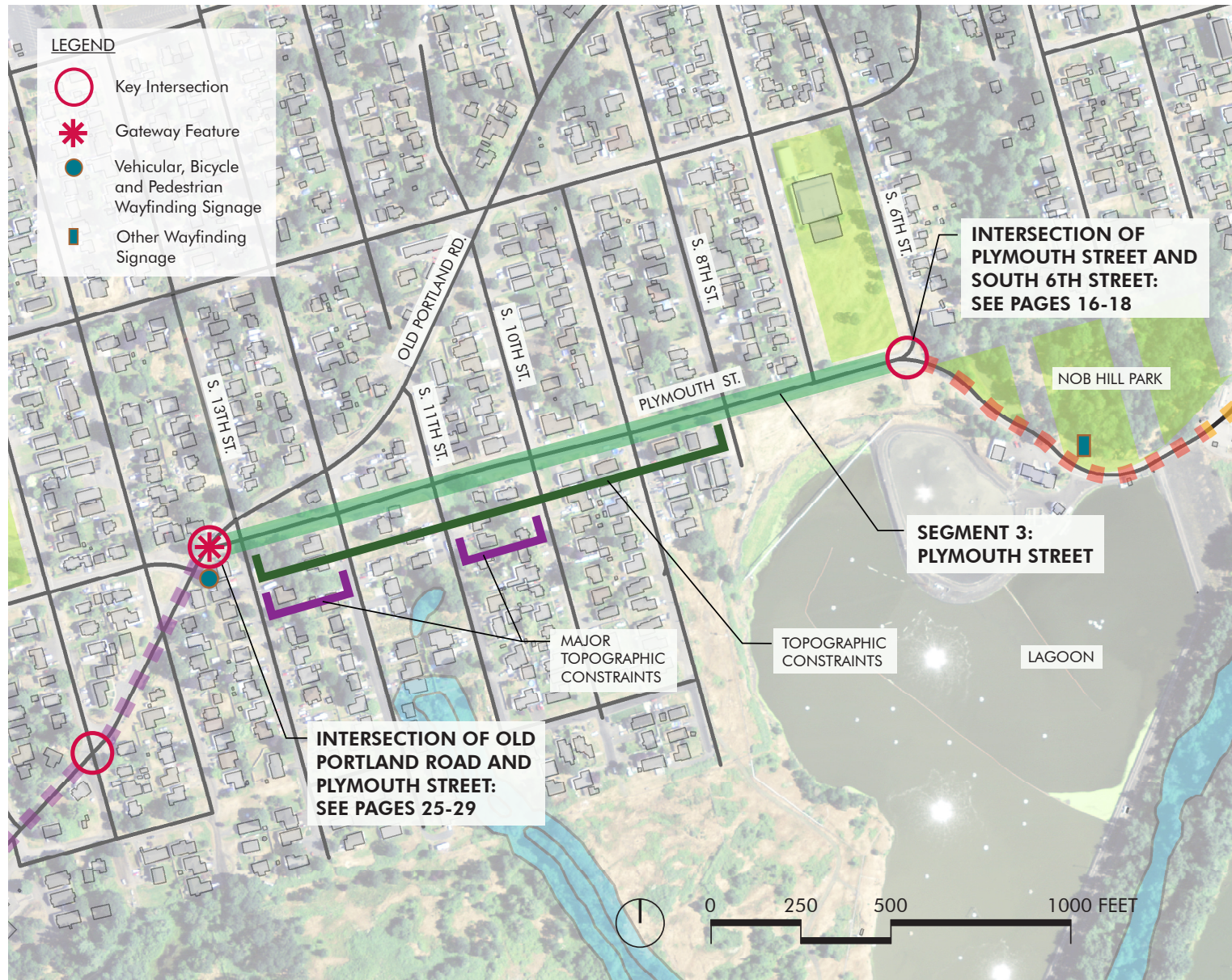
Option B:

Includes same improvements as Option A with the addition of a splitter island to limit turn movements to right-in and right-out – residents can use 7th Street to complete eastbound and southbound left-turn movements.



INTERSECTION: OLD PORTLAND ROAD & SOUTH 6TH STREET

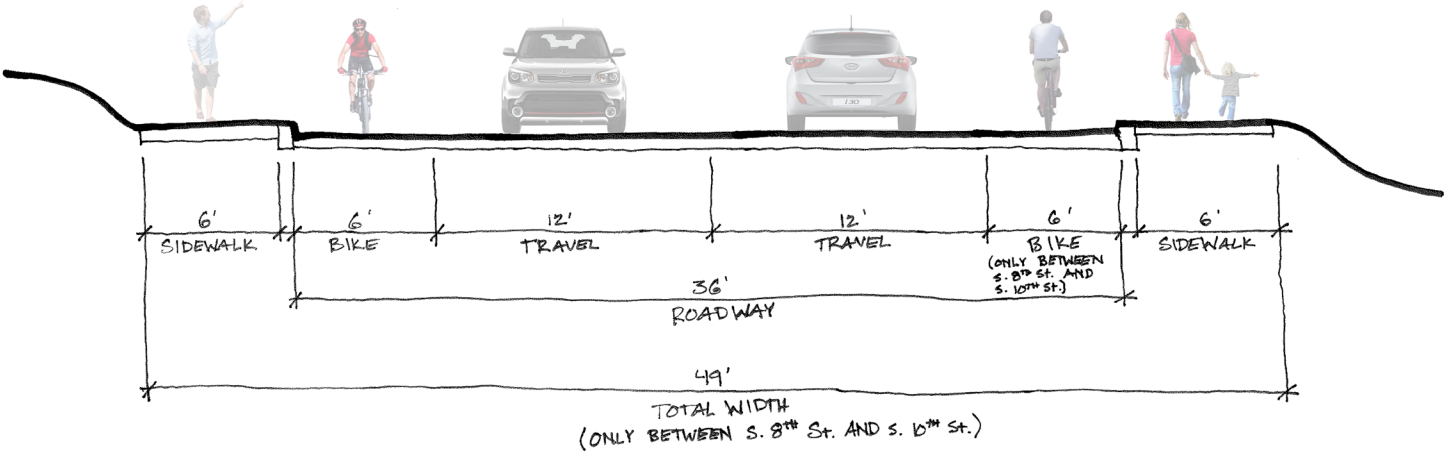
- TSP Classification: Collector Street
- 80' wide ROW
- Approximately 1,950 LF
- Topographic constraints exist within the ROW on five of the seven blocks in this segment.
 - Approximately 48'-50' width is available between 8th and 10th Streets, and between 11th and 12th Streets, or wider with retaining walls.
 - Approximately 42'-45' of width is available between 10th and 11th Streets, and between 12th and 13th Streets, or wider with retaining walls.
- Plymouth Street is already off-center near 11th Street due to topography.
- This segment may need a three-lane road section for turn lanes at west end of Segment 3, depending on intersection layout for Plymouth Street and Old Portland Road.



SEGMENT 3: PLYMOUTH STREET

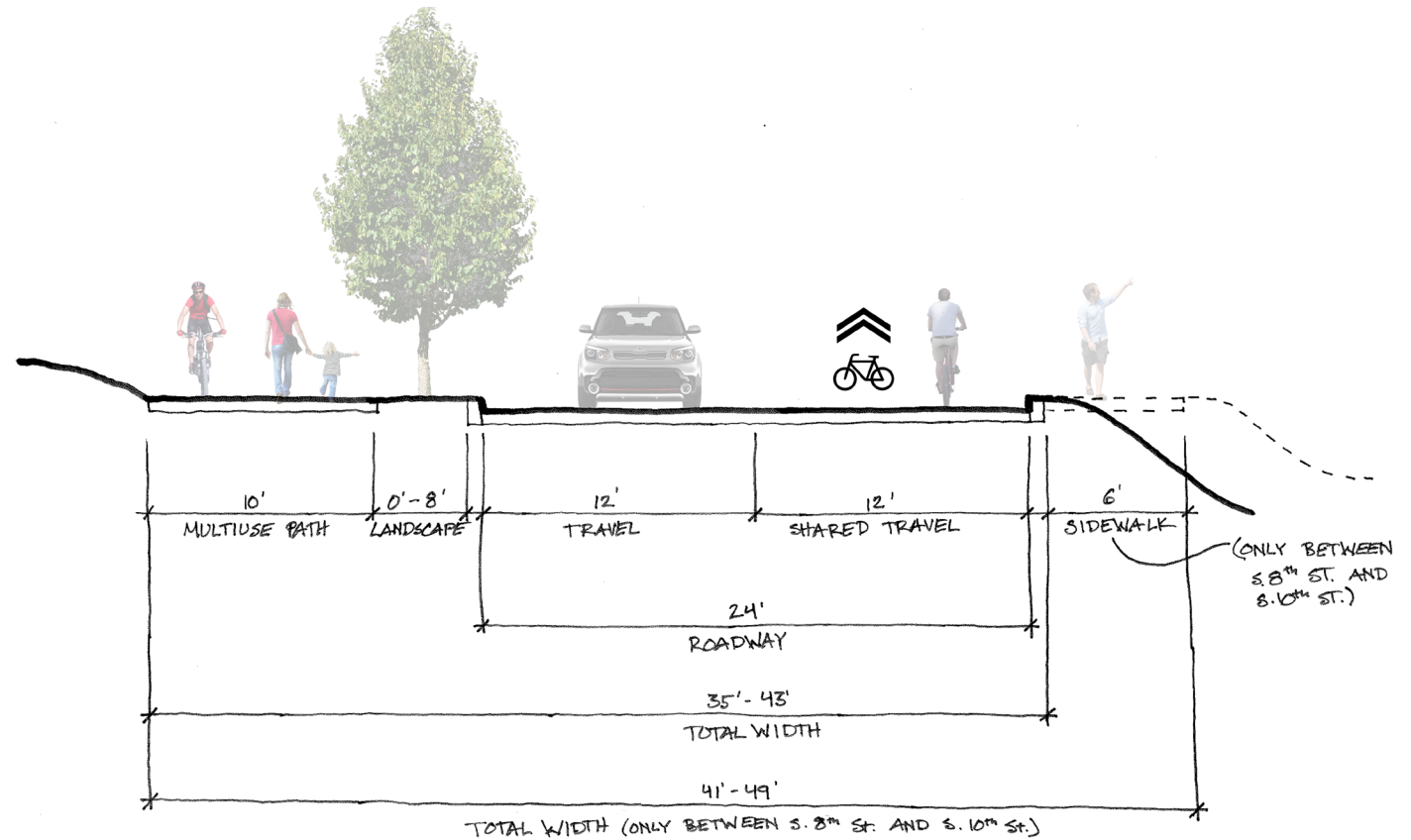
Option A

- This option would include bicycle lanes on both sides of the street and a sidewalk along the north side of the street. The bicycle lane and sidewalk on the north side would need to transition to the multi-use path at 6th Street and the bicycle lane on the south side would transition to a shared bicycle and auto travel lane at 6th Street.



Option B

- This option would continue the multi-use path and landscaping strip from Segment 2.2 along the north side of Plymouth. On the south side of Plymouth, sidewalks could be provided where available width allows between 8th and 10th Streets. Similarly, a dedicated bicycle lane could be provided along the entirety of the south side of the street although it would need to transition to a shared facility east of 6th Street, similar to Option A.



SEGMENT 3: PLYMOUTH STREET

Option A

- Realigns Plymouth St. to intersect with Old Portland Rd. at S. 13th St. (north).
- Old Portland Rd. is emphasized as the through-route
- S. 13th St. (south) is realigned to intersect with Plymouth St.
- Optional component: add a cul-de-sac on S. 14th St. (north) to separate it from Old Portland Rd.

This option does not meet mobility standards under future traffic conditions and therefore, could be developed as an interim treatment to address existing safety issues.



INTERSECTION: OLD PORTLAND ROAD & PLYMOUTH STREET

Option B

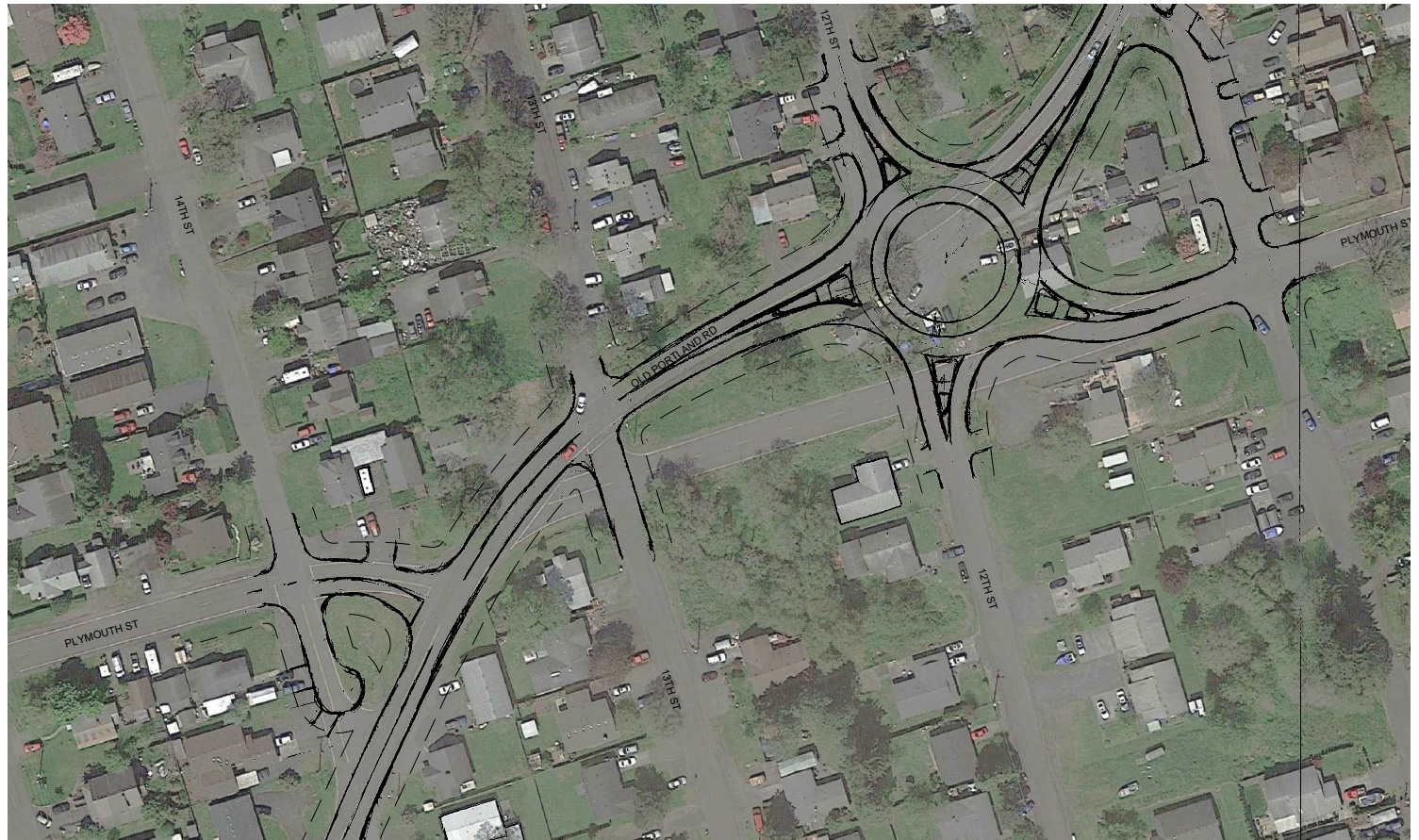
- Realigns Old Portland Rd. to emphasize Plymouth St. as the through-route.
- North leg of Old Portland Rd. is realigned to intersect Plymouth St. at S. 12th St., and part of the prior Old Portland Rd. alignment is abandoned.
- S. 12th St. is realigned to intersect with the new Old Portland Rd. alignment at a 'T'.
- Optional component: disconnect the north leg of S 14th Street from Old Portland Road, and realign the south leg to intersect Old Portland Road



INTERSECTION: OLD PORTLAND ROAD & PLYMOUTH STREET

Option C

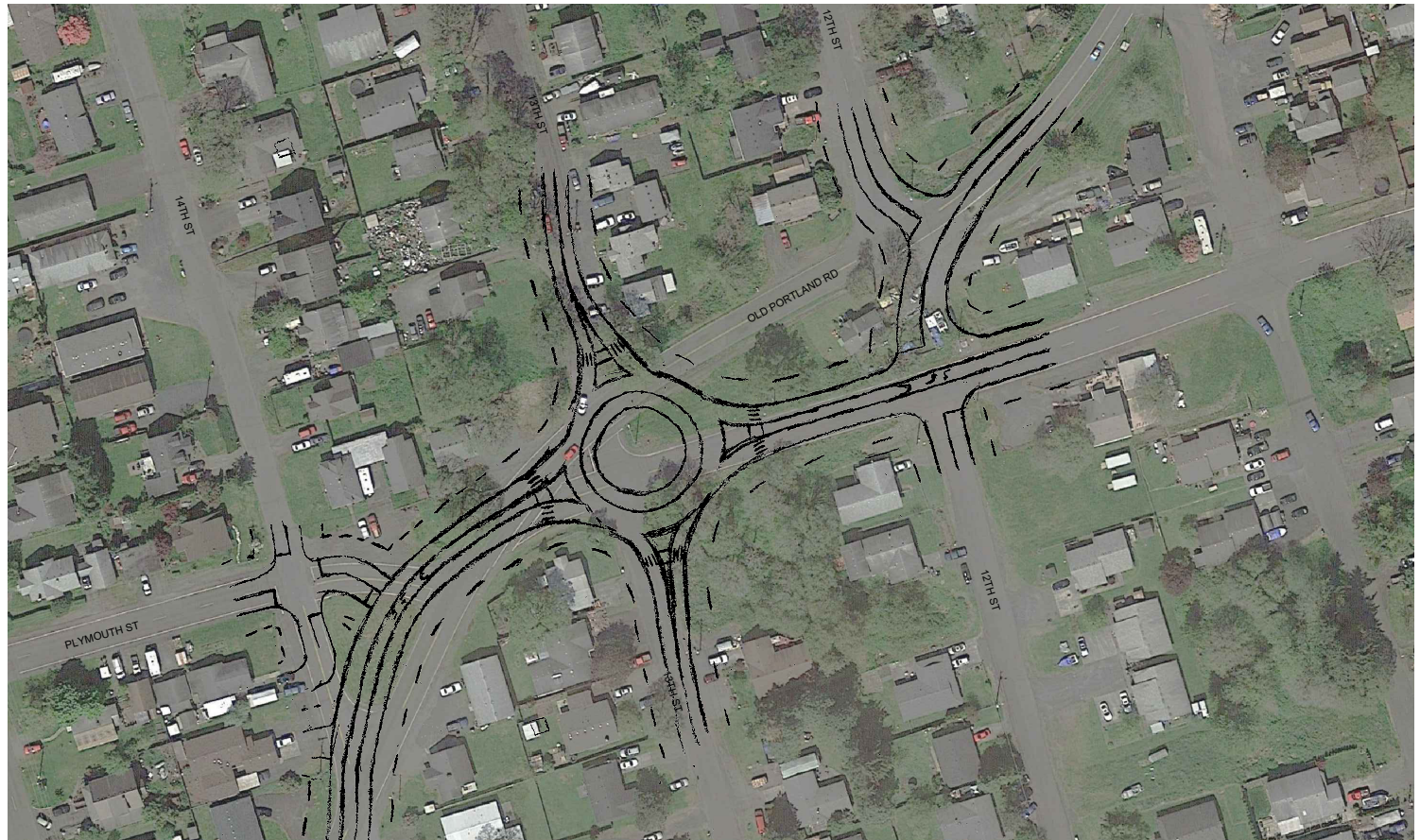
- Adds a five-legged roundabout, with equal emphasis on Old Portland Road and Plymouth Street
- Part of the prior Plymouth Street alignment is abandoned
- Optional component: disconnect the north leg of S. 14th St. from Old Portland Rd. and re-align the south leg to intersect at a 'T'



INTERSECTION: OLD PORTLAND ROAD & PLYMOUTH STREET

Option D

- Adds a four-legged roundabout and emphasizes Plymouth Street.
- The north leg of Old Portland Road is realigned to intersect with Plymouth Street at a 'T'
- Part of the prior Old Portland Road alignment is abandoned



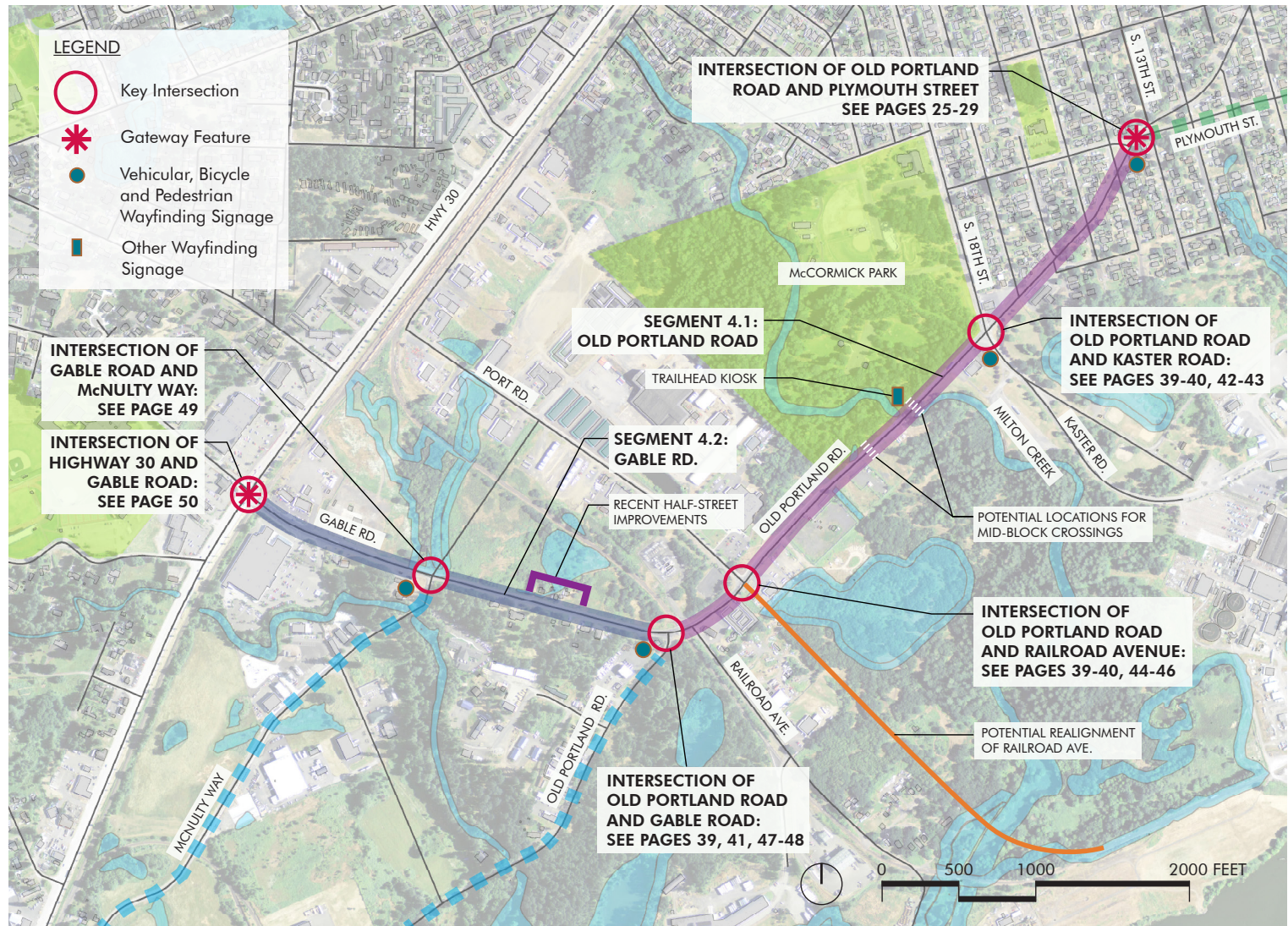
INTERSECTION: OLD PORTLAND ROAD & PLYMOUTH STREET

SEGMENT 4.1:

- TSP classification: Minor Arterial
- 60' wide ROW
- Approx. 4,500 LF

SEGMENT 4.2:

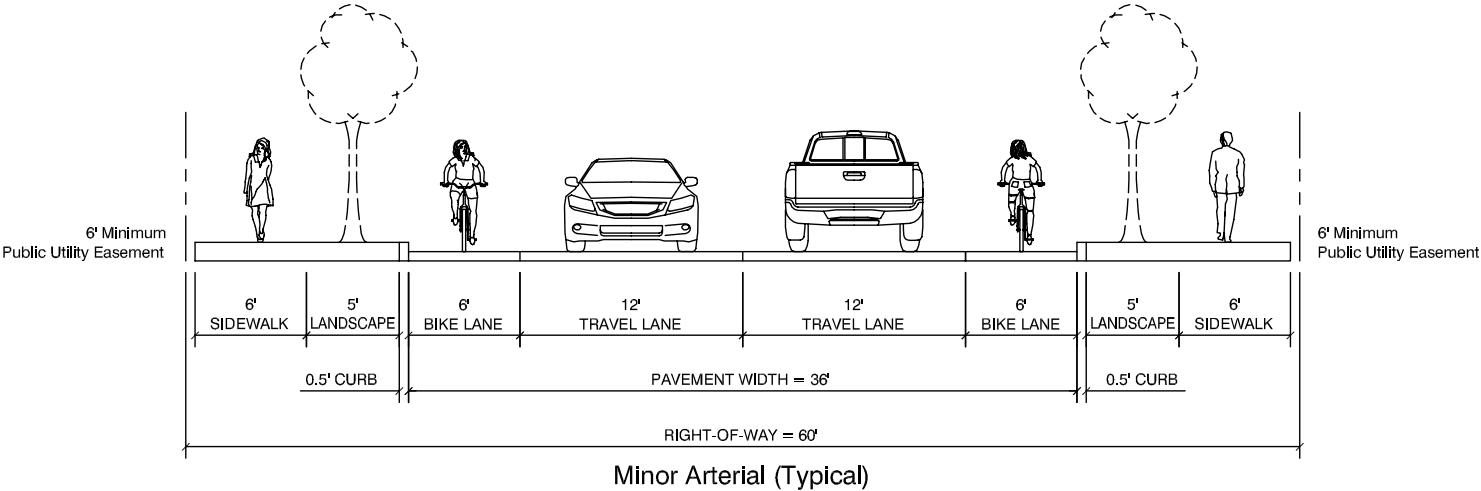
- TSP classification: Minor Arterial
- 80' wide ROW
- Approx. 2,900 LF



SEGMENT 4.1 & 4.2: OLD PORTLAND ROAD AND GABLE ROAD

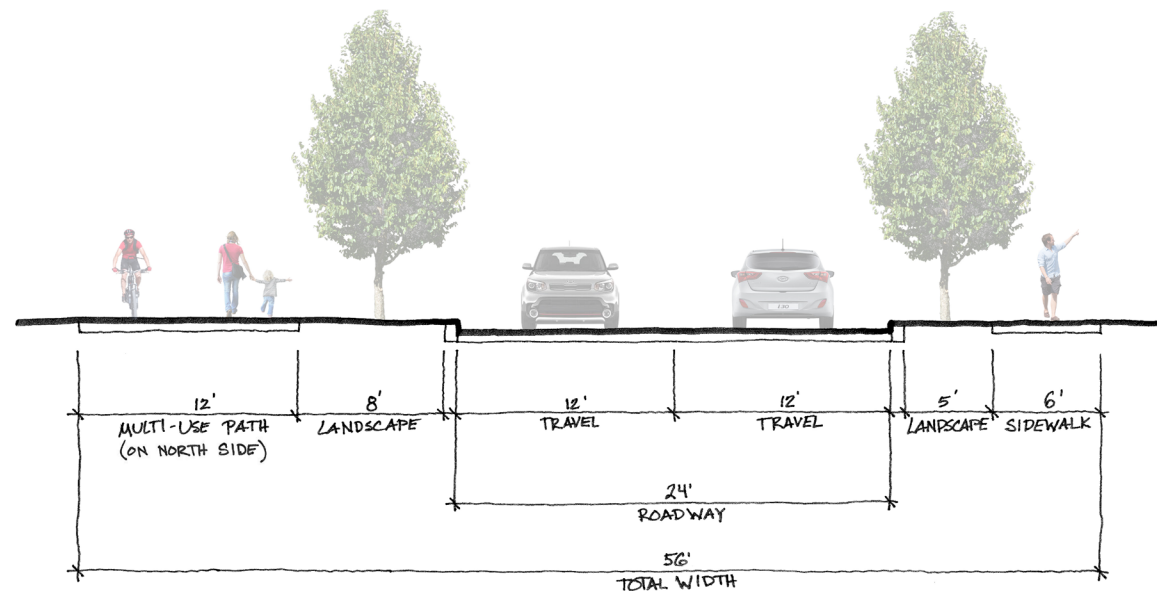
Option A

- Option A is the standard Minor Arterial section from the St. Helens TSP.
- Because of the on-street bike lanes, this design should have a speed limit of 35mph west of the Milton Creek Bridge, where it is currently signed at 40mph (east of the bridge is currently signed at 30mph).



Option B

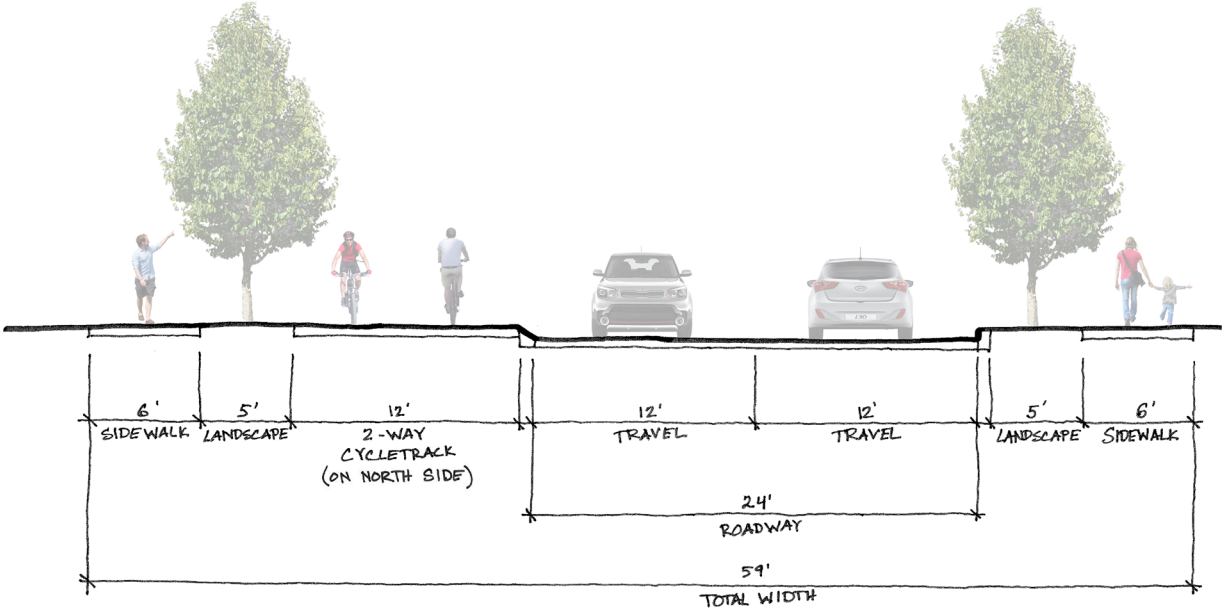
- Option B is a new design that replaces the bicycle lanes and one sidewalk with a 12' wide multi-use path for both bicyclists and pedestrians.
- Transitions from the multi-use path to bike lanes and sidewalks on adjacent road segments will need to be considered.



SEGMENT 4.1: OLD PORTLAND ROAD

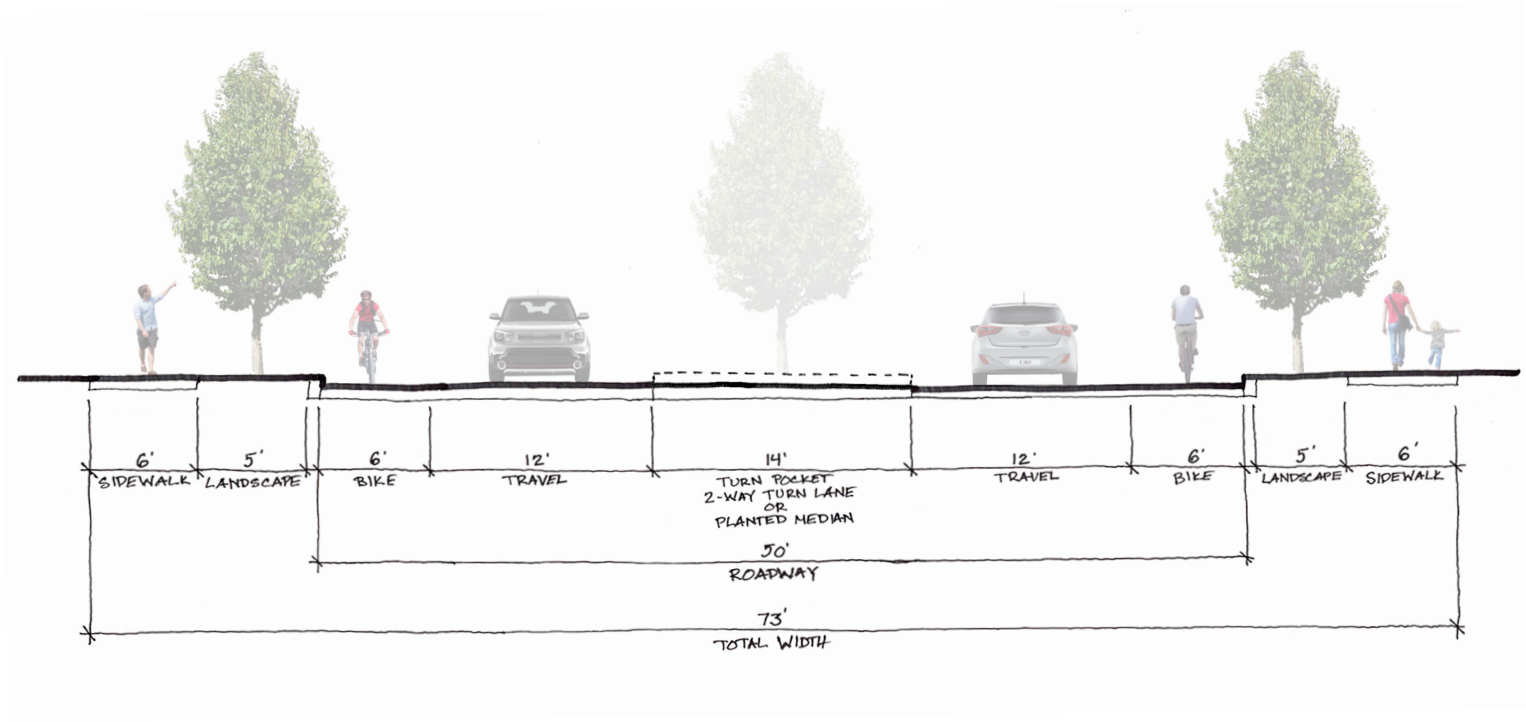
Option C

- Option C is a new design that replaces the bicycle lanes with a 12' wide raised two-way cycletrack.
- Transitions from the cycletrack to bike lanes on adjacent road segments and cycletrack crossings at intersections need to be considered.
- This general concept could also be achieved with two one-way cycletracks or two buffered bicycle lanes.



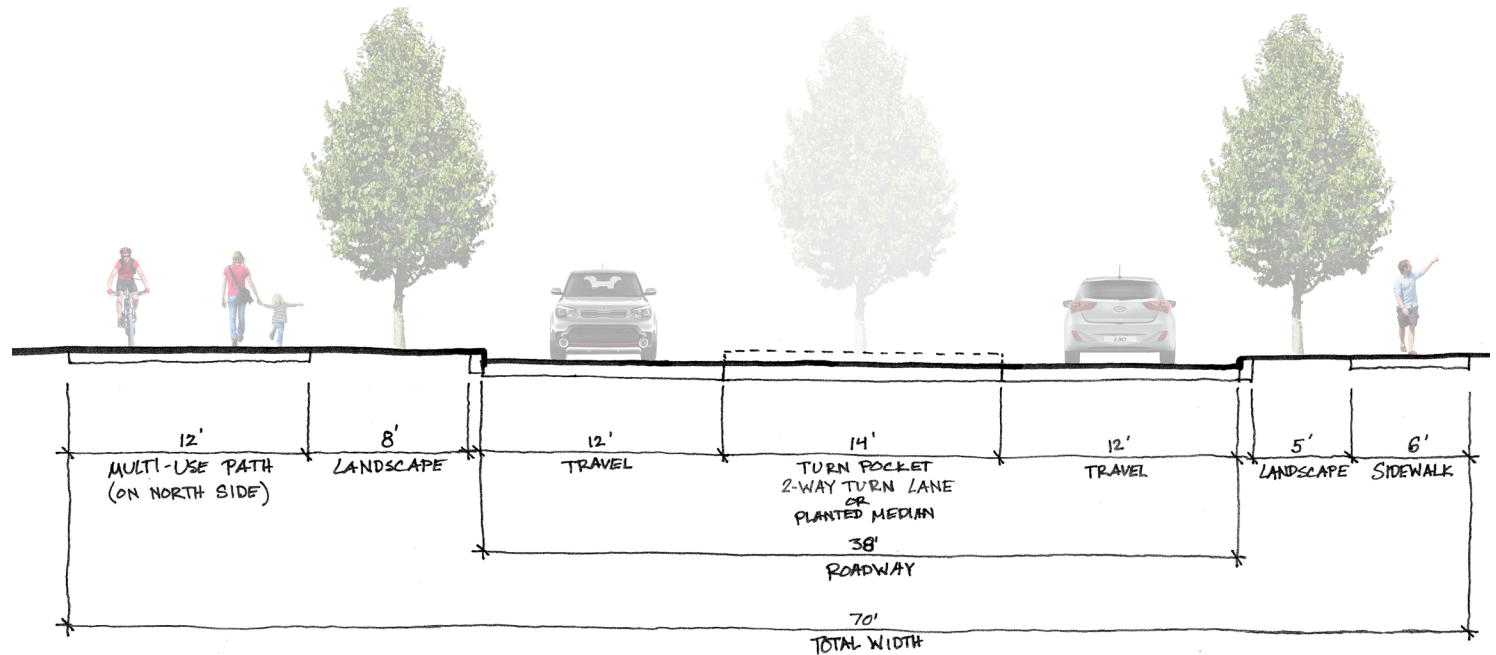
Option A

- Options for this segment are similar to those of Segment 4.1, with the addition of a 14' planted median.
- The planted median provides a location turn pockets, a 2-way left turn lane, and for a pedestrian refuge at mid-block crossings, as needed.



Option B

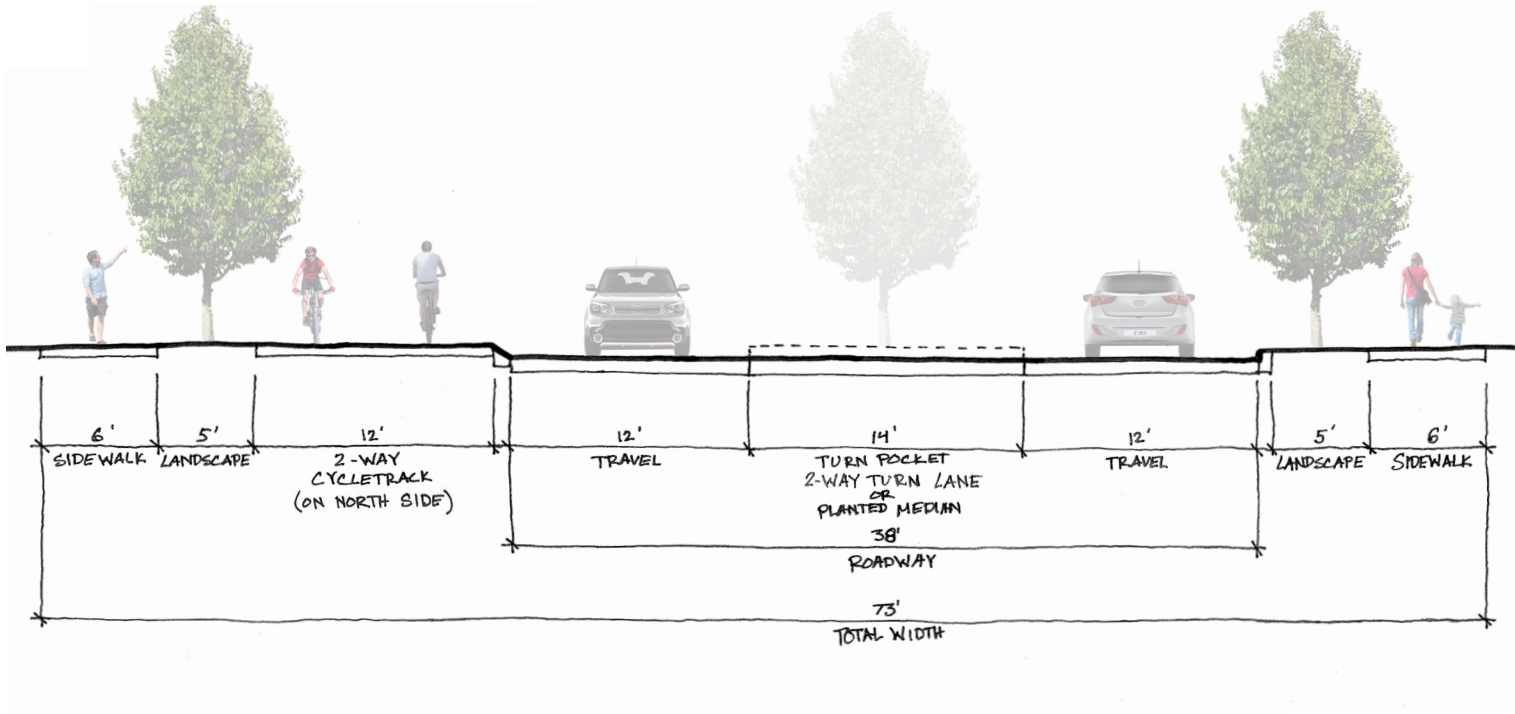
- Options for this segment are similar to those of Segment 4.1, with the addition of a 14' planted median.
- The planted median provides a location turn pockets, a 2-way left turn lane, and for a pedestrian refuge at mid-block crossings, as needed.



SEGMENT 4.2: GABLE ROAD

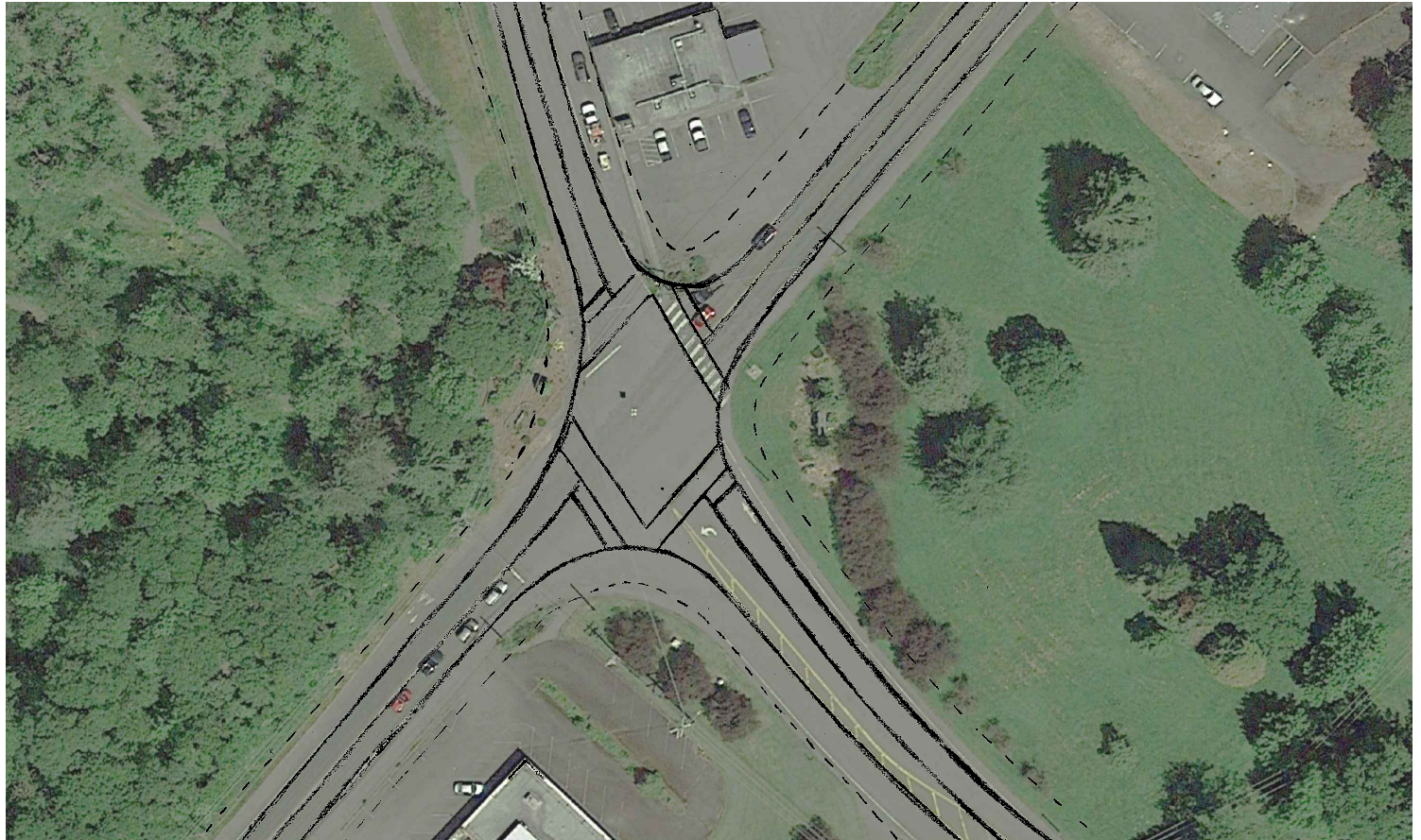
Option C

- Options for this segment are similar to those of Segment 4.1, with the addition of a 14' planted median.
- The planted median provides a location turn pockets, a 2-way left turn lane, and for a pedestrian refuge at mid-block crossings, as needed.



Option A

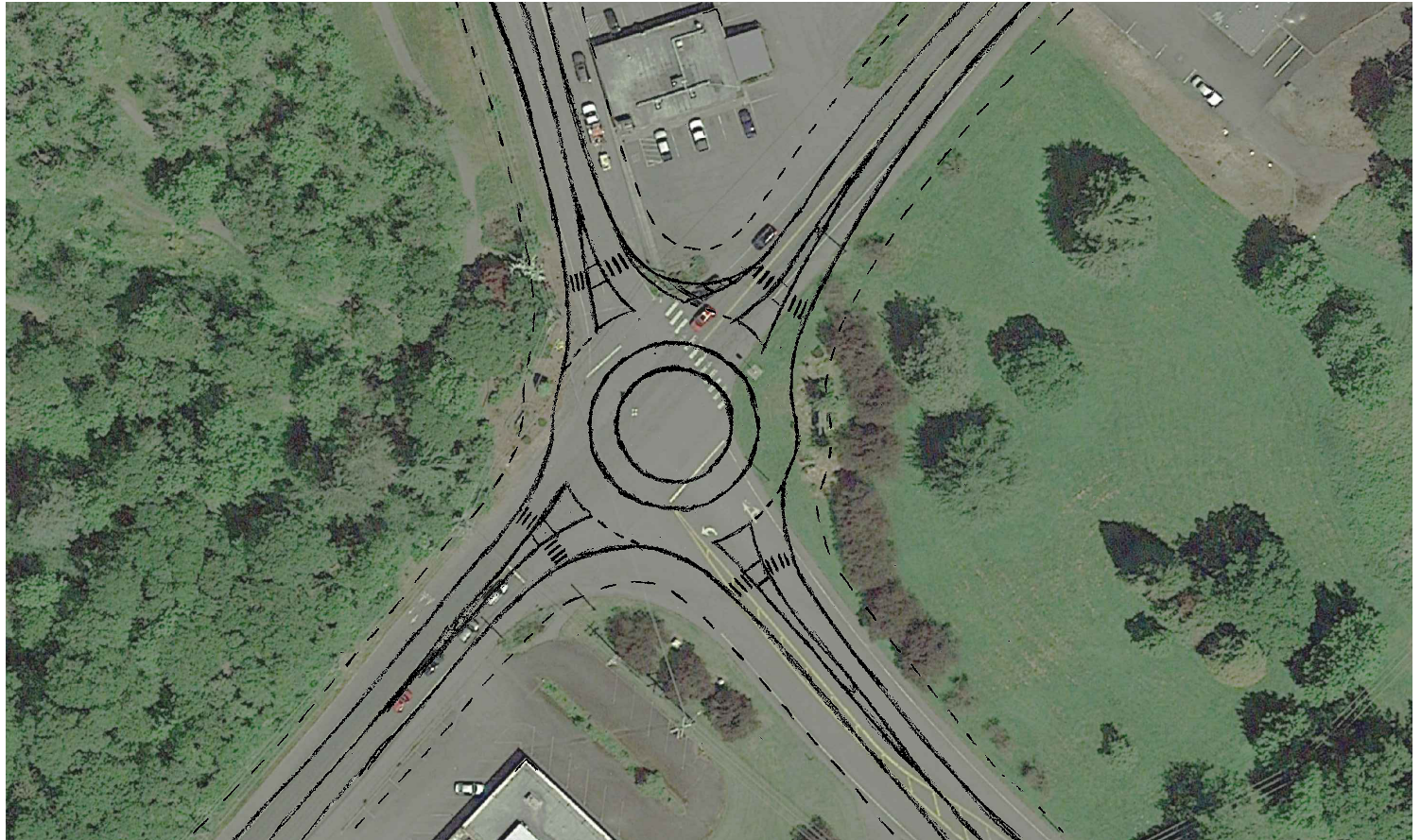
- Upgrades the traffic signal to current standards
- Reduces the footprint of the intersection



INTERSECTION: OLD PORTLAND ROAD AND KASTER ROAD

Option B

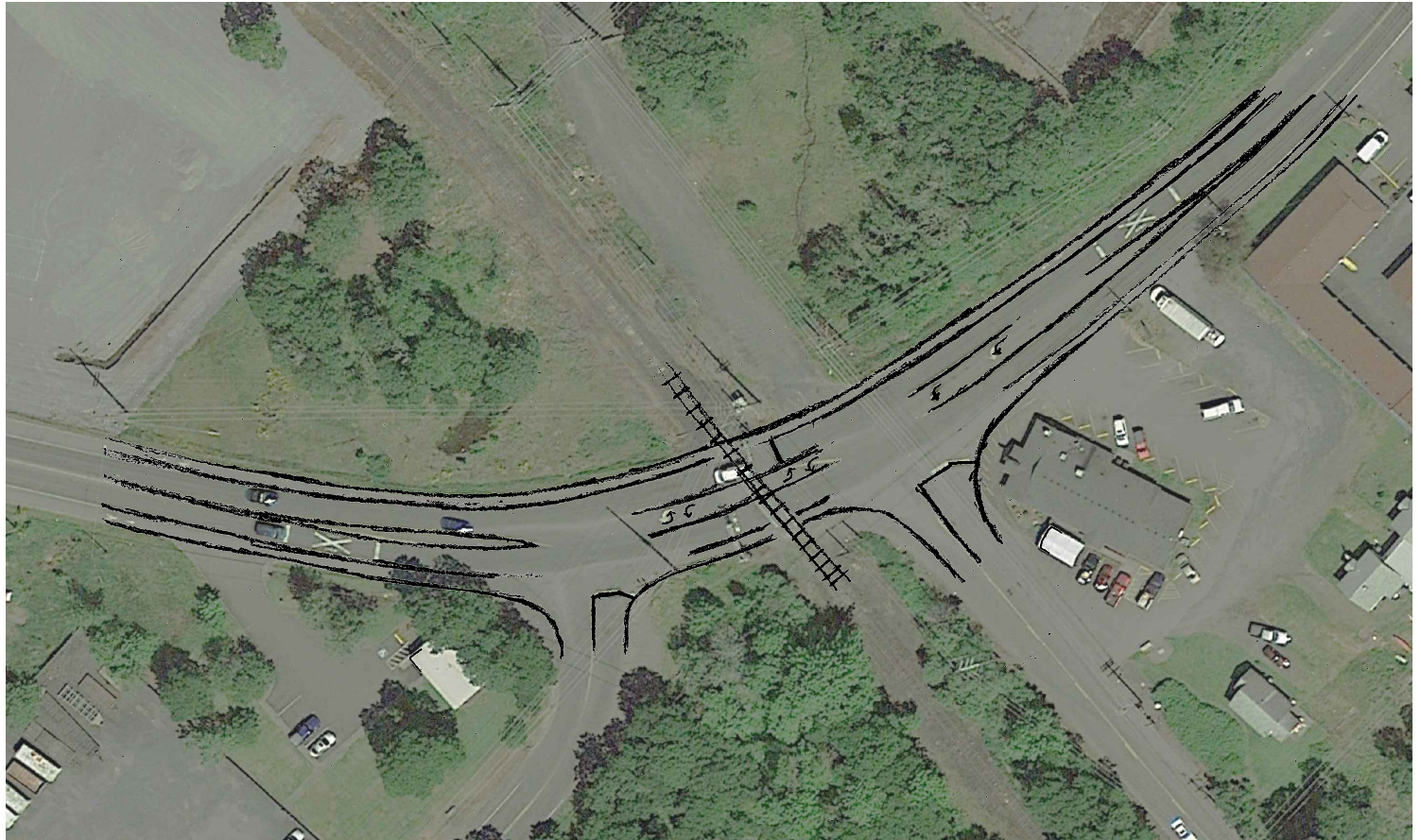
- Provides a four-legged roundabout in place of the traffic signal
- The center island of the roundabout could be used for a gateway/art feature



INTERSECTION: OLD PORTLAND ROAD AND KASTER ROAD

Option A

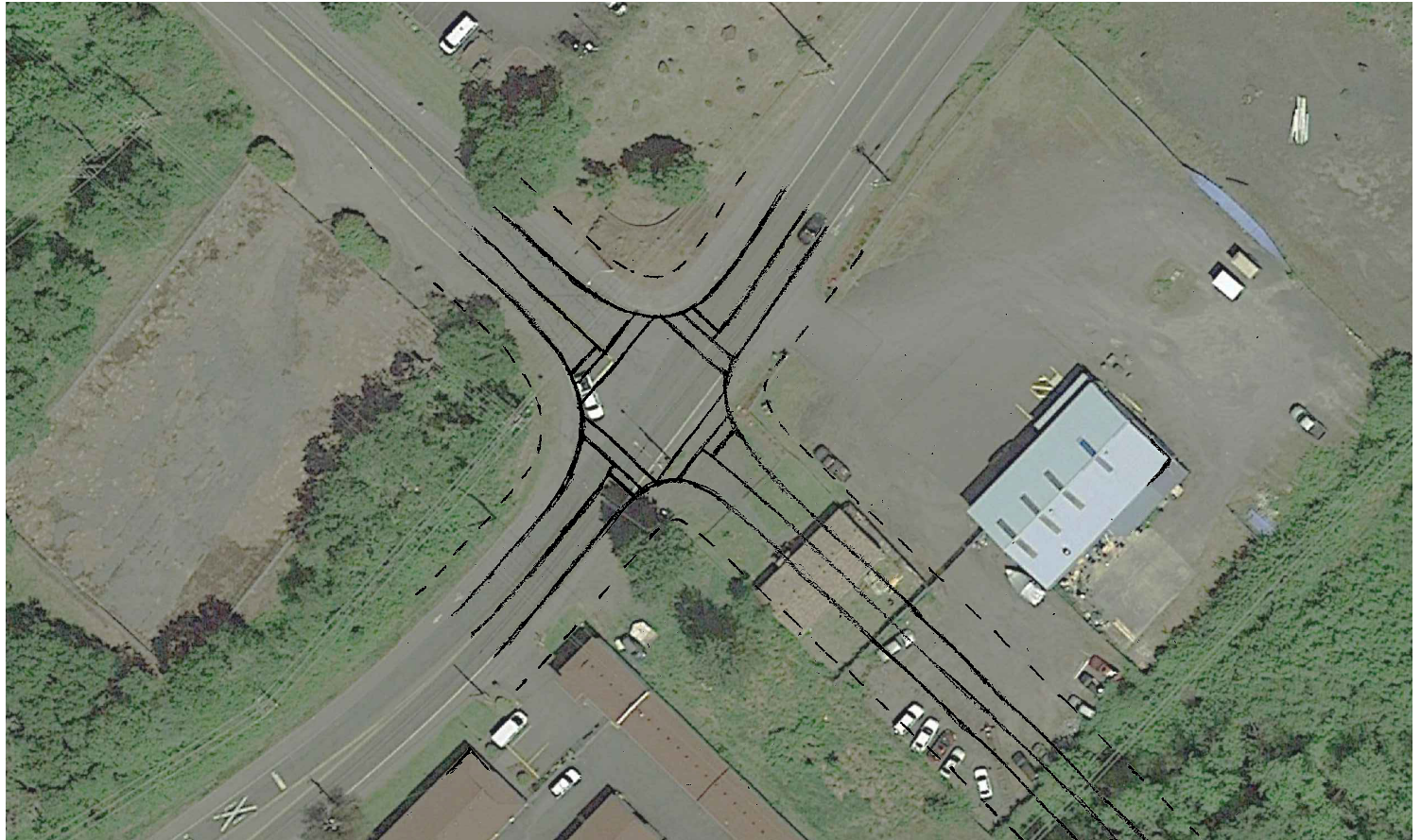
- Provides a continuous two-way left-turn lane along Old Portland Road through the Old Portland Road/Railroad Avenue intersection
- The two-way left-turn lane provides the ability for northbound motorists to completed two-stage left-turns from Railroad Avenue to Old Portland Road
- May not require widening along Old Portland Road due to current roadway width



INTERSECTION: OLD PORTLAND ROAD AND RAILROAD AVENUE

Option B

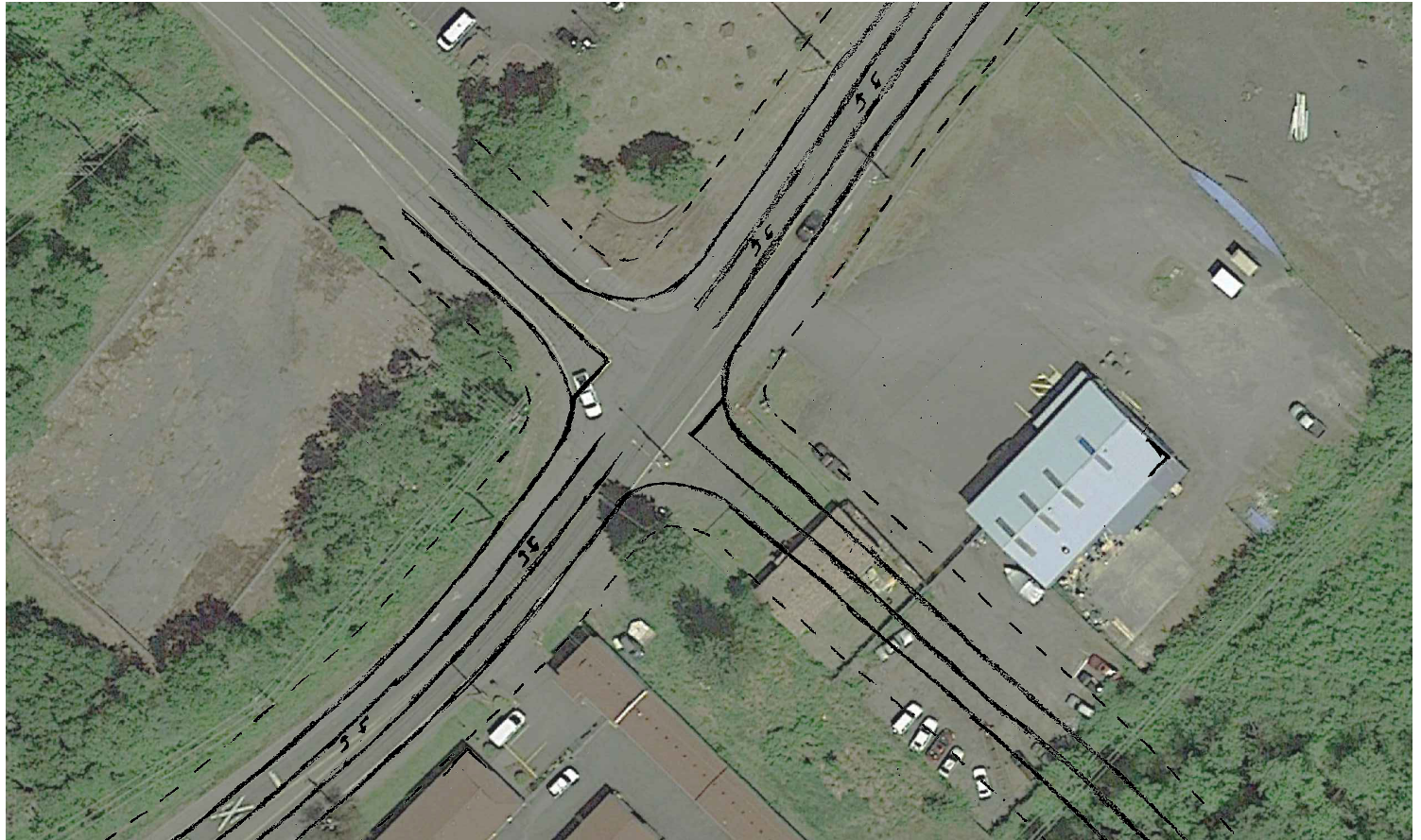
- Re-aligns Railroad Avenue across from Port Avenue
- Consolidates the Railroad Avenue and Port Avenue intersections into one intersection and relieve current issues with closely-spaced intersections along Old Portland Road
- Provides a continuous two-way left-turn lane along Old Portland Road through the Old Portland Road/Railroad Avenue-Port Avenue intersection
- The two-way left-turn lane provides the ability for northbound and southbound motorists to completed two-stage left-turns from Railroad Avenue and Port Avenue to Old Portland Road
- Will require widening along Old Portland Road due to current roadway width



INTERSECTION: OLD PORTLAND ROAD AND RAILROAD AVENUE

Option C

- Re-aligns Railroad Avenue across from Port Avenue
- Consolidates the Railroad Avenue and Port Avenue intersections into one intersection and relieve current issues with closely-spaced intersections along Old Portland Road
- Provides a traffic signal at the new Old Portland Road/Railroad Avenue-Port Avenue intersection
- Does not require widening along old Portland Road



INTERSECTION: OLD PORTLAND ROAD AND RAILROAD AVENUE

Option A

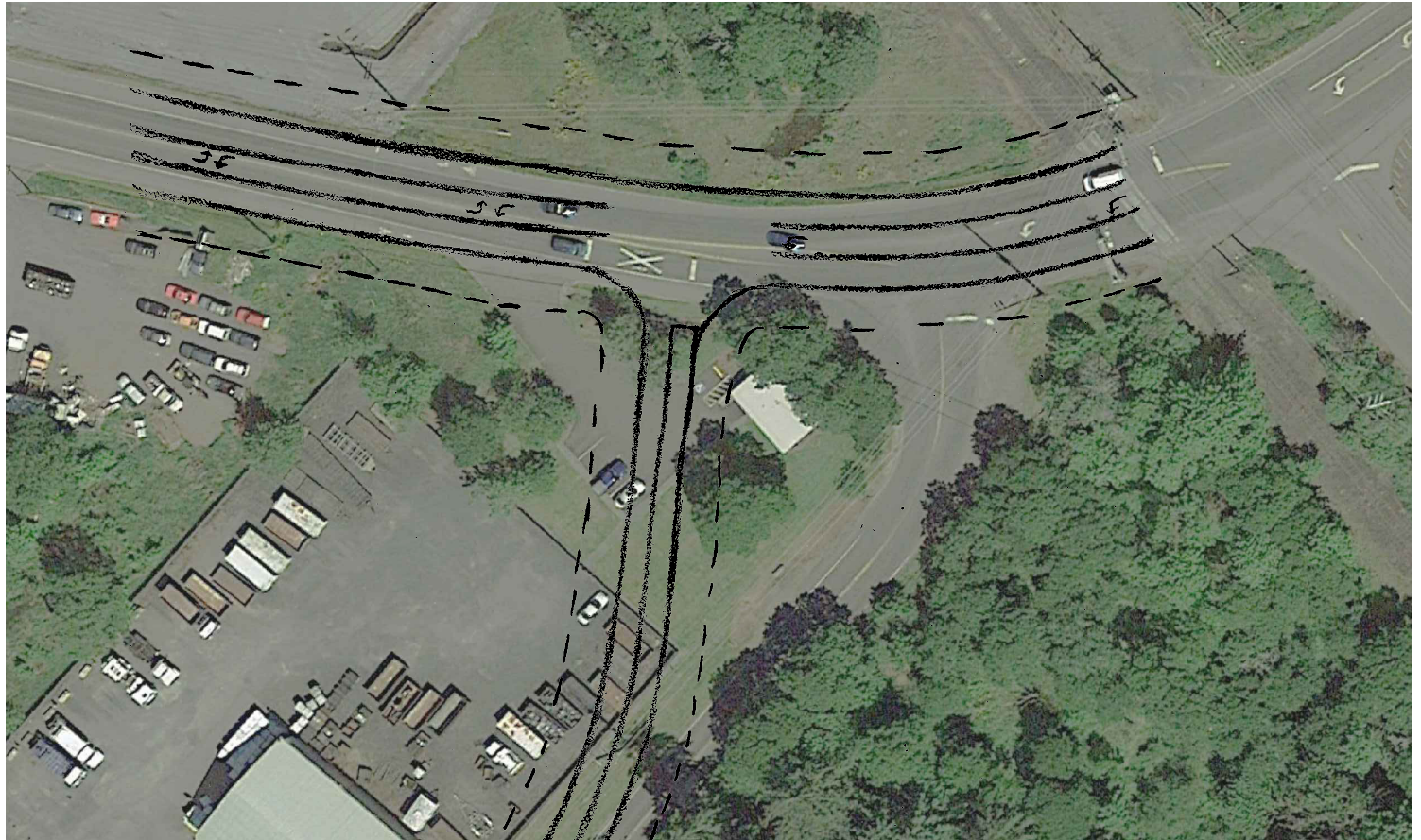
- Realigns Gable Road to create a 'T' intersection with Old Portland Road
- Emphasizes Old Portland Road as the through-route
- The intersection is moved to the Southwest to reduce potential for westbound left-turn queues that extend beyond spur line track
- The intersection is signalized with turn pockets



INTERSECTION: OLD PORTLAND ROAD AND GABLE ROAD

Option B

- Realigns Old Portland Road to create a 'T' with Gable Road further to the west
- Emphasizes Gable Road as the through-route
- The intersection is moved to the northwest to reduce potential for westbound left-turn queues that extend beyond the spur line track
- The intersection is unsignalized; however, Gable Road is widened to provide a two-way left-turn lane through the intersection
- The two-way left-turn lane will allow northbound motorists along Old Portland Road to complete two-stage left-turns onto Gable Road



INTERSECTION: OLD PORTLAND ROAD AND GABLE ROAD

Proposed Intersection

When the US 30/Millard Road intersection is signalized, traffic volumes along McNulty Way are expected to increase, particularly the westbound left and the northbound left and right-turn volumes. These increases are expected to impact traffic operations and safety at the intersection. Therefore, the proposed intersection design includes a two-way left-turn lane along Gable Road. The two-way left-turn lane will separate slowed or stopped vehicle along Gable Road waiting to turn left onto McNulty Way as well as allow northbound motorists to complete two-stage left-turn movements from McNulty Way to Gable Road. The proposed intersection design is consistent with the overall design approach for Gable Road, which includes a continuous two-way left-turn lane from US 30 to Old Portland Road and beyond.



INTERSECTION: GABLE ROAD AND MCNULTY WAY

Proposed Intersection

- The intersection of US 30 and Gable Road currently serves as a gateway to the east and west areas of the City. It is located along a statewide highway, adjacent to several major retail/commercial centers, and within close proximity to St Helens High School. It is also located adjacent to a heavy rail line, which makes modification of the intersection challenging and very expensive. The safety and operational issues at the intersection are well documented; however, there are few options to improve overall conditions and to bring the intersection to standard. Therefore, the proposed intersection design includes the addition of a separate right-turn lane at the westbound approach.
- The proposed intersection design is expected to improve conditions but is not expected to fully address the operational issues. Therefore, an alternative mobility standard that evaluates the intersection over the course of an hour (or two hours as opposed to the peak 15-minutes) is also being considered. The standard could remain at $v/c = 0.85$ or could increase to $v/c = 1.0$ to allow for higher levels of congestion.
- Signage at the intersection of US 30 and Gable Road also could direct people to the Waterfront area or to the industrial areas along McNulty Way and Old Portland.



INTERSECTION: HIGHWAY 30 AND GABLE ROAD

MILLARD ROAD

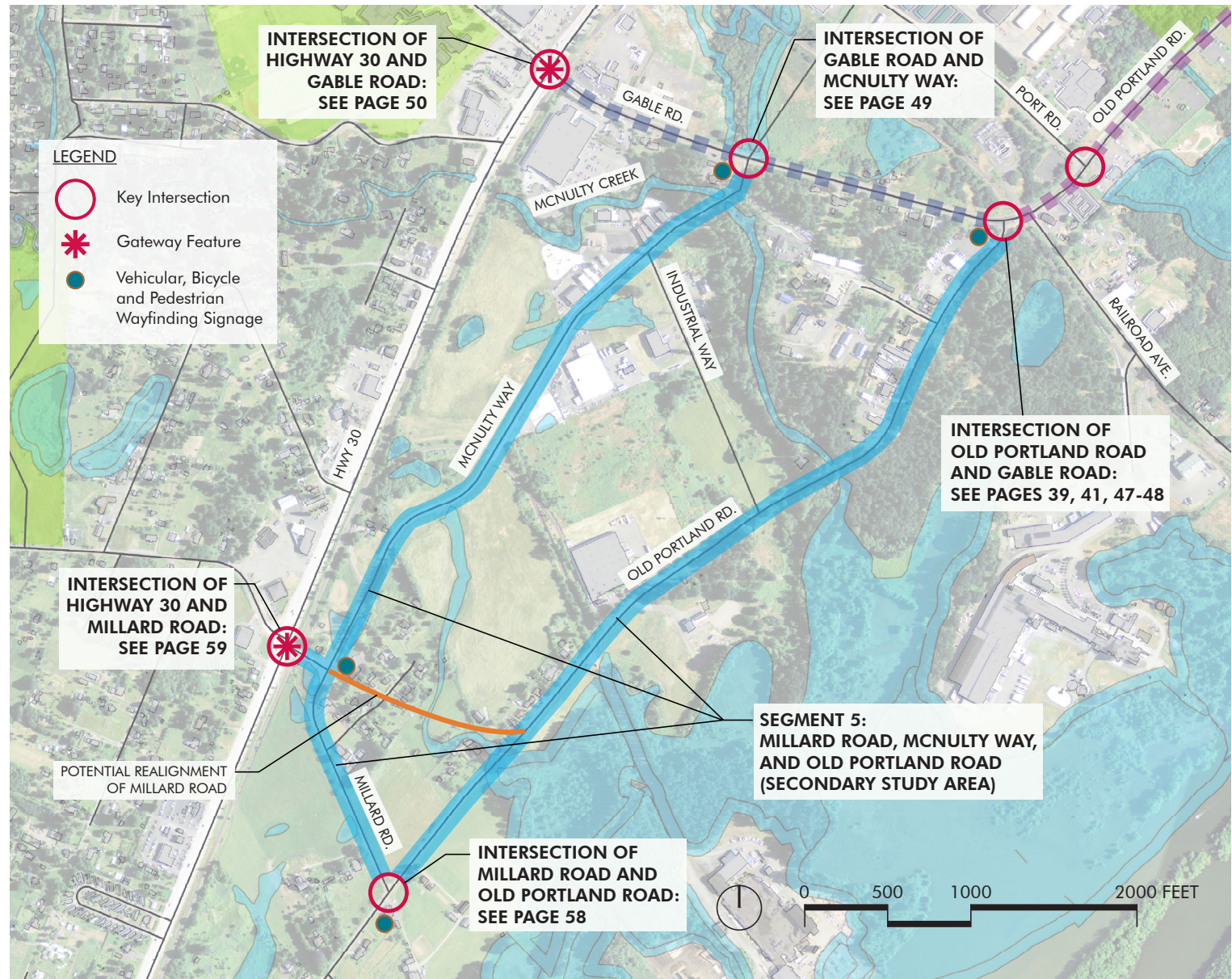
- TSP classification: Minor Arterial
- 40' wide ROW, wider at Hwy. 30
- Approx. 1,700 LF

MCNULTY WAY

- TSP classification: Collector Street
- 60' to 90' wide ROW
- Approx. 4,100 LF

OLD PORTLAND ROAD

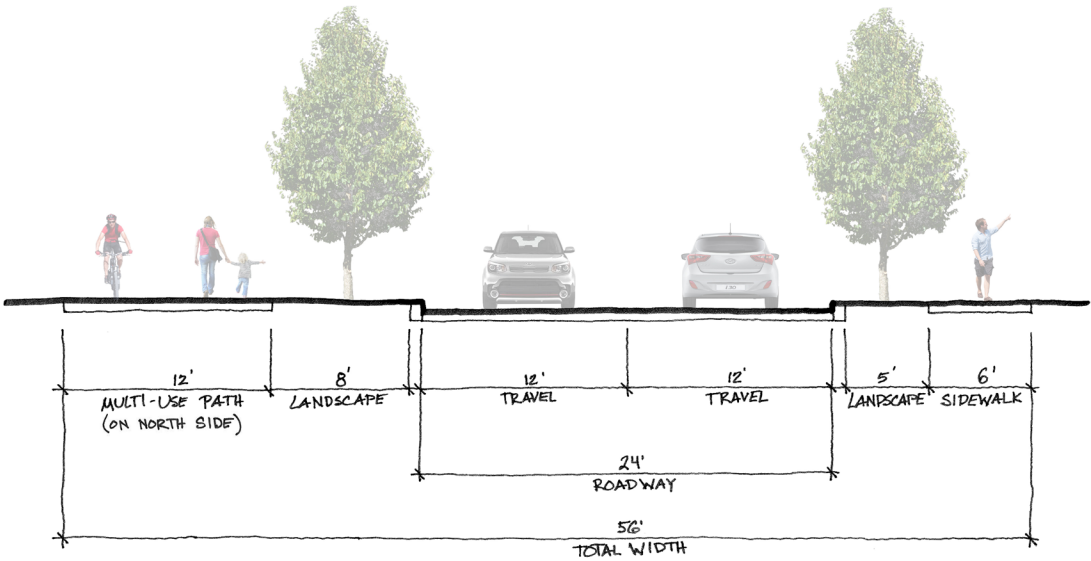
- TSP classification: Minor Arterial
- Approx. 60' wide ROW, minimum 52'
- Approx. 5,600 LF



SEGMENT 5: MILLARD ROAD, MCNULTY WAY AND OLD PORTLAND ROAD

Proposed Road Section

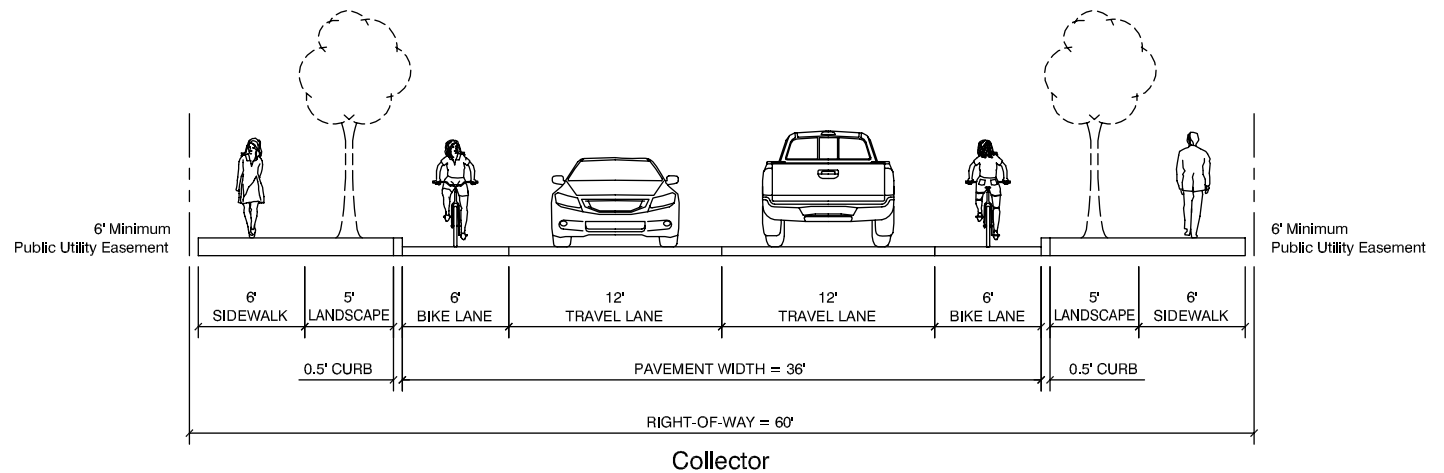
The TSP identifies a shared-use path on the south side of Old Portland Road through this area. The cross-section of Old Portland with a shared-use path was discussed previously in Segment 4.1.



SEGMENT 5: OLD PORTLAND ROAD

Proposed Road Section

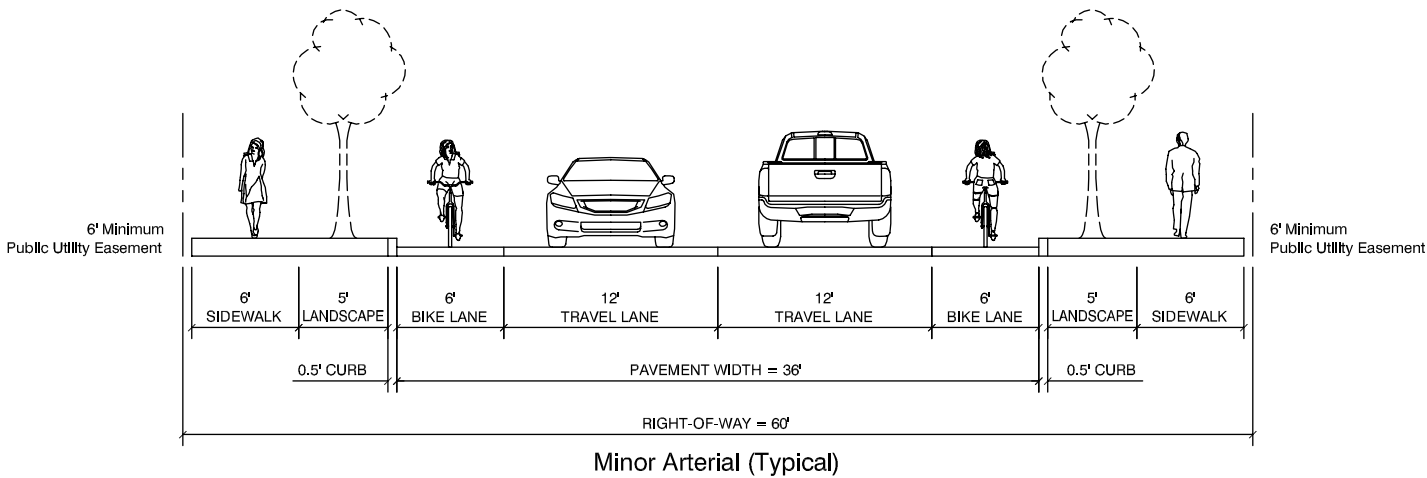
- Standard Collector Street section from St. Helens TSP



SEGMENT 5: MCNULTY WAY

Proposed Road Section

- Standard Minor Arterial section from St. Helens TSP



Existing Conditions



SEGMENT 5: MCNULTY WAY

Proposed Intersection

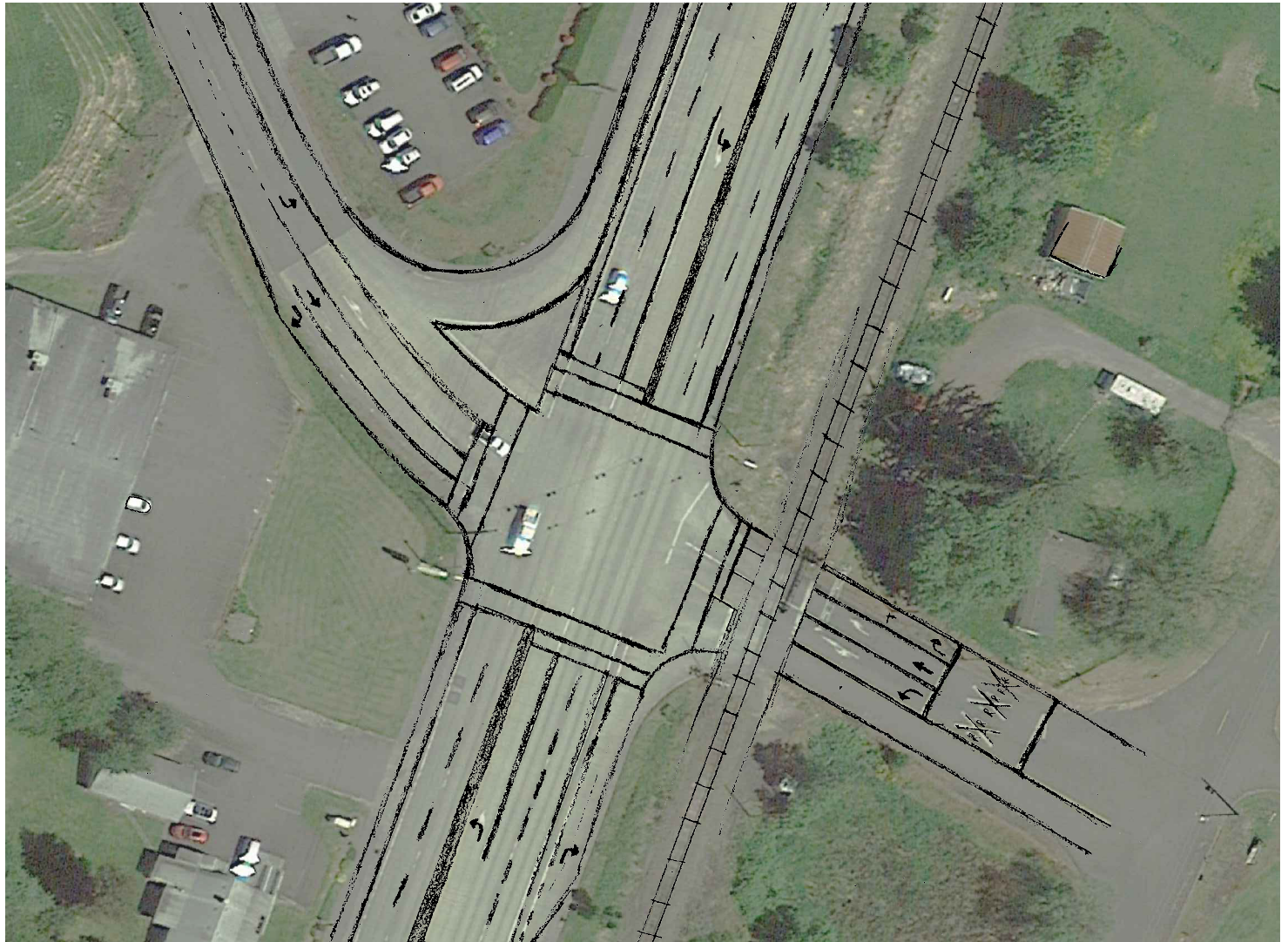
- The intersection of Old Portland Road and Millard Road is being considered for a re-alignment to improve sight conditions and safety. A broader re-alignment of the roadway which brings Millard to the east is also under consideration.
- Wayfinding signage at both Old Portland Road and McNulty Way (from Millard and US 30) would direct people towards Gable Road, the Riverfront and the Downtown area to the north.



INTERSECTION: MILLARD ROAD AND OLD PORTLAND ROAD


Proposed Intersection

- The Oregon Department of Transportation (ODOT) is currently planning to install a traffic signal at the intersection of US 30 and Millard Road. The traffic signal will improve existing traffic operations and safety at the intersection as well as at the intersection of US 30 and Gable Road – some traffic from the intersection of US 30 and Gable Road intersection is expected to re-distribute to Millard Road via Old Portland Road and McNulty Way. However, based on an evaluation of ODOT's current plans, the intersection is expected to have operational issues in the future; therefore, the proposed intersection design includes separate left, through, and right-turn lanes at the eastbound and westbound approaches.
- The proposed intersection design is expected to improve conditions but is not expected to fully address the operational issues. Therefore, an alternative mobility standard that evaluates the intersection over the course of an hour (or two hours as opposed to the peak 15-minutes) is also being considered. The standard could remain at $v/c = 0.90$ or could increase to $v/c = 1.0$ to allow for higher levels of congestion.
- Signage at the intersection of US 30 and Millard Road could direct people to the Waterfront area or to the industrial areas along McNulty Way, Old Portland and Gable Roads.



INTERSECTION: HIGHWAY 30 AND MILLARD ROAD

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	June 20, 2018	
Subject:	Temporary Parking, South End of Strand Street	

Background –

At a recent Council Work Session, the City Council asked staff to look into adding additional parking at the south end of Strand Street. Some of the Council had heard from a few business owners located near the corner of Strand and Cowlitz Streets about the perception of lack of convenient parking for their patrons.

An area roughly 65-ft wide by 160-ft long located on the Veneer property at the southern termination of Strand Street was reviewed and a rough cost estimate of constructing a temporary, gravel surface parking area was developed. Below is a list of estimated costs to install a parking area to accommodate approximately 26 vehicles:

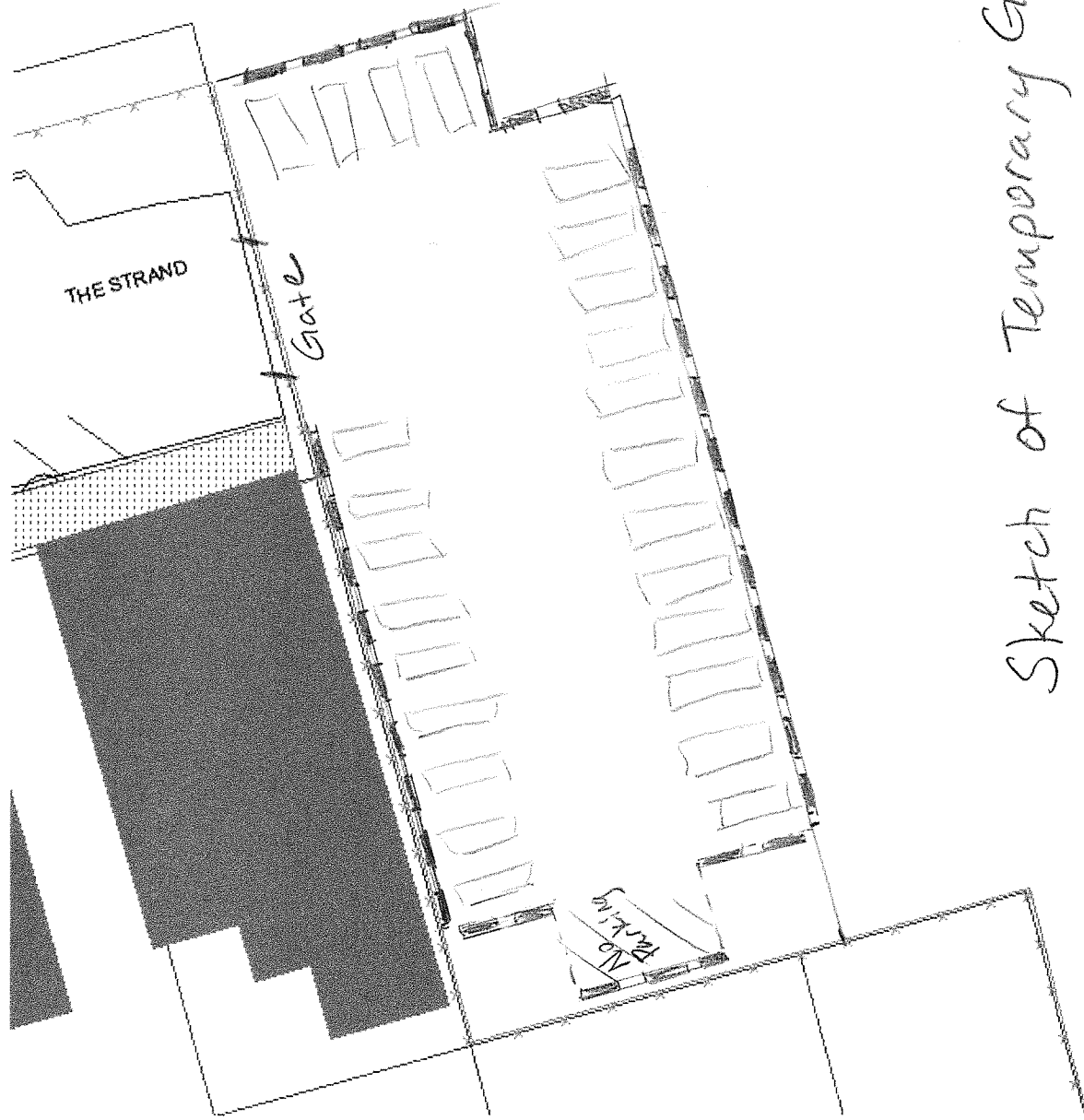
Materials (fencing, concrete blocks, gravel)	\$7,100
Equipment (dump truck, backhoe, grader)	\$3,300
Labor	\$5,000
Lighting, crime prevention	\$2,500 - \$7,500
Total Estimate:	\$17,900 - \$22,900

It would be highly recommended that the parking be made available only during the day and no overnight parking would be allowed to avoid this area being turned into a free vehicle storage lot. Any creation of parking at the south end of Strand Street would be a temporary parking situation and would be eliminated when development of the Waterfront and downtown areas occurs to comply with the Development Code, the adopted Framework Plan, and the adopted Transportation System Plan. Elimination of parking has the possibility to create negative public reaction when these features are eventually removed as development of the waterfront property progresses and the streets are improved in compliance with the various codes and adopted master plans.

Attachments ~


- Sketch of potential parking area

North
Scale: 1"=30'



Sketch of Temporary Gravel Parking Area

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	20 June 2018	
Subject:	May Public Works Status Summary	

Engineering

1. Completed the S. 7th Street & Columbia Blvd. Sanitary Sewer Replacement project.
2. Held meeting to update Gable Road project; met with School District officials to discuss options.
3. Completed the 2018 Crack Sealing project.
4. Issued RFQ and received bids for the 2018 Annual Street Striping Project.
5. See complete report.

Parks

1. Sprayed herbicide in various locations – Salmonberry dike, JMF yard, Hwy 30 landscape strip.
2. Assembled new picnic tables.
3. Cleaned and prepared the war memorial area in preparation of Memorial Day.
4. Repaired sprinkler systems at Campbell, Plaza, McCormick Parks, and flower beds.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 8 standard water meters with new radio read meters and replaced 20 bad registers.
2. Replaced water meter boxes at various locations.
3. Inspected work done to correct warranty issues on 2017 Manhole Rehab project.
4. Responded and assisted with sewer plug-ups, all on private property side.
5. Serviced and/or made repairs on 48 vehicles and/or equipment.
6. Responded to eight after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 45.3 million gallons of filtered drinking water, an average of 1.5 million gal/day.
2. Contractor replaced heat pump and fittings on HVAC system.
3. Changes out monitor reagents.
4. Worked on updating computers are making data backups.
5. See complete report.

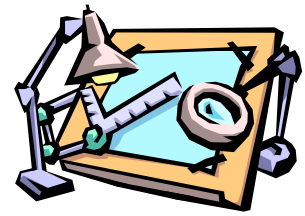
Waste Water Treatment Plant

1. Removed an aerator to send in for repairs.
2. Performed two inspections pertaining to pretreatment issues.
3. Completed multiple maintenance related inspections and repairs.
4. See complete report.



Engineering Department Status Report

2 June 2018



DEVELOPMENT PROJECTS

Emerald Meadows Subdivision Construction Permit

The public infrastructure is approximately 95% complete in this new subdivision. Once the work has been inspected and approved by the City, the Developer can start the process to record the final plat and the lots can be sold once this has been recorded. The development will include approximately 77 new lots with street, sanitary sewer, water, and storm drainage improvements. Street frontage improvements on N. Vernonia Road and Pittsburg Road are also part of the project.

Elk Ridge Estates Phase VI

Well, this should be close to being finished. The Contractor is still working on the coordination of the programming for the small booster pump station to interface with the City's SCADA system. Despite the slow progress, it is still looking like this project may actually be finished before the end of the summer.

Proposed New Medical Building

Work was started in May on the public infrastructure improvements to serve a medical office located on McBride Street on a portion of the old Violet's Villa property. Improvements include a watermain and public sanitary sewer extensions, storm drain improvements, and street frontage improvements on McBride Street.

Columbia County Education Campus

Construction of the new CCEC building is underway and a pre-construction meeting was held in April with the School District and the Contractor so that the contractor can begin work at any time with minimal notice on the public infrastructure improvements. Public improvements for the CCEC portion of the overall project include the extension and relocation of a public watermain.

2130 Gable Road Improvements

It appears that the frontage improvements required for this project are complete however, the Developer has not asked for a walk-thru or provided documents for final acceptance. Improvements completed include new curb, sidewalk, storm drainage, and street trees.

SANITARY SEWER AND STORM DRAIN PROJECTS

S. 7th Street & Columbia Boulevard Sanitary Sewer Replacement

This project progressed ahead of schedule and is now complete. The work included replacement of approximately 620 feet of 8-inch and 10-inch diameter sanitary sewer pipe, mainly located in Columbia Boulevard between S. 7th and N. 6th Streets. Please note that some comments were received on why there were no street trees planted along with this project. Because more than 30 linear feet of sidewalk was removed and replaced to accommodate the sewer pipe replacement, the Street Tree ordinance Section 12.06.020 would apply, requiring that street trees be planted along the impacted area. However, in this location the existing street cross section does not match the recommended cross section for Columbia Boulevard from the Corridor Master Plan, which indicates a planter strip adjacent to the roadway between the asphalt and the sidewalk. Because the section of removed sidewalk was relatively short compared to the length of the block (about 50 feet, less than 25% of the sidewalk), reconstructing this small section with the recommended cross section and trying to tie it back in to the existing sidewalk on the remainder of the block would create multiple issues including drainage and runoff problems, inhibiting access to an existing fire hydrant, and an abrupt change in the location of the bike lane for only a few feet creating a potential dangerous situation. In addition, this cross section would place the planter strip directly above the underground sanitary sewer mainline and a natural gas main, going against common practice and recommended policy of not planting large vegetation on top of wet utilities where root will seek out the moisture and

compromise the pipelines. Several years ago, another utility repair was done in this same location and the tree question was asked then as well. The Corridor Master Plan was not adopted at that time and the cross section of the roadway required trees behind the sidewalk. However, the back of the sidewalk is located within inches of the property line and there is no easement on the adjacent private property to allow trees to be planted. The City opted instead to place tree planters where they would not obstruct the sidewalk or block the required ADA passage. At some point in the future when these lots are re-developed, a planting easement should be required so that trees may be planted behind the sidewalk where they will not interfere with the existing underground utilities.

STREET AND TRANSPORTATION PROJECTS

2018 Crack Sealing Project

This project is complete.

Gable Road Improvement Project

Columbia County is the lead agency for this \$2.3M grant-funded project. The Consultant met with the County and City to review the preliminary project plans and address minor design issues. Because several safety improvements are being implemented near the high school, the project team met with school district officials to review the preliminary designs and get input and recommendations. These meetings were very helpful and resolved several items so that further design efforts could continue.

2018 Street Striping Project

Issued a Request for Quotes and received bids for the 2018 Annual Street Striping Project. Made recommendation to award bid to lowest bidder, Apply-A-Line Inc.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were four Right-of-Way/Construction permits issued in May 2018 – one to Comcast for service installation; one permit to a homeowner to widen their driveway; and two permits to homeowners to make sidewalk repairs.

Miscellaneous Projects

Met with local businessmen regarding the potential of leasing Sand Island to operate as a pay-campground, similar to a State operated campground. Private operator would take over daily maintenance and monitor dock use violations.

Met with staff from Finance, Parks, Planning, and Public Works to discuss implementation of Level I Parks improvements as identified in the Parks Master Plan.

Training Workshops and Committee Meetings

Held the annual Public Works Appreciation Breakfast at the Public Works Shops, in acknowledgement of National Public Works Week and the important work that our Public Works crews perform.

Director attended the monthly Columbia County Traffic Safety Commission meeting.

Participated in supplemental interviews to fill the Building Official position.

Conducted interviews for the vacant Utility I position in Public Works; selected successful candidate.

Participated in conducting employee wellness meeting with the Wellness Committee to benefit the overall health and wellbeing of City employees.

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 May 2018



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

Sprayed the dike at Salmonberry Reservoir

Assembled picnic tables

Sprayed street rights-of-way

Watered street trees

Cut up fallen trees on Sand Island

Sprayed the Joint Maintenance Facility yard

Mowed the grounds around the reservoirs

Tilled and power-raked the McCormick Park softball fields

Paul attended an invasive weed class

Sprinkler repair at the Senior Center

Moved tables to Public Works for the National Public Works Week breakfast

Repaired sprinklers at Campbell Park, the Plaza and McCormick Park

Sprayed the Highway 30 landscape strip

Trimmed trees on S. 3rd Street

Cleaned the memorial at McCormick Park in preparation for Memorial Day

Cleared the blackberries from encroaching on the sidewalk on Columbia Blvd.

Repaired the sprinklers in the flower bed at S. 18th and Old Portland Road

Removed fallen tree at McCormick Park

Trimmed a tree on West Street

Public Works Work Report

May 2018

Water Dept:

Installed 8 radio read meters
Read heavy users & regular meters
Helped install new pump at Well #3
Blow off new main and take sample on N. Vernonia Rd.
Replaced meter box at 58471 Old Portland Rd.
Repaired hydrant at S. 17th St & Tualatin St.
Replaced meter box at 2615 Columbia Blvd.
Changed out registers at 184 River St.
Replaced meter box and service line at 254 N. 5th St.
Weed-eat at wells
Fixed leak at CCMH
Replaced shut-off and meter box at 215 S. 17th St.
Located main at S. 17th & Tualatin St.
Cleaned sewer on Little St.
Replaced valve box at middle School
Charged and tested line at Violette's Villa
Replaced service and meter box at 1671 Tualatin St.
Helped take down fairyland

Sewer Dept:

Jetted sewer at 345 S. 17th St. – plugged on owner's side
Located sewer at 197 N. 5th St.
TVed sewer on S. 7th by funeral home
Inspected warrantee work on manholes done by Molecular
Sewer complaint at 34663 bachelor Flat Rd. – issue on owner's side
Helped take down fairyland

Call-Outs:

No water on Gable Rd. – owner's problem
Car into building at Mailboxes NW
Water off for repair on S. 21st St.
Telemetry alarm at shop
Water off for repair at Best Western
Sewer plugged at 364 N. 7th St. – on owner's side
Water off for repair on Clark St.
Tree down on Summit View Dr.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 82 locates
Checked wells & reservoirs daily

Monthly Report May 1st to 31st

May 1st

Office Computer work
Shop Cleaned the floor, set up the new drill bit sharpener
PW #23 Looked at the starter on tractor and found that the starter needs to be rebuilt
Parks Went to sunset equipment to get a brush hog mower helped hook it up to the tractor
Keith Vacation

May 2nd

Office Computer work
PW #23 Took the starter to Arts electric and ordered a new one
PW #29 Looked for a problem on the camera truck called Pat With general equipment for some information
Police S-7 Removed brakes from the rear of the vehicle ordered new ones
Keith Vacation

May 3rd

PW #29 Searched out the electrical problem with the TV van and corrected the problem
PW #23 Went to Longview and picked up a new starter and installed it on the roadside mower
Police S-7 Installed new front and rear brakes also installed a new emergency brake disc in both sides
PW #34 Went to Pacific Industrial to check on the quick coupler it's not done yet
Keith Vacation

May 4th

Office Finished putting all the rest of the maintenance files into the new computer program
PW #34 Checked on the quick coupler at Pacific Industrial
PW Helped Roger cut off a piece of railroad track that was used as a sign post on first and St. Helens street
Parks 23 Installed a new battery
Keith Vacation

May 7th

Office Computer work
PW Checked on the quick coupler
Police S-5 Replaced two rear tires and did a full service
Police S-9 Added engine oil
PW #55 Found a wash out hose over at the fire dept. for the sweeper

May 8th

Office Filled paper work
PW #34 Checked on the quick coupler again to see if it was ready will check on it on Thursday
PW Checked on the part for the jumping jack they finally ordered the parts and should be here soon
Parks P5 Checked the Air conditioning pump replaced a fuse

May 9th

Office Computer work
PW Checked on the equipment
Shop Cleaned the floor

May 10th

Office Computer work
Shop Cleaned the welding table
Police S-9 Full service

May 11th

PW Replaced the foot on the jumping jack compactor
Police Repaired a tire
Brett Vacation day

May 14th

Office Computer work filled paper work
PW #6 Started the oiler and the pony engine
Shop mowed what's left of the grass and pulled weeds

May 15th

Office Computer work
PW #55 Installed gutter brooms
PW #23 Installed new mower blades
PW Started both the generators at the public works shop test ran for an hour

May 16th

Office Computer work
WWTP Cut five 55 Gallon drums up so they can make concrete anchors out of them
Police S-8 Repaired three tires all had nails in them

May 17th

Office Computer work
City Hall #12 Full service
PW Cut up a manhole lid for Buck

May 18th

Office Computer work
Shop Cleaned the restroom and shop sink
PW #55 Checked the nozzles on the front of the sweeper they are sticking a bit

May 21

Police S-3 Checked out the car engine oil brakes transmission fluid, air pressure in the tires,
Brett Sick day

May 22nd

Pw #55 Removed the magnetic water valves that runs the water system, cleaned them out and replaced them, test ran the water system, works fine now

May 22nd

PW #6 Removed the batteries from the truck and pony motor picked up a new battery for the pony motor and started charging the chassis engine battery

May 23rd

PW #6 Installed a new battery on both the chassis and the pony engine, took the truck over to the wash rack and cleaned the windows, found that it had a coolant leak on the bottom radiator hose, loaded and hauled the truck to the shop, pressure washed the engine compartment, 5 hours later we got the radiator hose out and ordered a new one.

May 24th

PW #6 Installed a new bottom radiator hose 4 hours test ran and took the truck back to the shop

PW #55 Truck broke down on the road, brought the truck to the shop and replaced the batteries Found one that was bad. Ran fine all day

May 25th

PW #55 Was called out at 4am sweeper broke down again in the same place brought it back to the shop and ran a bunch of tests on it, found that a low oil pressure sensor set a code not sure if that is the problem because its not an active code, more testing is needed

PW #34 Installed a new quick coupler on the boom of the excavator

May 29th

Office Computer work

PW #55 Ran some mores tests and then test drove the sweeper, no problems brought back to the shop and did a full service on the truck and pony engine. Cleared the codes

WWTP Checked on a generator battery at the plant

Parks #21 Tested the coolant fan traced out the wiring and found a relay that is bad replaced the relay

May 30th

#55 Test drove the sweeper cleared all the codes

Parks #21 Tested the mower ran fine had a problem with the mower deck traced the wiring out and found a bad switch

Parks P1 Looked at an oil leak on the gator needs to come to the shop for repairs

May 31st

City Hall Safety meeting

PW #9 Full service and made some adjustments to the two-way radio

Police S-7 Full service and replaced the two front tires



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 May 2018

Water Production: 45.3 million gallons, which averages 1.5 million gallons per day

Week 1 Produced and sent April OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents. Received a delivery of bleach.

Week 2 Received Caustic delivery. New reagents for Cl₂ monitor received.

Week 3 Gathered and sent out the May 2018 LT2 (Giardia/Cryptosporidium) sample. Northwest controls on site to replace heat pump and fabricate and repair fittings on our HVAC unit for the electrical vault cooling system. Chlorine delivery. Guy working on updating computers and making backups of the data on them. Changing passwords. Northwest controls back on site to finish up the HVAC repair and recharge of our system.

Week 4 Holiday Monday, Taco Tuesday, Wacky Wednesday, SAIF Thursday and then it was Friday and a new month started happening before we could catch our breath and realize what was happening in such a short week of activity!

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

WWTP Monthly Operations and Maintenance Report

May 2018

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 5/2-Arne here to work on aerators #1 and 5. Got #1 working and we'll need to pull the wire on #5.
- 5/3-Reanchored aerator #1.
- 5/8-Bob Sanders here to install new prop and assembly on work barge motor.
- 5/8-Moved SolarBee A out of sludge and tied to shore. Still working.
- 5/17-Cleaned Secondary TSS monitor.
- 5/17-Anchored SolarBee A in new spot. Took Crystal along for pictures.
- 5/24-Arne here to wire new aerator in spot 5 and bring in old motor to be sent in for repair.
- 5/29-SolarBee techs on site for checks. Found a couple weak batteries, but overall, units in good shape.
- 5/30-Reed Electric here to pick up aerator.
- 5/30-Greased aerators

Primary System Report

- 5/29-SolarBee techs cleaned units.
- 5/30-Greased aerators.

Pump Stations

- 5/7-PS#2-Fill cap on pump 2 leaking. Installed new cap and gasket.
- 5/9-PS#2-Pump 2 failure alarm. Pump lost prime. Running normally now.
- 5/16-PS#2-Cleaned check valves.

Sodium Hypochlorite System

- 1553 gallons used this month.
- 2768 gallons used last month.
- 5/2-5100 gallons hypo delivered.

Call-outs

- 5/3-1715-PS#3 pump fail alarm. Johnny in and found nothing out of the ordinary. Pump running normally.

Plant

- 5/8-Scott Williams down to work on access road to power pole for PUD near substation 4.
- 5-9-Tim Ilias here working on flush valve in bathroom, the irrigation valves, and replacing hypo cam lock fittings.
- 5/16-Quality Control Services here to perform annual calibrations.
- 5/18-Replaced lost/broken bolts on storm water grate in parking lot.

- 5/21-Annual inspections on influent screens. Found brush HOA switch on screen 2 not working.
- 5/30-Cleaned North contact tank.
- 5/31-Started annual DMRQA testing.

Pretreatment

- 5/1-Phone call with DEQ regarding Sewer Use Ordinance changes.
- 5/1-Contacted Dockside after public works found excessive grease in their discharge manhole.
- 5/9-Issued Notice of Violation to Cascades for failing to meet clarifier compliance schedule.
- 5/14-Resubmitted Sewer Use Ordinance with Local Limits included.
- 5/15-Visited Rainshadow Labs to check on status of environmental screening.

Other

- 5/24-PNCWA Lower Columbia Section here for monthly meeting and tour of the facility.

Next Month

- Hire summer helper
- Finish DMRQA