



CITY COUNCIL WORK SESSION

Wednesday, September 19, 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. **Swearing In of New Police Officer Adam Hartless**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Discussion Topics**
 - 4.A. Employee Length of Service Awards
[04a. 091918 Memo to Council re LOS Award.pdf](#)
5. **Department Reports**
 - 5.A. Public Works Department Report
[05. PW Dept Report.pdf](#)
6. **Council Reports**
7. **Other Business**
8. **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) and Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h). 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.**

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LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: September 19, 2018

I am happy to announce that we have three employees who have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the September 19 Council work session.

30 Years

Diane Barbee began working for the City on August 1, 1988 as a part-time Library Assistant. In 1994, she became a full-time Library Assistant. In 1997, she was transferred into a Library Technician position and was promoted to a Library Technician II in 2009. Diane retired in 2016 but still works part-time for us as a Library Technician II.

20 Years

In 1998, **Sheri Ingram** began as the Receptionist/Dispatcher for the Public Works Department. In 2007, she was reclassified to the Public Works Office Assistant.


10 Years

Nicole Woodruff began working for the City in 2008 as a part-time Library Assistant. She was laid-off for a few months in 2009 but was rehired in October of 2009. In 2016, Nicole became a full-time Library Technician I.

Congratulations, Diane, Sheri and Nicole, and thank you for your service!

Thank you.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	19 September 2018	
Subject:	August Public Works Status Summary	

Engineering

1. Completed walk-throughs for 2 new subdivisions, Elk Ridge and Emerald Meadows.
2. Held pre-construction meeting for improvements to First Street behind Les Schwab.
3. Completed annual street striping contract.
4. Developing project to repair multiple trench patches throughout town.
5. See complete report.

Parks

1. Prepared for and assisted with Citizen's Day in the Park.
2. Have more than normal hornet and wasp nests; spraying and put out multiple traps.
3. Trimmed trees and shrubs at multiple locations in parks and streets.
4. Cleaned up major debris from a large tree that fell at N. 12th & West Streets (shallow roots).
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 5 standard water meters with new radio read meters.
2. Worked on prepping Grey Cliffs Park site for new restroom obtained from Parks grant.
3. Replaced several shut-off valves; repaired water leaks.
4. Worked on sidewalk repairs at the Library.
5. Serviced and/or made repairs on 50 vehicles and/or equipment.
6. Responded to nine after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 57.8 million gallons of filtered drinking water, an average of 1.86 million gal/day.
2. Installed a new chlorine monitor.
3. Temporarily lost most automated systems during large-scale power outage due to downed tree.
4. Replaced hard drive on SCADA server.
5. See complete report.

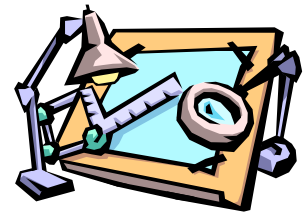
Waste Water Treatment Plant

1. Initiated repairs on aerators and SolarBees.
2. Responded to pump stations during wide-spread power outage due to downed tree.
3. Performed annual pre-treatment inspection at Letica.
4. See complete report.



Engineering Department Status Report

11 September 2018



DEVELOPMENT PROJECTS

Emerald Meadows Subdivision Construction Permit

The public infrastructure is complete and 2 or 3 small items need to be addressed before the City can accept the work on the subdivision. The Developer is required to post a 2-year warranty bond to ensure that all of the new systems function properly. Sidewalks and street trees will be installed with the home construction.

Elk Ridge Estates Phase VI

A walk thru of the project was conducted with City staff, the project engineer, and the contractor. Several small items were found not to meet standards and are being corrected by the contractor.

Proposed New Medical Building

The public sanitary sewer and waterlines for a new medical office facility are complete. Additional public improvements associated with the medical office will include a storm drain extension and street frontage improvements. Construction of these is expected to begin this fall in conjunction with the building construction.

Columbia County Education Campus

No change since last month. Construction of the new CCEC building continues, including construction of a new public water main on the school district campus. They are having to remove a lot of rock for the project.

First Street Improvements

Held a pre-construction meeting for street, storm, and watermain improvements on First Street, a short County right-of-way off of Highway 30 south of Les Schwab. The street is already partially improved but a Developer is planning to build on the lot behind Les Schwab and is required to extend the water main, storm drainage system, widen the road, and extend sidewalk along his frontage. Work is tentatively planned to begin in the last half of September.

N. 7th Street Container Condo Project

Held a meeting with the developer proposing the shipping container condo development on N. 7th Street across from the 6th Street Ball Park about water service connections and storm drain options.

SANITARY SEWER AND STORM DRAIN PROJECTS

S. 2nd Street Sanitary Sewer Extension

Work is mostly completed for this short sanitary sewer main extension from St. Helens Street north, to provide sanitary sewer service to new townhomes being constructed. The contractor has not conducted required testing.

Bradley Street Sanitary Sewer Extension

Received plans for review for a short sanitary sewer extension on Bradley Street to serve a home proposed to be constructed.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The 90% complete drawings should be submitted to the City and the County to review sometime in September. These plans will be close to complete but there will still be an opportunity to make corrections. Once the last of

the revisions have been made, the project can go out for bid. The target time period to bid is at the beginning of 2019 and have a contractor ready to get started in mid-2019.

2018 Street Striping Project

This project is complete.

Street Trench Patching Project

Public Works staff has been compiling a list of locations where repair work has been done that has required trenching the existing asphalt roadway. For cost effectiveness, the asphalt is typically replaced all at once instead of having a contractor mobilize and complete each patch individually, which would be cost prohibitive. A small project has been developed to collect bids for this work.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were six Right-of-Way/Construction permit issued in August 2018: three to NW Natural for new service installations; one to CRPUD to install a new street light at S. Vernonia & Hwy 30 at the City's request; one to a property owner on S. 6th Street for grading to make access to the lot; and one Plan Review permit to review plans for a sewer extension on Bradley Street.

Miscellaneous Projects

Continuing to work with Planning, Parks, and Public Works staff to implement various improvements in the Parks.

Issued a Request for Quotes for a new rooftop heating/cooling unit for City Hall. The compressor in one of the existing units failed and the cost to repair it was at a point that it was more cost effective to replace the whole unit. Quotes were received and a recommendation was made to the Council a replacement. In the meantime, several of the offices on the 2nd floor of City Hall were without any air conditioning during several months of hotter than normal temperatures.

Director assisted the Columbia County Road Department with the selection of a consultant to perform engineering tasks related to the repair of various culverts damaged by winter flooding.

Training Workshops and Committee Meetings

Participated in a webinar presentation on the Puerto Rico response to sewer and water utility response to hurricane damage.

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 August 2018



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

Put top dressing on 6th Street Park

Repainted and repaired horseshoe pits at McCormick Park

Sprayed a number of wasp and hornet nests

Checked on power issues for 13 Nights

Trimmed trees and brush along the trails at McCormick Park

Blew off the dugouts at McCormick Park ballfields

Trimmed brush that block the sight distance at Wyeth Street and the highway

Fertilized Campbell Park

Repaired sprinklers at 18th and OPR flower beds

Treated the Parks Shop roof with moss killer

Dealt with hazard limbs at Walnut Tree Park

Put out several wasp traps at McCormick Park

Replaced the fuel pump at the Parks Shop

Trimmed trees along Spain's hill

Prepared and assisted with Citizen's Day in the Park

Cleaned up a downed tree at N. 12th and West Street

Repaired street tree watering system

Pressure washed the Parks Shop

Trimmed trees and brush blocking signs along the highway

Cameron's wife had a baby girl 😊

Repaired mower

Moved tables and prepared for Wellness picnic

Obtained new sinks from Pacific Stainless for Campbell Park

Cut down and cleaned up hazard trees at McCormick Park

Sprayed the ballfield infields at 6th Street and McCormick Parks

Trimmed a tree on Sykes Road

Public Works Work Report

August 2018

Water Dept:

Installed 5 radio read meters
Read meters and heavy users
Turned off and on 48 delinquents
Helped with sidewalk project at Library
Helped troubleshoot sewer issue at Godfrey Park
Helped pour concrete at WWTP
Looked for leak on 300 & 400 blks. Of S. 18th St.
Repaired leak on service at 325 S. 18th St.
Repaired leak at 2004 Tualatin St.
Poured concrete at 254 N. 2nd St.
Plumbed new water line for Grey Cliffs restroom
Replaced shut-offs and poured concrete at 77 Sunset Blvd. & 335 S. 7th St.
Installed check valve at 190 N. 7th St.
Replaced shut-off & box at 254 S. 15th St.
Replaced shut-off at 314 S. 11th St. & poured concrete

Sewer Dept:

Made a sewer tap at 231 Mayfair
Helped with Grey Cliffs restroom project throughout the month
Troubleshoot Godfrey park sewer issue

Call-Outs:

Shut off water for repair at 324 S. 6th St.
Turned water back on at 324 S. 6th St.
Tree fell and knocked out power at N. 12th St. & West St.
Telemetry alarm at shop – 2 alarms on 2 different days
Light out at S. 18th St. & OPR
Fire hydrant flowing on S. 1st St. – fire dept. turned off
73 Dubois wanted his account changed
Qwest box hit – wires hanging out

Miscellaneous:

Swept streets
Mowed ROWs
Marked 71 locates
Checked wells & reservoirs daily

August 1st to 31st

Aug 1st

PW #76 Test drove the truck had the same problems it had before
PW #16 Removed the T bar from the boom and brought it to the shop to remove a bolt
PW Cut a bunch of rebar for Roger

Aug 2nd

PW #16 Installed a new hydraulic cylinder on the boom of the flusher truck test ran it, pressure washed the truck, rounded out the hose where it was smashed, installed a new boom rest pad
WWTP Cut a piece of angle and removed a broken piece of angle from a pipe

Aug 3rd

Office Computer work, Filled paper work
WWTP Welded a piece of angle to a pipe
PW #52 Checked the rear tires for tread

Aug 6th

PW #78 Installed stickers on the new excavator and numbers
Shop Cleaned up the floor on the three-post hoist

Aug 7th

Office Computer work
PW #76 Removed the drive line so it could be towed to Portland for repairs
CRFR Removed the back panel on the rear door of the ambulance repaired the broken mount for the door bottom latch installed three screws in the latch mount put the door back together works fine now

Aug 8th

PW #31 Installed a new blower motor
PW Repaired the paint machine sand box
Pw Repaired a weed eater

Aug 9th

Office Computer work Filled paper work
PW unloaded a truck
PW #80 Picked up two ball hitches for the forklift

Aug 10th and 13th

Brett Vacation

Aug 14th

PW Went to Portland and picked up the Mack truck and brought it home after the repairs were done
PW #9 Looked at the front brakes and told the driver to bring it out for repairs
Parks #8 Checked all the belt tension on the belts of the tool cat blew out the engine compartment and behind the cab lots of dirt and grime needs further checking
City Hall #25 all lights on the dash are on and the fuel gauge is not reading right unhooked the battery

Aug 15th

PW #9 Replaced right front wheel bearing
Parks #8 Checked all belts ordered new ones
PW #27 Compressor shut down pressure washed the unit needs further inspection
Police S-9 Replaced both front tires

Aug 16th

Office Computer work
Parks Drilled plates for Roger for the new restroom down by the river
PW #27 Installed new air filters and test ran delivered it back to public work
City Hall #25 Picked up the truck from Emmert Mts and delivered it back to city hall

Aug 17th

Shop Cleaned the shop and restroom and shop sink
PW #17 Installed the stickers on the new truck and installed a fire extinguisher

Aug 20th

Office Computer work and filled paper work
PW #17 Delivered the truck to Columbia audio to have the two-way radio installed
PW #55 Checked hours and millage and did a regen on the truck

Aug 21st

Brett sick
Police S-5 Full service replaced the exhaust hanger

Aug 22nd

Office Computer work
PW #55 Replaced the right-hand gutter broom and replaced the eye bolt and welded up a bracket
PW #17 Picked up the truck from Columbia audio and brought it back to the shop
PW #71 Installed and mass airflow sensor
Parks Sharpened a chain saw

Aug 23rd

PW #6 Tightened up the points on the engine
Brett Sick

Aug 24th

PW #20 Removed the front right-hand side tire and replaced it with the spare
Brett Sick

Aug 27th

Office Computer work
Parks #8 Repaired the driver door latch
Parks Sharpened chain saws
PW Made a chainsaw run changed the spark plug

Aug 28th

Office Computer work Filled paper work

Parks #8 Tool cat broke down on 18th street babied it to the parks shop loaded it on a trailer and brought it to the shop, removed the right front wheel and inspected the wheel bearing hub and axle, ordered all those parts

Police S-1 full service

Aug 29th

Parks #8 Replaced the drive belts and V belts, hydraulic filters, removed the right front axle

Parks Sharpened a chain saw

Aug 30th

Parks Sharpened a saw

PW #76 Picked up the truck at Freightliner and brought it back home

PW #5 Installed a new set of hydraulic couplers on the compactor for the mini excavator

PW #8 and #33 Looked at the boxes on the dump trucks, took measurements for tarps to be ordered and installed

Aug 31st

PW #16 Installed a new decant hose on the rear of the flusher, changed the boom speed on the suction part of the truck, checked a valve that was making noise at the rear of the truck, found that it was in the on position and supposed to be off when in that mode

PW Jump started the asphalt saw

Police S-9 Replaced the rear tires



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Public Works
Water Filtration Facility
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PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal

August 2018

Water Production: 57.8 million gallons, which averages 1.86 million gallons per day

Week 1 Produced and sent July 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 new Cl17 monitor reagents from HACH. Received new colorimeter for Cl17, on-line, chlorine monitor and installed. Guy adjusted the micro switch set points in the chlorine supply feed valve, they were not telling SCADA that the valve had closed all the way and kept bringing in a critical shutdown alarm. Ordered another colorimeter component to put in reserve stock in case either colorimeter fails again without warning. (Takes too long to get a replacement colorimeter cell and this is a critical piece of operational equipment for running the WFF process.) A week after ordering the component of the monitor, HACH informed us that the colorimeter was out of stock and will not be available for an additional 7 to 10 days! We let HACH know this a critical element of our WFF process and they told us that if we added an addition 260 dollars on top of the 500 for the component, they would overnight it to us when the part became available! We declined and the part should be here this afternoon. So we are going to stock a spare colorimeter here at the WFF in case this event happens again. The colorimeter runs 24/7 and the LED just fails without warning and generates false alarms and generates bogus results into the daily monitoring report, which then requires the operator needing to do daily research to find the true value of the chlorine residual to enter into the spreadsheet to produce an accurate report for the State. Installed new colorimeter in chlorine monitor.

Week 2 Gathered and sent out the August 2018 LT2 (Giardia/Cryptosporidium) sample. Received both a chlorine and caustic delivery. Large scale power outage, generator running the WFF on emergency power. Had to reset computers, variable speed pump controllers, chemical pumps, PLC panel. Generator only operates part of the WFF, 1 influent pump and 2 effluent pumps, all in hand to control and balance the flow rates. About 7 hours of being at the WFF monitoring and adjusting the process controls in order to answer alarms and make necessary adjustments to assure a smooth and uninterrupted treatment process. When in this mode of operation, we cannot control the process remotely, an operator has to be at the treatment facility. We have submitted a work request in to Centerlogic Helpdesk and Max, that we need another replacement hard drive on one of our SCADA servers. So far we have had 3 hard drives fail on this particular server! Placed an order for Chlorine to be delivered next week, chlorine use is increased due to the hot weather and more water being produced. Charging fork lift battery. We are trying to reload the Ignition and Java software to the failed SCADA server, perhaps when the drive is replaced the machine will come back to life? Did not happen, so we contacted Inductive Automation and had a technician work with us over the phone and remotely to reinstall the lost software to the server. While he was logged on he upgraded our software. We found out during this service call that we did not have phone support for our software, so we provided additional funds to Inductive Automation and now have a Total Care Package with them with unlimited technical phone support. They very graciously provided to us a “free session” of phone support to get our machines up and running again, since SCADA is a primary component of the operation of the WFF facility. Thank you Mr. Meisler for providing this service to us today. Truly appreciated the support.

Week 3 Rogers Machine on site to service our air compressors. Received chlorine delivery. Max replaced the failed hard drive, the server rejected the drive like it was a foreign body invading the body, like rejecting a transplanted heart! Seems to have come around after a few days, for now anyway. I still do not like the idea that our IT team accesses our SCADA server after hours when we are not here, not a good practice, outside contractors accessing the primary machines that talk with the PLC, which controls the WFF process! Our IT team does not understand our SCADA system, and, they do not know how to work on the Server2012 computers that are accessing the PLC. Bad MOJO, just saying. Guy replacing ballasts and fluorescent tubes in the WFF. Guy cleaned the Raw water Cl17 monitor (chlorine residual) for the WFF system. Replaced the air drive turbidimeter waste recovery pump. Ordered a spare pump for stock.

Week 4 Received the spare air motor, mag drive pump. Guy performed preventative maintenance on SCADA #1 & #2 computers, shutting them down, opening up the towers and blowing out the dust and cobwebs from the mother board, radiators and drive cooling fans. All computers back up and running smoothly. Thank you sir, truly appreciate your self-motivation and diligence in taking such great care of these critical electronic components that control this facility. A pleasure to work with you!

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

WWTP Monthly Operations and Maintenance Report

August 2018

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 8/3-SolarBee E not running. Checked on it and found it was running but had a lot of grass wrapped around shaft.
- 8/3-Replaced missing anchor cable on aerator #5.
- 8/17-Temperature probe in Secondary building not reading. Used backup and called Ken Buell. Found the puck inside probe failed. They will order a new one.
- 8/20-Replaced battery on SolarBee C and replaced bushing on SolarBee A.
- 8/21-Arne here to work on aerator #18. It's single phasing and we need to pull wire.
- 8/21-Aerator #13-Replaced diffuser arm.
- 8/23-Removed broken boom from mill end of lagoon.
- 8/24-Replaced cable on boat winch.
- 8/27-Sealed up holes in boat consule.

Primary System Report

- 8/30-Tried vacuuming lagoon but on/off switch not working. Took trailer to joint maintenance.

Pump Stations

- 8/1-PS#4-Pump #1 tripped. Reset and kept tripping. Called public works, pulled pumps and found rags bound up impeller.
- 8/1-PS#5-Raised backflow preventer box in driveway.
- 8/8-PS#9-Sealed control cabinet with PoliGlow.
- 8/21-PS#4-Arne replaced failed GFCI.

Sodium Hypochlorite System

- 1382 gallons used this month.
- 1212 gallons used last month.
- 8/14-5100 gallons hypo delivered.

Call-outs

- 8/7-1655-PS#3-High wetwell level. Johnny in. Found nothing wrong but raised the high level float back to normal height.
- 8/12-1430-PS#3 Power failure. Aaron in. #5 also out of power but generator running. Called Johnny in to help set up generator. Power back on at 2115.

Plant

- Painted man doors, garage doors, hoists and bollards around plant and lift stations.
- 8/4-SCADA computer failed. Called Max and one of the three hard drives failed.
- 8/15-Public works down to pour concrete pad next to headworks.
- 8/21-Arne removed failed HydroRanger out of screen #1 to be sent in for repair.

- 8/24-Tested septage receiving station flow.
- 8/31-TCMS here to replace drain pan on HVAC unit.

Pretreatment

- 8/6-Cascades called to notify us they were going to start draining clarifier to install flowmeter.
- 8/7-Annual Letica inspection.
- 8/14-Cascades having electrical issues and needs to bypass. Told him to bypass as little as possible but to test BOD and TSS until operation is back to normal.

Other

- 8/6-Public Works called with a suspected sewer spill in Godfrey Park. After two weeks of investigating, found it was due to a water leak and not from the lift station #3.
- 8/22-Won City wide tomato growing challenge. We had the most fertilizer.

Next Month

- Look into Primary lagoon grit removal.