



CITY COUNCIL REGULAR SESSION

Thursday, November 15, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

1. **Call Regular Session to Order - 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Resolutions**
 - 4.a. Resolution No. 1832: A Joint Resolution of the City Council and Urban Renewal Agency of the City of St. Helens Making Certain Determinations and Findings Relating to and Authorizing the Sale of an Approximately 8.21 Acre Parcel Located at 1300 Kaster Road within the City of St. Helens and Located within the St. Helens Urban Renewal Area
[04A. Res No 1832 - Approve Sale of Portion of City Owned Property to ACSP - PENDING 111518.pdf](#)
5. **Approve and/or Authorize for Signature**
 - 5.a. Request for Reconveyance for CAT Loan Payoff of 155 Michael Avenue (Bork)
[05A. CAT Loan Payoff - Request for Full Reconveyance - 155 Michael Ave - Bork.pdf](#)
 - 5.b. Contract Payments
[05B. 111518 Contract Payments.pdf](#)

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

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

6. **Consent Agenda for Approval**
 - 6.a. Library Events Assistant Job Description
[06A. Library Events Assistant DRAFT.pdf](#)
7. **Mayor Scholl Reports**
8. **Council Member Reports**
9. **Department Reports**
 - 9.a. Public Works Department Report
[08. PW Dept Report.pdf](#)
10. **Other Business**
11. **Adjourn**

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City of St. Helens
RESOLUTION NO. 1832

**A JOINT RESOLUTION OF THE CITY COUNCIL AND URBAN
RENEWAL AGENCY OF THE CITY OF ST. HELENS MAKING
CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND
AUTHORIZING THE SALE OF AN APPROXIMATELY 8.21 ACRE
PARCEL LOCATED AT 1300 KASTER ROAD WITHIN THE CITY OF
ST. HELENS AND LOCATED WITHIN THE ST. HELENS URBAN
RENEWAL AREA**

WHEREAS, on July 8, 2015, the City Council of the City of St. Helens (the "City Council") adopted Resolution No. 1707 authorizing the purchase of real property from Boise White Paper, LLC (the "Boise Cascade property") in an amount not to exceed Three Million Dollars (\$3,000,000) in order to foster the City's economic development, environmental and public use goals; and

WHEREAS, the Boise Cascade property consisted of approximately 204 acres of industrial property; and

WHEREAS, on June 21, 2017, the City Council ratified a Ground Lease Agreement with Option for Purchase entered into as of June 6, 2017 between the City of St. Helens (the "City") and ACSP LLC (the "Lessee") for 9.5 acres of the Boise Cascade property for an industrial agricultural facility in order to bring jobs back to the City and revitalize the Boise Cascade property; and

WHEREAS, on August 16, 2017, by Ordinance No. 3217, the City Council adopted the St. Helens Urban Renewal Plan (the "Plan"); and

WHEREAS, the Boise Cascade property is located within the St. Helens Urban Renewal Area and is subject to the St. Helens Urban Renewal Plan; and

WHEREAS, the approved Plan calls for the sale of properties not used for public improvements to private project developers to carry out the Plan's purposes; and

WHEREAS, the effect of the Plan is to declare city-owned land in the Urban Renewal Area as surplus if the property is not needed for public improvements; and

WHEREAS, the City Council is authorized by the Plan to act as the governing body of the St. Helens Urban Renewal Agency (the "Agency"); and

WHEREAS, ACSP LLC is interested in terminating the Ground Lease Agreement and purchasing an 8.21 acre parcel of the Boise Cascade property (the "Parcel") for industrial agricultural purposes; and

WHEREAS, the City has commenced a partition of the Parcel from the Boise Cascade property to enable a lawful sale of the Parcel; and

WHEREAS, ACSP LLC has commenced use of the Parcel and begun improving the Parcel, which is within a time deemed reasonable by the City Council; and

WHEREAS, the offered price is not less than the fair market value of the property and is its fair reuse value; and

WHEREAS, because the Parcel is adjacent to a railroad right of way and pursuant to the requirements of ORS 271.310(3)(a), the City notified the Department of Transportation of the proposed sale on October 9, 2018; and

WHEREAS, pursuant to ORS 221.725(2), the City published notice of the proposed sale and public hearing on November 7, 2018; and

WHEREAS, pursuant to ORS 221.725(3), on November 15, 2018, not earlier than five days after publication of the notice, the City Council acting as both the City Council and the Urban Renewal Agency held a public hearing on the proposed sale of the Parcel; and

WHEREAS, pursuant to ORS 221.725(4), information was provided at the public hearing which fully disclosed the nature of the sale and which included an appraisal reflecting the market value of the property; and

WHEREAS, there was an opportunity to present both written and oral testimony at the public hearing; and

WHEREAS, pursuant to the authority found in ORS 457.230 and Section 5 of the Plan, the Agency is authorized to dispose of property within the Urban Renewal Area; and

WHEREAS, the City has met the requirements of ORS 221.725 and ORS 271.310(3) and may sell real property when it finds it necessary or convenient, and in compliance with the Plan.

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

Section 1. The foregoing Recitals are incorporated herein as findings.

Section 2. The City Council finds it convenient and in the public interest to sell the Parcel to ACSP LLC for use as an industrial agricultural facility.

Section 3. The Agency finds that the Parcel was acquired not for public improvements but to support private redevelopment and that sale of the Parcel to ACSP LLC will promote the expansion of employment opportunities and industrial development in accordance with the adopted goals of the Plan.

Section 4. The City Council acting both the governing body for the City and the board for the Urban Renewal Agency hereby authorizes the sale of an 8.21 acre parcel located

at 1300 Kaster Road within the City of St. Helens and located within the St. Helens Urban Renewal area. A map of the Parcel subject to the sale is attached as Exhibit A.

Section 5. The City Administrator and Mayor, or either of them, is authorized to negotiate the termination of the Ground Lease Agreement and the sale of the Parcel with seller financing in an amount not less than \$3,489,859.58, and to sign all agreements and documents necessary to complete the sale. Terms of the sale shall include the purchaser's agreement to use the land for the purposes designated in the Plan and to complete improvements within a period of time not longer than 12 months after Closing.

Section 6. This Resolution supersedes all previous actions taken by the City Council to approve the sale of the 8.21 acre parcel of Boise Cascade property and all such previous actions are of no further effect.

Approved and adopted by the City Council on November 15, 2018, by the following vote:

Ayes:

Nays:

Rick Scholl, Mayor

ATTEST:

Kathy Payne, City Recorder

REQUEST FOR FULL RECONVEYANCE
(To be used only when the obligations have been paid)

To: TICOR TITLE INSURANCE COMPANY, TRUSTEE

Dated: November 5, 2018

The undersigned is the legal owner and holder of all indebtedness secured by the foregoing Trust Deed made by PATRICIA A. BORK & ALAN E. BORK as Grantor to the CITY OF ST. HELENS of Columbia County, Oregon dated June 13, 2002, recorded June 25, 2002 in official instrument number 08608 and re-recorded September 19, 2002 as official instrument number 02-08608 in the official public records of the clerk of the court of the county of Columbia, Oregon, encumbering the property situated in said State and County described as follows, to wit:

Property Address: 155 Michael Avenue, St. Helens, OR 97051

All sums secured by the trust deed have been fully paid and satisfied. You are hereby requested and directed, on payment to you of any sums owing to you under the terms of said Trust Deed, to cancel all evidences of indebtedness, secured by said Trust Deed, delivered to you herewith together with said Trust Deed and to reconvey, without warranty, to the parties designated by the terms of said Trust Deed, the estate now held by you under the same.

Mail recorded reconveyance along with the enclosed original documents to:

PATRICIA A. BORK
155 Michael Avenue
ST. HELENS, OR 97051

By: _____, Beneficiary
RICK SCHOLL, MAYOR, CITY OF ST. HELENS, OR COUNTY OF COLUMBIA

Do not lose or destroy this Trust Deed or the note which it secures. Both must be delivered to the Trustee for cancellation before reconveyance will be made.

CENTRAL OFFICE
125 N. 17th St.
St. Helens, Oregon 97051
Voice (503) 397-3511
Fax (503) 397-3290
Administration
Information & Referral Ext. 274

FISCAL OFFICE
124 N. 18th St.
St. Helens, Oregon 97051
Voice (503) 366-6570
(503) 366-6565
(503) 366-6569
Fax (503) 366-7906

COMMUNITY DEVELOPMENT PROGRAMS
125 N. 17th St.
St. Helens, Oregon 97051
(503) 397-3511 Ext. 279
Housing Development
Community Facilities

HOUSING CENTER
(800) 404-3511
Housing Information & Referral
Homeowner & Tenant Trainings
Home Ownership Assistance

SELF-HELP HOUSING
(503) 366-6550

HOUSING REHABILITATION
Rehabilitation
Weatherization
Astoria
(503) 325-8098
(800) 325-8098
Columbia
(503) 397-1675
(800) 955-1675

EMERGENCY HOUSING PROGRAM
125 N. 17th St.
St. Helens, Oregon 97051
(503) 336-6546
(800) 404-3511

**CHILD & FAMILY
DEVELOPMENT PROGRAM**
PO Box 10, 108 W. B. St.
Rainier, Oregon 97048
(503) 556-3736
Head Start
Healthy Start

KID CARE PROGRAM
125 N. 17th St.
St. Helens, Oregon 97051
(503) 366-6545

ENERGY SERVICES PROGRAM
125 N. 17th St.
St. Helens, Oregon 97051
(503) 397-4951
(866) 722-4951
Energy Utility Assistance
Consumer Education
Tillamook
(503) 842-3267
(866) 722-4951
Astoria
(866) 722-4951

**SENIOR, RESPITE & VETERANS
SERVICE PROGRAMS**
125 N. 17th St.
St. Helens, Oregon 97051
(503) 366-6543
Respite Care, OPI
Senior Support & Nutrition Programs

Veterans Service Program
125 N. 17th St.
St. Helens, Oregon 97051
(503) 366-6580

COMMUNITY ACTION TEAM, INC.

"BUILDING BRIDGES TO SELF-SUFFICIENCY"



RECEIVED

NOV 05 2018

OFFICE OF ST. HELENS
CITY RECORDER

November 5, 2018

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

Dear Kathy:

Enclosed is a check to the City in the amount of \$17,609.00, a payback of the loan on the property of:

Alan & Patricia Bork
155 Michael Avenue
St. Helens, OR 97051

As in the past, the City should deposit this check and enter the payback in the City ledger, then create a new check for same amount to Community Action Team for deposit in the City of St. Helens Revolving Loan Fund.

In addition, the Request for Reconveyance document needs to be signed by Mayor Peterson, at his earliest convenience. If you would then send the documents to:

Community Action Team, Inc.
Attention: Susan Wagner
125 N 17th Street
St. Helens, OR 97051

We will forward it to the appropriate title company.

If you have any questions or concerns about any of the enclosed information, please contact me at 503-366-6562.

Sincerely,

Susan Wagner
Contract Coordinator

Enclosures
Reconveyance
Enc: Ck #211478; \$17,609.00

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

9

11/06/2018 8:39 AM
Receipt No. 01510159

CAT LOAN PAYOF
F - 155 MICHAEL
L AVE - BORK 17,609.00

Total 17,609.00

Cash 0.00
Check 21 17,609.00

AMROCK INC DETROIT THREE
Customer #000000
662 WOODWARD AVE

DETROIT, MI 48226-

Cashier: lisa
Station: CH-ADMIN2-15

CONTRACT PAYMENTS

City Council Meeting
November 15, 2018

The following payment was erroneously made prior to Council formally approving the contract payment, so, the Council needs to ratify it:

3Kings Environmental, Inc.

Project: Veterans Memorial Park Expansion Project (PR#1) \$ **37,050.00**



INVOICE

INVOICE NO
10402

SOLD TO City of St Helens
PO Box 278
St Helens, OR 97051

SHIP TO 218112--St Helens, VA Memorial Park
475 S 18th St.
Columbia Co
St Helens, OR 97051

ACCOUNT NO	PO NUMBER		TERMS	INVOICE DATE	PAGE
STHE0001	M-487		On Rcpt	9/30/2018	1

PROGRESS PAY APP #1 - Sept 2018

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	0.75	Lump Sum Contract	52,000.00	39,000.00

ITEM TOTAL 39,000.00
RETENTION -1,950.00

TOTAL AMOUNT **37,050.00**SIGN MPACCT 704-000-053012

RECEIVED

OCT 15 2018

CITY OF ST. HELENS

W-9
AP3Kings

PAID

NOV 01 2018

Please remit to: PO Box 280, Battle Ground, WA 98604

For questions call (360)666-5464 * (888)435-4647 * (253)750-0908

There will be an 18% per annum, or legal maximum allowed under statutory guidelines, finance charge assessed on all past due invoices.

PAY APPLICATION FOR WORK COMPLETED

APPLICATION NO.: 1 Period: Sep-18
 PROJECT: 218112 - St. Helen's Veteran Memorial
 CONTRACTOR: 3 Kings Environmental, Inc.
 PROJECT #: M-487

DATE: 9/30/2018



A ITEM NO.	B DESCRIPTION OF WORK	C UNIT	D QTY	E UNIT COSTS	F SCHEDULED VALUE	WORK COMPLETED				G TOTAL TO DATE (D+E)	H LS contract % Complete	I Balance to Complete
						PREVIOUS QTY	VALUE PREVIOUS APPLICATIONS	CURRENT QTY	VALUE CURRENT APPLICATION			
1	Lump Sum Place, Finish, and Seal Concrete	LS	1	\$ 52,000.00	\$ 52,000.00	0.0	\$ -	0.75	\$ 39,000.00	1.0	100%	\$ -
Total							\$ -		\$ 39,000.00			\$ -

Per Contracts - Original Contract \$ 52,000.00
 Change Orders

Retainage @ 5%
 Billed To Date

Revised Contract to Date \$ 52,000.00

Billings:				
Pay App #1, Sept 2018	Contract	WSST	Retainage	Total
	\$ 39,000.00	n/a	\$ 1,950.00	\$ 37,050.00
	\$ -	n/a	-	\$ -
	\$ -	n/a	-	\$ -
	\$ -	n/a	-	\$ -
	\$ -	n/a	-	\$ -
	\$ 39,000.00	n/a	\$ 1,950.00	\$ 37,050.00
Total Billings				

Payments:	\$ -
	\$ -
	\$ -
	\$ -
Total Payments	\$ -

Total Outstanding for said project \$ 37,050.00

City of St. Helens

Job Title: Library Events Assistant
Department: Library
FLSA Status: Non-Exempt
Union: None
Created:
Wage Scale: Recreation Assistant

GENERAL PURPOSE

This position is employed only seasonally and/or part time with the City of St. Helens. A variety of duties and tasks may be assigned. A pre-employment background check will be conducted.

Hours per week: 0-10 (Monday through Saturday). May work evenings and weekends.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director and follows directions from the Youth Librarian.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

As directed by Library Director and Youth Librarian:

- Assists in delivering maker-based library events for children and their families.
- Assists in developing activities and curriculum for maker-based library events for children.
- Monitors the maintenance of equipment, supplies and facilities.
- Assists in site operations such as facilities/program setup and cleanup.
- Provides clerical support; may assist with telephone calls and program registration; may respond to public inquiries about programs.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures and may assist with community outreach activities to promote maker programming.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Must be age 16 years or older.
- Must be enrolled in a high school program.
- Must be able to follow written and oral instructions in English.

DESIRED QUALIFICATIONS

- Experience in developing and/or administering events for young people.
- Experience with maker technology such as robots (Dot and Dash, Ozobot), littleBits, stop motion iPad apps, sewing machines, vinyl cutters, 3D pens, and/or t-shirt heat presses.
- Experience with word processing, spreadsheets, and other related office computer software
- Confidence in experimenting with new solutions or ideas
- Excellent problem solving skills
- Ability to establish and maintain effective working relationships with co-workers and the public, especially children and their families.
- Capable of working calmly under stressful situations and/or with interruptions.
- Effective communication skills (verbal and written) and ability to follow written and oral instructions
- Able to work evenings and weekends when necessary; the schedule for this job will mostly be during afterschool hours, but occasional events or tasks may require evening or weekend work.

SPECIAL REQUIREMENTS

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Library Events Assistant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____


Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

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:	15 October 2018	
Subject:	September Public Works Status Summary	

Engineering

1. Finished first review of plans for a new 18-lot subdivision, returned to owner for revisions.
2. Prepared bonding documents needed to finalize the subdivision plat for Emerald Meadows.
3. Prepared contract documents for trench patching project; scheduled first round of patching.
4. Attended two public works conferences; made a presentation on a City project at one of them.
5. See complete report.

Parks

1. Assisted with multiple Halloweentown activities throughout the month.
2. It is the time of year to pick up downed leaves, leaves, and more leaves.
3. Continues to work on trimming branches and cleaning debris from multiple trees.
4. Painted the interior and started installing new fixtures in the Campbell Park restrooms.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 4 standard water meters with new radio read meters and 28 registers.
2. Most of staff worked on Halloweentown, Fairyland, and the Veterans Memorial expansion.
3. Cleaned grease and debris from PS#1 (near Klondike) for the WWTP.
4. Demoed lobby of City Hall; relocated staff to Council Chambers; moved it all back again.
5. Serviced and/or made repairs on 51 vehicles and/or equipment.
6. Responded to seventeen after-hours call-outs, 6 just for Halloweentown.
7. See complete reports.

Water Filtration Facility

1. Produced 45.6 million gallons of filtered drinking water, an average of 1.52 million gal/day.
2. Replaced pump on neutralization system.
3. Winterized grinder pump station for the upcoming season.
4. Initiated repairs on the building's radiant heating system.
5. See complete report.

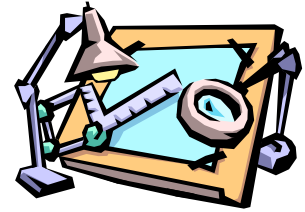
Waste Water Treatment Plant

1. Replaced wiring and anchor on Aerator 14.
2. Cleaned, painted, and installed repaired pump and new ultrasound at PS#1.
3. Responded to complaint of grease in the storm drain at McDonalds. Found grease. Referred to ODOT.
4. See complete report.



Engineering Department Status Report

5 November 2018



DEVELOPMENT PROJECTS

Bailey Subdivision

Reviewed plans for the public improvements for a new 18-lot subdivision located between Sykes Road and Westboro Way. Plans were returned to the design engineer for multiple revisions.

Emerald Meadows Subdivision Construction Permit

Waiting for paperwork from the Developer to finalize the plat. Once this is recorded, the builder can submit building permits for new homes.

Elk Ridge Estates Phase VI

No change in status: The Contractor is working on several small items that were found to not meet standards during a recent walk-thru with the Design Engineer and Contractor.

New Medical Building Construction

Work on the frontage improvements has started, which will include a widened street, curb, sidewalk, and a new storm drain on McBride Street. The Contractor has found a conflict with the natural gas main and is working on revising the storm drain pipe alignment to minimize the issue.

Columbia County Education Campus

The majority of work at the site in October has been on the building infrastructure. Street frontage improvements are tentatively scheduled for next year near the end of the school construction project to minimize disruption of the students.

First Street Improvements

Construction of street, storm, and watermain improvements on First Street, a short County right-of-way off of Highway 30 south of Les Schwab, is nearly complete. 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.

N. 7th Street Container Condo Project

No new activity on this project.

SANITARY SEWER AND STORM DRAIN PROJECTS

S. 10th Street Storm Drain Reroute Project

The contract with the successful contractor, Emery & Sons, has been finalized and Engineering will be working with them on a schedule to do this work.

S. 2nd Street Sanitary Sewer Extension

Construction is now complete for this short sanitary sewer main extension on S. 2nd Street from St. Helens Street however, the Contractor/Developer has not finalized the project. They will be required to submit testing results and as-built documentation before the City will accept the work.

Greystone Estates Sanitary Sewer Relocation

Plans have been finalized for re-routing the existing sanitary sewer on the property next to the “old hospital” (currently DMV, Legacy, etc.). Recently, the Owner/Developer received an approval from the Planning Commission for an 80 lot mixed use subdivision of the property. The existing public sanitary sewer mainline runs the length of the proposed subdivision property and the Developer would like to start work on relocating this main

in advance of starting the subdivision infrastructure, since they will not be able to submit plans for the full development until all of the approvals and waiting periods have passed. This is a very low risk option for the City. Worst case, they do not finish the new main and the City still uses the existing mainline. Second worst case, they finish the new main but not the subdivision – the City gets a new pipe out of the deal and the land can still be developed. Best case, the new main is completed and the subdivision gets constructed. The mainline construction would be completed over the winter months. A pre-construction meeting with the Developer, Engineer, and Contractor is scheduled for Friday November 9 and construction is expected to begin within a few weeks.

Bradley Street Sanitary Sewer Extension

No change in status: Reviewed plans for review for a short sanitary sewer extension on Bradley Street to serve a home proposed to be constructed. Revised plans have not been re-submitted.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The 90% complete drawings have recently been submitted to the City and the County to review. These plans are close to being complete but there will still be an opportunity to make corrections. Requested revisions will be provided to the consulting Engineer and once these corrections 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.

Street Trench Patching Project

Throughout the year Public Works staff compiles a list of locations where underground repair work has been done that required trenching of the existing asphalt roadway, such as fixing watermain leaks or installing new storm drains and catch basins. For cost effectiveness, temporary patching material is installed and the permanent asphalt is replaced all at once instead of having a contractor mobilize and complete each patch individually, which would be cost prohibitive. A project was developed by Engineering to collect bids for this work and the successful bidder was S-2 Contractors. This company has done asphalt work for the City in the past and has always provided a high quality product. Asphalt requires specific weather conditions; happily, the weather gods smiled upon us and the Contractor was able to get in 2 full days of patching on November 1 and 2. This is fortunate because this time of year, if we do not take the opportunities as they are available, there may not be another time when both the Contractor is available and the conditions are appropriate, making maintenance more problematic and winter driving more hazardous for everyone.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were four Right-of-Way/Construction permit issued in October 2018: two to NW Natural for new service installations; one for a property owner to make a sidewalk repair; and one to review plans for frontage improvements on Port Avenue.

Miscellaneous Projects

Attended a pre-application meeting for a potential commercial building with two businesses in the McBride Commercial Development (former Violet's Villa site).

Planning, Building, and Engineering staff met with the developer of the proposed apartment complex on McBride & Matzen Streets to discuss options and the procedure to obtain approval to construct vehicle garages and storage lockers for the private use of the future apartment residents.

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

Training Workshops and Committee Meetings

Director attended the American Public Works Association Oregon Chapter Fall Conference.

Director attended the Pacific Northwest Clean Water Agencies conference and made a presentation on the Godfrey Park storm drain improvement project. After the conference, another public works professional organization has submitted a request to have the presentation given at an upcoming training program.

Director attended the monthly Columbia County Traffic Safety Commission meeting.

Participated in the Brownfield Advisory Committee meeting. The primary topic discussed was the Brownfield Site Inventory.

Participated in the monthly IT meeting with staff and representatives from Centerlogic. Issues from various departments were discussed.

Engineering 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 October 2018



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

Removing hazard trees at McCormick Park

Assisted with Halloweentown activities

Performed weekend restroom cleanup for Halloweentown

Cut down a hazard tree on Maple Street

Repaired a soap dispenser at Columbia View Park restrooms

Helped set up for the annual cross country track meet at McCormick Park

Trimmed and removed trees at Grey Cliffs Park

Cleaned up downed trees at McCormick and Heinie Heumann Parks

Placed extra trash cans on the waterfront

Transported and put up the stage for Halloweentown

Moved the sidewalk trash cans to act as a barricade for Halloweentown

Used the street sweeper to remove leaves from Campbell Park

Picking up leaves in all parks

Moved more trash cans for Halloweentown

Took the Gator and small tractor to the waterfront

Picked up and returned the stage to storage

Spread fertilizer and lime on the ballfields at Columbia View Park

Repaired the lock on the restroom at the McCormick Park ballfields

Moved picnic tables for Halloweentown

Used the street sweeper to sweep downtown

Picked up wood debris at Heinie Heumann Park

Disposed of road kill two times

Painted inside the Campbell Park restrooms

Used leaf blower to blow off Columbia View Park and City parking lot

Worked on the flower beds at the library

Put up shelves in the maintenance room in the new Grey Cliffs Park restrooms

Used leaf blower to blow debris off of the veterans' memorial

Cleaned all our mowers for the winter

Public Works Work Report

October 2018

Water Dept:

Installed 4 radio read meters
Replaced 28 registers
Read meters and heavy users
Turned off and on 46 delinquents
Installed new services at 415 & 417 N. 12th St.
Helped with Fairyland, Halloweentown and Veterans Memorial through the month
Helped put down crosswalk at Hwy. 30 & S. Vernonia Rd.
Cleaned ditch at Sykes Rd. & Columbia Blvd.
Replaced shut-off at 214 N. 5th St.
Installed check valve at 36 Crescent Dr.
Helped at reservoir while being inspected
Demolish counter at City Hall, paint, move furniture
Put up ceiling tiles and install front door at FARA

Sewer Dept:

Sewer plug at Don's Rental – on their side
TVed main on 200 blk. N. 7th St. for new building project
Installed two new services at 415 & 417 N. 12th St.
Cleaned grease and debris out of Pump Station #1 by Klondike
Helped Stewart and Hamer Electric install transducer at PS #1

Call-Outs:

Water on at 48 Salmon St.
Water on at 35029 Stag Ct.
Halloweentown – 6 callouts
Alarm at shop – deer in yard
Sign down at S. 10th St. & OPR
Water off at 414 N. 5th St.
No water at 454 S. 15th St.
Alarm at shop – yard – cops didn't find anything
Heavy rain – put out sand pile and sandbags and cleaned grates and catch basins
Water off for leak at 392 S. 18th St.
Alarm at shop again – yard – cops didn't find anything
Water leak in road by Chamber of Commerce

Miscellaneous:

Swept streets
Marked 82 locates
Checked wells & reservoirs daily

October 1st to 31st

Oct. 1st

Police S-15 full service

PW Helped move a trailer down town from Boise for the Halloween town festivities

Parks Helped remove the plaque from the veteran's memorial and load it onto the bobcat

Oct 2nd

PW installed and secured the benches to the flat bed trailer and delivered it to 1st street for the Halloween town event

PW Jump started the tractor for Halloween town

PW #22 Picked up the Mack and brought it back to the public works shop and put fuel in it for the parade

Parks #5 Removed the driver side seat belt and took it to Emmert Mts. so they could see what it looked like before they ordered a new one.

Oct 3rd

PW Fabricated brackets for the roof of City Hall

PW #30 Full service

PW #72 Took The rep from Terex to Public works to look at the buckets on the bucket truck
So, he could order new ones

Oct. 4th

Office Computer work

PW #30 Full service

PW Helped Tim with some sinks for McCormick Park

Oct. 5th

Brett Sick

Parks Sharpened saws

Oct. 8th

Office Computer work

Parks Tightened up the hydraulic motor belt also fill hydraulic reservoir

Shop Cleaned sink and restroom and floors

Oct 9th

Office Filled paper work

Shop Clean up the tire area

PW #17 Looked at the truck to see if we could put a ladder on the box to make it easier to get up into the box did not come up with a good solution

Oct. 10th

Parks Sharpened a chain saw and adjusted the carburetor

PW Picked up a two-way radio for #52

Oct 11th

PW #52 Installed a driver side mirror and also installed a new two-way radio

PW #3 Full service and replaced four tires

Parks Sharpened a chain saw

Oct 12th

City Hall Straightened out a rear bumper on the Halloween town tour bus

Shop Clean up, cleaned the restroom and shop sink

Oct 15th

PW #29 Looked at the 4" camera found that the little valve used to put a gas charge in the camera was damaged ordered a new one

PW #40 Full service

Oct 16th

PW #83 Checked wire connections on the reader board found a loose connection tightened it up and test ran the reader board

PW #48 Jump started and moved the truck

Parks #8 Checked the drive belt

Parks Sharpened a chain saw

Oct 17th

PW Bent up a bunch of rebar for a concrete job over at McCormick park

Parks Sharpened a chain saw

Oct 18th

Police S-5 Replaced the rear license plate lights

PW Swept 8th street and west street

PW #1 Looked at the tires need to order new ones

Oct 19th

Office Computer work

Shop Clean up, swept floors, cleaned restroom and shop sink

Parks #8 Tightened up the drive belt

PW #26 Checked on the dozer that is parked above the waste water treatment plant ran it for a while to charge up the batteries

Oct 22nd

Office Filled paper work

PW #72 Removed the block in front of the winch and pulled the fairlead back installed the block Back onto the truck

Oct 23rd

PW #20 Tire came off the bead at the 8th street dump filled the tire with air and checked for leaks

PW #55 checked the hose reel on the back of the truck loosened the spring latch but found the return spring is broken need to order a new one

Parks #19 Checked the 3-point on the back of the tractor found that the drive line was in a bind and would not let the 3-point come down

Oct 24th

- PW #8 Truck needed a regen for the exhaust, checked exhaust temperatures while it was doing it
Per TEC equipment's instructions
- PW #20 Checked the right front tire
- PW #55 Found a part number on the hose reel and ordered a new one
- PW Unlocked the light towers at the veneer plant property for Wilcox and Flagel to fill the fuel tanks

Oct 25th Office Computer work filled paperwork

- Shop Clean up, cleaned the tool box
- PW Checked equipment
- Parks Checked equipment

Oct 26th

- Shop Cleaned restroom and shop sink, cleaned the floor
- PW #55 Installed the spring on the gutter broom and a new eye bolt also tightened up the
Nut that holds the gutter broom to the hydraulic motor

Oct 29th

- PW #71 Jump started the truck and checked the charging system and the battery
- PW #20 Filled with DEF and did a regen on the engine for the emissions system
- PW Found Two spud wrenches for Roger

Oct 30th

- Parks Cut pieces of all thread for the new pavilion being built at McCormick Park
- PW #55 Removed the right-hand gutter broom disc and found that the threads are stripped on the
hydraulic motor ordered a new hydraulic motor

Oct 31st

- PW #55 Installed a new hydraulic motor and gutter brooms
- PW #40 Replaced wiper blades
- Parks #54 Drained transmission fluid
- CRFR Helped Rick with the gate at the training grounds, installed a new post



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

October 2018

Water Production: **45.6** million gallons, which averages **1.52** million gallons per day

Week 1 Produced and sent September 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 CI17 monitor reagents from HACH. Received delivery of chlorine and caustic. Beginning “cleaning in place” on the racks, starting with flushing the headers and lower end of the modules before running the cleaning solutions through a rack. Neutralization pump #2 worn and leaking. Removed from service and transported pump to Beckwith and Kuffel for repair. Original pump, lasted 13 years with only seals being worn and replaced, but the pump is acting like Neut pump #1 did. The silt had eaten through the SS volute and required that the impeller, seal, pump shaft and volute all needed to be replaced due to the abrasive nature of the silting we have at the WFF. Pump #1 had a new pump installed, it was cheaper than fixing the old pump because of how extensive the damage was to the pump.

Week 2 Pump #2 being repaired, silt has eaten away the inside of the volute. Pump is scheduled to be rebuilt by next Thursday. Flushing racks of silt and mud and running CIP’s. Winterized grinder pump station for the season, (turned on heat tracer on waste lines) Rogers machine on site to service our air compressors. Small MG compressor displaying a capacitor fault, technician corrected problem and reset machine. Had service performed on our WFF vehicle and new tires installed. Placed order for CPVC and Parker quick connect plumbing parts for inventory.

Week 3 received CPVC fittings. Rebooted PLC, showing signs of “glitching”, changed login password on SCADA machines. Ran lawn tractor down our driveway to remove first layer of Maple seeds and leaves, more leaves and seeds are scheduled to fall in our area in the next few weeks. Received chlorine delivery.

Week 4 Northwest controls on site to perform maintenance on radiant heating system. Steve found a deteriorated intake hose had rotted through causing the unit to not draw the vacuum needed for firing the firing tubes for providing heat. Parts on order, meantime Steve repaired bad intake hose so the heater will safely function while the parts are coming. He will return to make the permanent repair to our heating system. Entire phone and internet system down. Cannot access SCADA from outside phone communication remotely. Company e mail down since Friday of last week, but we had internet. BWR pump still being repaired, had to order parts from NY for the pump to be repaired. Ahhh, internet and phones back up and running.

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

WWTP Monthly Operations and Maintenance Report

October 2018

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 10/2-Greased aerators. Aerator #24 needs new zinc fitting.
- 10/2-Cleaned all SolarBees.
- 10/4-Aerator #14 tripped. Won't restart. Pulled wire and found two bad spots.
- 10/24-Arne here to splice two blown wires on aerator 14. Also found the aerator had lost one anchor. Also replaced anchor.
- 10/25-Secondary sampler and fridge tripped GFCI. Sample lost for the day. Reset but fridge keeps tripping breaker. Called Polar Refrigeration and they couldn't find anything wrong with it. Plugged them both in and works for now.
- 10/29-Raised drawtube on SolarBee E.
- 10/30-Aerator #1 in alarm on SCADA but running in lagoon. Will have Arne look at it.
- 10/31-Arne here to replace GFCI in secondary building.

Primary System Report

- All normal monthly routines completed.

Pump Stations

- 10/10-PS#2-Cleaned checkvalves.
- 10/15-PS#1-Cleaned checkvalves.
- 10/16-17-PS#1-Painted drywell/control room.
- 10/16-PS#1-Cleaned grease off walls in wetwell.
- 10/18-Cleaned grease out of wetwells.
- 10/22-Cleaned grease off walls of wetwells at PS5 & 7.
- 10/24-PS#1-Arne checked the ultrasound and HydroRanger to try to determine the loss of echo.
- 10/26-PS#1-Hurley Engineering here to install repaired pump.
- 10/31-PS#1-Arne here, along with Scott Williams, to help install new ultrasound and bracket in wetwell.

Sodium Hypochlorite System

- 1693 gallons used this month.
- 1393 gallons used last month.

Call-outs

- 10/30-1655-PS#3 pump over temp. Johnny in to reset. No further issues.

Plant

- 10/2-Public works here to test checkvalves. Back on the 4th to repair one.
- 10/3-Quarterly sampling.

- 10/5-TCMS here for quarterly HVAC service.
- 10/8-Bioassay testing the whole week.
- 10/16-Issues with atmosphere monitor. Called tech support and worked through issues. May be issues with sensors.
- 10/30-Notified that the Secondary Effluent Semi-volatile test had issues and we need to retest. Also notified that the Algae portion of the Bioassay testing wasn't run and we'll need to retest for that also.

Pretreatment

- 10/1-Went to McDonalds to investigate citizen complaint of grease in storm water catch basin. Found large amounts of what looks like restaurant grease in parking lot. Talked to the manager and referred to ODOT since it's their catch basin.
- 10/3-Annual inspection at Cascades.
- 10/22-Received final approval from DEQ for the Sewer Use Ordinance.
- 10/23-Inspected Armstrong to verify no opportunity to discharge process sewage.

Next Month

- Eat turkey