



CITY COUNCIL WORK SESSION

Wednesday, January 16, 2019

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. Employee Length of Service Award
[011619 Memo to Council re LOS Award.pdf](#)
 - 3.B. Communications 2nd Quarter Report - Crystal
[Oct to Dec 2018 Communications Report.pdf](#)
 - 3.C. Discussion Regarding Utility Rates - Matt
 - 3.D. Discussion Regarding Time of Council Work Session Meeting
4. **Department Reports**
 - 4.A. Public Works Department Report
[PW Dept Report.pdf](#)
5. **Council Reports**
6. **Other Business**

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.**

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) 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.*

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LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council
From: Kathy Payne, City Recorder
Date: January 16, 2019

I am happy to announce that we have one employee who has reached a milestone in their employment with the City of St. Helens. The following individual will receive a certificate and pin at the January 16 Council work session.

10 Years

Tim Illias began working for the City in December of 2008 as the City's first Utility Plumber.

Congratulations, Tim, and **thank you** for your service!

Thank you.

Communications Report

October to December 2018
Second Quarter – FY 2018-19

Prepared by Crystal Farnsworth
January 4, 2019



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot
October 2018	7	81	89	12	3	
November 2018	8	58	60		1	
December 2018	3	62	59		1	
Totals	18	201	208	12	5	0

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot
FY 2018/19 to date (6 months)	40	308	313	12	7	1
2017-2018	38	474	493	35	15	6
2016-2017	35	281	249	13	13	9
2015-2016	30	235	205	0	4	12
2014-2015	32	254	197	0	12	0

Workload Indicators

Total Hours Worked by Department / Fund	
Administration	7.75
Boards and Commissions	2.5
City Council	3
Communications	42
Community Development	4.75
Emergency Management	5
Finance	1.25
Library	27.75
Parks	9.25
Planning	3
Police	78.5
Public Works	7
Recreation	11.25
Tourism	52.75
Total Hours	255.75

Total Hours Worked by Category								
Category	e-Newsletter	Press Release	Media	Social Media	Photography/Video	Graphic Design	Miscellaneous	Total
Hours	22.75	27.75	8	71.75	44.5	22.75	58.25	255.75

Facebook Stats: City's Page

































Followers as of June 30, 2014: 2,769
Followers as of September 24, 2014: 2,862
Followers as of December 30, 2014: 3,042
Followers as of March 31, 2015: 2,991*
Followers as of June 30, 2015: 3,146
Followers as of September 30, 2015: 3,491
Followers as of December 31, 2015: 5,178
Followers as of March 31, 2016: 5,486
Followers as of June 30, 2016: 5,740
Followers as of September 30, 2016: 6,270
Followers as of December 31, 2016: 6,747

Followers as of March 31, 2017: 7,045
Followers as of June 30, 2017: 7,123
Followers as of September 30, 2017: 7,298
Followers as of December 31, 2017: 7,458
Followers as of March 30, 2018: 7,460
Followers as of June 30, 2018: 7,511
Followers as of September 30, 2018: 7,657
Followers as of December 31, 2018: 7,793

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

Facebook Stats: Insights

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1  Oregon Department of T...	43.4K 	▲0.2%	3	146 
2  Vancouver, Washington ...	15.5K 	▲0.1%	16	245 
YOU 3  City Of St. Helens - Gov...	7.8K 	0%	7	394 
Keep up with the Pages you watch. Get More Likes				
4  Clackamas County, Ore...	6.9K 	▲0.2%	13	185 
5  St. Helens Police Depart...	6.5K 	0%	4	162 
6  City of Sandy, Oregon – ...	6.4K 	▲0.1%	7	38 
7  Beaverton City Govern...	6.2K 	0%	15	305 
8  Columbia River Fire & R...	5.3K 	▲0.7%	1	99 
9  City of Tualatin - Govern...	4.7K 	▼0.1%	9	47 
10  City of Tigard, Oregon	4.6K 	▲0.2%	17	336 

Facebook Stats: Police's Page



Followers as of June 30, 2017: 4,201

Followers as of September 30, 2017: 4,311

Followers as of December 31, 2017: 4,490

Followers as of March 30, 2018: 4,588

Followers as of June 30, 2018: 4,752

Followers as of September 30, 2018: 6,430

Followers as of December 31, 2018: 6,524

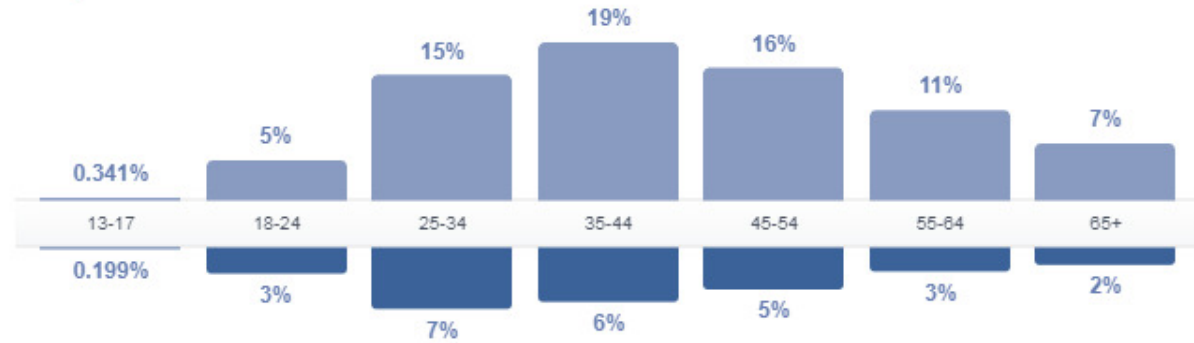
The people who follow your Page. This number is an estimate.

Women

72%
Your Followers

Men

27%
Your Followers



Country	Your Followers	City	Your Followers	Language	Your Followers
United States of America	6,808	Saint Helens, OR	1,875	English (US)	6,722
United Kingdom	99	Portland, OR	615	English (UK)	246
Canada	26	Scappoose, OR	479	Spanish	32
Australia	20	Rainier, OR	152	French (France)	8
Mexico	11	Warren, OR	136	German	7
Germany	9	Columbia City, OR	129	Spanish (Spain)	4
Ireland	4	Longview, WA	114	English (Pirate)	3
Brazil	3	Vancouver, WA	103	Thai	3
Spain	3	Clatskanie, OR	89	Arabic	2
France	3	Hillsboro, OR	86	Czech	2

Facebook Stats: Library's Page



Page launched May 16, 2018

Followers as of June 30, 2018: 209

Followers as of September 30, 2018: 253

Followers as of December 31, 2018: 289

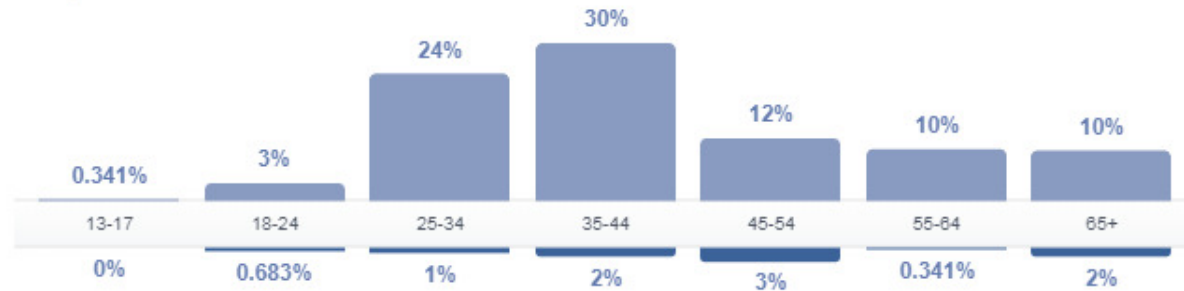
The people who follow your Page. This number is an estimate.

Women

89%
Your Followers

Men

8%
Your Followers



Country	Your Followers	City	Your Followers	Language	Your Followers
United States of America	293	Saint Helens, OR	159	English (US)	281
		Portland, OR	34	English (UK)	8
		Scappoose, OR	23	Spanish	2
		Warren, OR	8	English (Pirate)	1
		Columbia City, OR	6	Portuguese (Brazil)	1
		Vancouver, WA	6		
		Rainier, OR	5		
		Beaverton, OR	4		
		Longview, WA	4		
		Yankton, OR	3		

Twitter: City's Account



Followers

As of March 31, 2014: 431
As of June 30, 2014: 463
As of Sept. 24, 2014: 482
As of Dec. 30, 2014: 506
As of March 31, 2015: 537
As of June 30, 2015: 540
As of Sept. 30, 2015: 670
As of Dec. 31, 2015: 756
As of March 31, 2016: 820
As of June 30, 2016: 883
As of September 30, 2016: 974

As of December 31, 2016: 1,055
As of March 31, 2017: 1,113
As of June 30, 2017: 1,157
As of Sept. 30, 2017: 1,220
As of Dec. 31, 2017: 1,280
As of March 31, 2018: 1,302
As of June 30, 2018: 1,363
As of Sept. 30, 2018: 1,391
As of Dec. 31, 2018: 1,424



Twitter: SHPD's Account

Followers

As of Sept. 30, 2017: 546

As of Dec. 31, 2017: 618

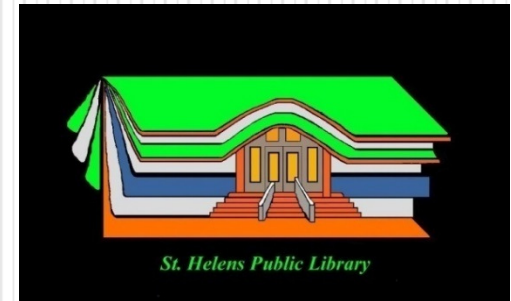
As of March 31, 2018: 659

As of June 30, 2018: 761

As of Sept. 30, 2018: 818

As of Dec. 31, 2018: 855

Twitter: Library's Account



Page launched May 16, 2018

As of June 30, 2018: 19

As of Sept. 30, 2018: 25

As of Dec. 31, 2018: 35


Paid Social Media Advertising

City Of St. Helens - Government
Published by Crystal Farnsworth [?] · December 5, 2018 at 2:06 PM ·

Visit the St. Helens Riverfront this Saturday, December 8 for a magical holiday celebration perfect for the entire family!

- 🎆 Fireworks tribute show at 5 p.m.
- 🌲 Holiday Tree Lighting with live music and free hot cocoa at 5:30 p.m....

[See More](#)



St. Helens Riverfront Saturday, December 8 Starting at 5 p.m.

Fireworks Tree Lighting Santa Christmas Ships

Your Ad Has a High Relevance Score
Great work! Your ad has an average relevance score of 9, which means it's getting more positive feedback and is costing less to deliver than most ads on Facebook.


17,944 People Reached
1,776 Engagements [Boost Again](#)

Boosted on Dec 5, 2018 By Crystal Farnsworth Completed


People Reached	10.8K	Post Engagement	944
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[View Results](#)

Summary

 You targeted **men and women, ages 17 - 65+** who live in **6 locations**.

[Show full summary](#)

 This ad ran for **3 days**.

 Your total budget for this ad was **\$150.00 USD**

Results

10,843

People Reached [?]

944

Post Engagement

\$150.00

Total Spend [?]

News Feed on Mobile Devices

10371 (95.3%)

News Feed on Desktop Computers

512 (4.7%)

[Actions](#) | [People](#) | [Placements](#) | [Locations](#)

Photo Clicks	229
Link Clicks	71
Page Like	1
Comments	34
Shares	161

Oregon

8439 (77.8%)

Washington

2404 (22.2%)


Paid Social Media Advertising

City Of St. Helens - Government
Published by Crystal Farnsworth [?] · November 2, 2018 ·

Congratulations to Composites Universal Group and the Port of Columbia County on their \$1.4 million expansion in St. Helens!

The Port recently built an 11,570 square foot building in St. Helens to allow Composites Universal Group to expand and consolidate their operations to St. Helens.

Composites Universal Group supplies composite manufacturing services to the aircraft industry, as well as aerospace, transportation, wind industry, industrial, marine, space, UAV, automotive, and large-scale custom tooling and prototyping.




PORTSH.ORG
Port builds new industrial building in St. Helens - Port of St. Helens [Learn More](#)

3,961 People Reached **423** Engagements [Boost Again](#)

Boosted on Nov 2, 2018 By Crystal Farnsworth Completed

People Reached	2.5K	Post Engagement	177
----------------	-------------	-----------------	------------

Summary

 You targeted **men and women, ages 15 - 65+** who live in **4 locations**.

[Show full summary](#)

 This ad ran for **2 days**.

 Your total budget for this ad was **\$25.00 USD**

Results

2,521

People Reached [?]

177

Post Engagement

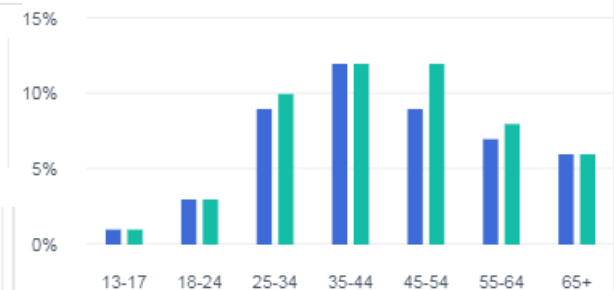
\$25.00

Total Spend [?]

[Actions](#) | [People](#) | [Placements](#) | [Locations](#)

47.5% Women **52.5% Men**

Link Clicks	52
Comment	1
Shares	13



Printed Newsletter

CITY NEWS

City of St. Helens Newsletter
www.ci.st-helens.or.us

FEBRUARY/MARCH 2019

Development projects on the horizon for St. Helens in 2019

The following subdivisions have been approved through the City of St. Helens Planning Department for future housing development in St. Helens:

Emerald Meadows
The final plat was recently recorded for a 77-lot subdivision located along North Vernonia and Pittsburg Road. This subdivision will mostly consist of detached single-family dwellings on lots that are 5,000 square feet in size or larger. A model home permit has been submitted to the City's Building Department and is currently under review.

Elk Ridge Estates, Phase 6
The final plat is currently under review for an approved 58-lot subdivision off of Hankey Road and accessed by Elk Meadows Drive. The lots are 7,000 square feet or larger in size and are generally intended for detached single-family dwellings. A special feature of this subdivision is its view of downtown Portland on days when there is no haze.

St. Helens is participating in a recently-launched state-wide initiative to address the major housing availability and affordability problems being experienced across Oregon.

The overall purpose of the Housing Needs Analysis is to increase the supply and affordability of housing within the boundaries of the City. The consultant will complete products needed to update comprehensive

What's happening with the St. Helens Waterfront Redevelopment Project?

The St. Helens Waterfront Redevelopment Project has two focus areas called the Veneer site and the Boise White Paper site, as seen in the Project Map to the right. The City currently owns both properties.

January 2018 to Present - The City is managing a transportation study called the Riverfront Connector Plan. It will set the framework for a cohesive, multi-modal, inviting transportation loop from Highway 30 to the Riverfront District and along the waterfront.

July 2018 - The City submits a \$15 million BUILD Grant Request. The application narrative can be seen below. If awarded, this request will fund public waterfront boardwalk and establish transportation connections onto the Veneer property with an extension of S. 1st Street and Strand

City of St. Helens • 265 Strand Street • 503-397-6272 • www.ci.st-helens.or.us

New science, tech, engineering and math programs coming to St. Helens Public Library for youth

The St. Helens Public Library was recently notified that they have been selected to receive a \$20,000 grant from Northwest STEM Hub to expand the Library's science, technology, engineering, and mathematics (STEM) programs for local youth.

The Northwest STEM Hub works in Clatsop, Columbia, and Tillamook counties to create and elevate STEM opportunities throughout the region. The organization promotes authentic in and out-of-school STEM experiences that ignite students' passions and interests through partnerships with K-12 education, high education, community-based organizations, families, and industries.

The St. Helens Public Library will use the \$20,000 grant to expand its popular "Make It!" series. This series includes multi-session STEM, do-it-yourself, and art activities for elementary school students at the Library. The program series began in January 2017 and has included activities such as engineering challenges, stop-motion animation, sewing, robotics, coding, and 3D pens. Through the program, kids are able to flex their creative muscles, learn practical skills (often from each other rather than an adult), and learn how to apply design thinking to a problem. Design thinking is the process of identifying a problem, trying a solution, observing what worked and what did not, and then using that insight to try an improved solution.

St. Helens is participating in a recently-launched state-wide initiative to address the major housing availability and affordability problems being experienced across Oregon.

The overall purpose of the Housing Needs Analysis is to increase the supply and affordability of housing within the boundaries of the City. The consultant will complete products needed to update comprehensive plans and zoning codes, or adopt other housing strategies, to help ensure that the City has an available land supply to accommodate

Join local police for monthly community meetings

First Thursday is a monthly community meeting with the St. Helens Police Department held on the first Thursday of each month at 7 p.m. A new topic is presented at each meeting by a police officer or police staff related to community safety, crime prevention, police services, or seasonal-specific safety information. After a brief presentation, participants have the opportunity to ask St. Helens officers questions, find out what's happening in St. Helens neighborhoods, and discuss any topics of concern with fellow community members and police.

The goal of First Thursday is to bring the St. Helens community and local law

Mark your Calendar: Meetings and events to watch for in the coming months

Police: First Thursday March 7, 7pm Columbia Center Auditorium Monthly community Q&A meeting. March topic: Drug recognition	Library: Community Reads March 10-25 Read along in this county-wide community reading event	13 Nights on the River Starting June 15, 6pm Columbia View Park Free concert every Thursday Night
Housing Needs Analysis Forum March 29, 5pm St. Helens Council Chambers Community meeting to review plan of action	Housing Needs Analysis Forum March 29, 5pm St. Helens Council Chambers Community meeting to review plan of action	Housing Needs Analysis Forum March 29, 5pm St. Helens Council Chambers Community meeting to review plan of action

City of St. Helens • 265 Strand Street • 503-397-6272 • www.ci.st-helens.or.us

Activity Highlights

- **Spirit of Halloweentown**
 - Radio
 - PNW TV Media
 - Social Media
 - First Responder/Emergency Management Meetings



Activity Highlights

- **First Thursday Community Meetings**
- **Police Trunk or Treat**
- **Increased Portland Metro TV interest in SHPD press releases/cases**



Activity Highlights

• St. Helens Recreation Program



City Of St. Helens - Government
Published by Crystal Farnsworth [?] · October 26, 2018

There are only a few spots left for the first St. Helens Recreation Program Adult Cornhole League (for ages 18+). Beginners are encouraged to participate. Two-person teams will play weekly games on Thursday evenings starting November 1 with a final championship tournament on December 13. The league fee is \$40 per team. The discount entry fee ends this Sunday, October 28.

Sign up today at <https://www.eventbrite.com/e/cornhole-championship-league-a>.



City Of St. Helens - Government added an event.
November 7, 2018

Are you prepared for a flood? For a large earthquake? Are you ready if you have to live without electricity for multiple days?

The St. Helens Recreation Program presents a FREE Family Emergency Preparedness Night. Come hear from Columbia River Fire & Rescue, Columbia River PUD, and other emergency experts who will give you emergency preparedness tips and advice on emergency survival gear. Location has been changed from the High School Lowit Room to the High School cafeteria. See More



THU, NOV 8, 2018
Free Family Emergency Preparedness Night
St. Helens High School Cafeteria, 2375 Gable Road, S...

You like City Of St. Helens - Government

City Of St. Helens - Government shared an event.
Published by Crystal Farnsworth [?] · November 16, 2018

The St. Helens Recreation Program's Fall Crafters Bazaar is this Saturday, November 17! In addition to about 45 vendors, there will also be food, music and games in the front lobby. The bazaar is at the St. Helens Recreation Center (the old FARA building) at 1810 Old Portland Road.



SAT, NOV 17, 2018
St. Helens Recreation Program Fall Crafters Bazaar

Cindy, Jeannine and Ginny



City Of St. Helens - Government
Published by Crystal Farnsworth [?] · November 29, 2018

The St. Helens Recreation Program's Friday Night Teen Event has been cancelled for November 30 due to continued construction and remodel work at the Recreation Center and staffing shortages.

We'll be starting teen nights back up again in February 2019 once remodel work is complete.



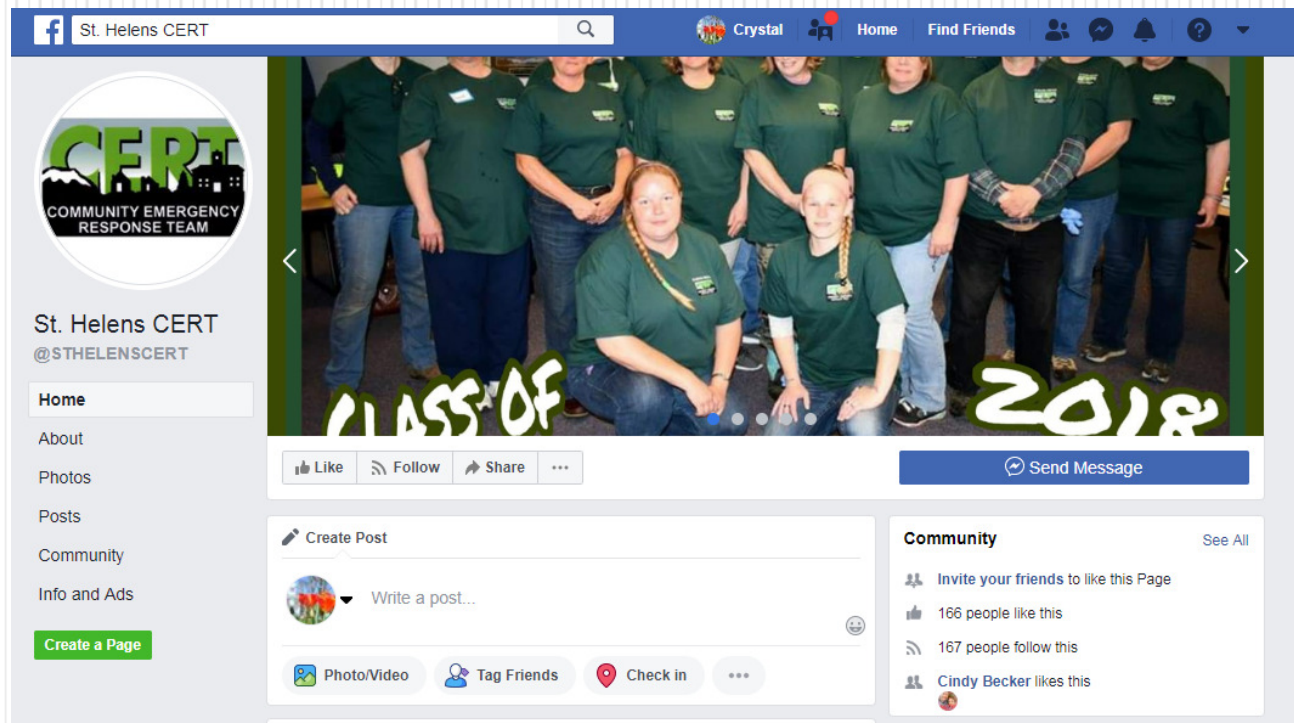
City Of St. Helens - Government
Published by Crystal Farnsworth [?] · December 7, 2018 at 11:08 AM

Sign-ups are now open for Pee Wee Basketball with the St. Helens Recreation Program! This is a non-competitive league for kids ages 4-6. Games are on Saturdays for six weeks, starting February 9. Learn more and sign up at: <https://www.eventbrite.com/pee-wee-basketball-tickets-515>.



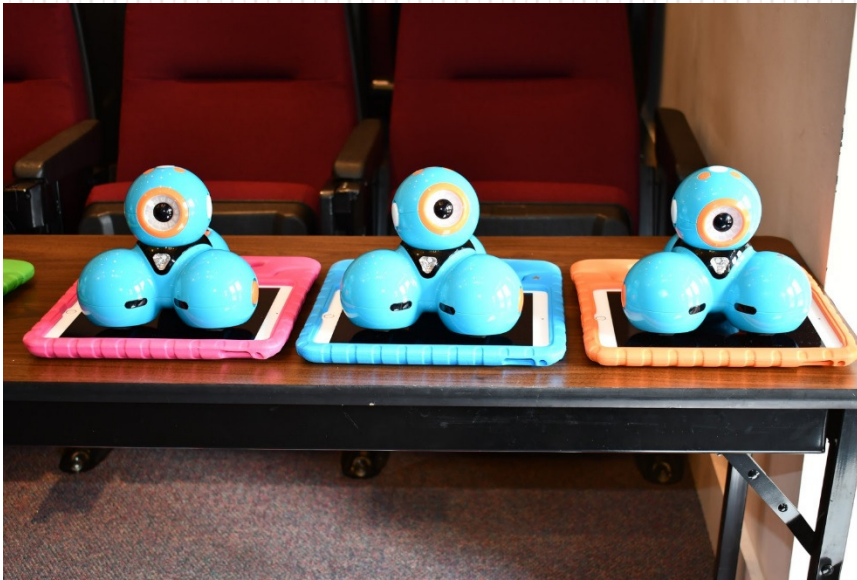
Activity Highlights

- St. Helens CERT Facebook page turned over to group



Activity Highlights

- Library events
- Library STEM program grant expansion



Activity Highlights

- **Veterans Memorial Expansion Project**
- **Veterans Day**



Activity Highlights

- Urban Renewal Feature
- Waterfront Redevelopment Update Meeting
- Economic Development News
- Housing Needs Analysis

City Of St. Helens - Government
Published by Crystal Farnsworth [?] · November 21, 2018 ·

Recycled, upcycled affordable container condos coming to St. Helens soon!
Check out KGW's coverage of a new two-story, eight-unit condo complex currently being built to increase affordable housing in St. Helens.



KGW.COM
Developer builds shipping container homes
A developer has built shipping container homes.



TUE, DEC 11, 2018
St. Helens Housing Needs Analysis
City Of St. Helens - Government · Saint Helens

★ Interested

Development News



The following subdivisions have been approved through the City of St. Helens Planning Department for future housing development in St. Helens:

Emerald Meadows

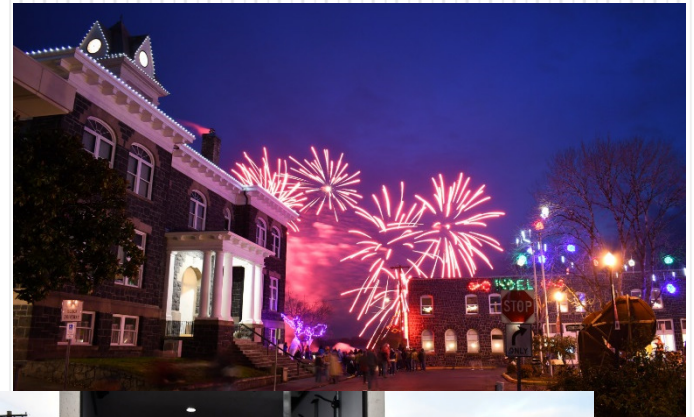
The final plat was recently recorded for a 77-lot subdivision located along North Vernonia and Pittsburg Road. This subdivision will mostly consist of detached single-family dwellings on lots that are 5,000 square feet in size or larger. A model home permit has been submitted to the City's Building Department and is currently under review.

Elk Ridge Estates, Phase 6

The final plat is currently under review for an approved 58-lot subdivision off of Hankey Road and accessed by Elk Meadows Drive. The lots are 7,000 square feet or larger in size and are generally intended for detached single-family dwellings. A special feature of this subdivision is its view of downtown Portland on days when there is no haze.

Activity Highlights


- Donut Day
- Fireworks/Tree Lighting/Christmas Ships



Future Projects

- **City News Launch**
- **St. Helens/Scappoose libraries combined catalog promotion**
- **Waterfront Redevelopment/Economic Development News**
- **2019 Recreation Program**
- **Library Events (including increased STEM programs)**
- **CityTalk Radio Shows Back**

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:	16 January 2019	
Subject:	December Public Works Status Summary	

Engineering

1. Worked with Engineer for Gable Rd. improvements to revise portions of storm system plans.
2. Reviewed plans for all public improvements required for a new 204-unit apartment complex.
3. Participated in final advisory group meeting for the Riverfront Connector Plan project.
4. Finished second review of plans for an 18 lot subdivision off of Sykes Road.
5. See complete report.

Parks

1. Started process of replacing fixtures and remodeling the Campbell Park restrooms.
2. Officially opened the new restroom at Grey Cliffs Park.
3. Helped to prepare the Plaza for the Christmas festivities.
4. Met with high school athletic director and softball coach about change in field usage.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 2 standard water meters with new radio read meters and 17 registers.
2. Spent considerable time on the Christmas activities and decorations.
3. Working on clearing roots and debris from storm and sanitary lines in the canyon.
4. Worked on cleaning storm grates and catch basins around town.
5. Serviced and/or made repairs on 36 vehicles and/or equipment.
6. Responded to nine after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 38.4 million gallons of filtered drinking water, an average of 1.24 million gal/day.
2. Replaced turbidimeter on Rack #4.
3. Preparing for annual testing and maintenance of smoke and fire alarm systems.
4. Completed installation of new neutralization pump.
5. See complete report.

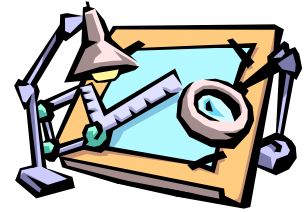
Waste Water Treatment Plant

1. Set up portable lift station as precautionary measure before expected rain storm.
2. Removed large amounts of grease from primary lagoon.
3. Submitted pretreatment program implementation plan to DEQ for final approval.
4. See complete report.



Engineering Department Status Report

8 January 2019



DEVELOPMENT PROJECTS

St. Helens Place Apartment Project

The initial set of plans was submitted, reviewed, and returned for revisions of the public infrastructure improvements required for a 204-unit apartment complex located on the corner of Matzen Street and McBride Street. Improvements include street widening and storm system improvements on Matzen and McBride, and street construction of a new street in an existing right-of-way south of the project site. Additional improvements include extension of the public sanitary sewer system and water main.

Rainbow Labs Frontage Improvements

A preconstruction meeting was held with the Port of Columbia County, Lower Columbia Engineering, and TFT Construction for the proposed work to be done along the property frontage of the Rainshadow Labs facility on Port Avenue. Improvements will include widening the street, installing sidewalks and adding storm drainage. Construction is expected to start in January or February.

Bailey Subdivision

Plans were returned to the design engineer in December after second review for additional revisions. Have not received revisions as of today.

Emerald Meadows Subdivision Construction Permit

The bonds were submitted and approved, which was the last step needed for Engineering to sign off on building permits for the development. The subdivision is complete.

Elk Ridge Estates Phase VI

The as-built drawings have been submitted and the bonds were received on January 7. They have satisfied the requirements of the Engineering Department for the subdivision improvements. However, there are some details being worked out with the Planning Department before the plat can be recorded.

Legacy Medical Building Construction

The storm drain alignment was modified to resolve the conflict with the gas main. The remainder of the street improvements are moving forward.

Columbia County Education Campus

The requirements for public improvements have been satisfied for this phase of the School District improvement project. Additional improvements on N. 16th and West Street will be required for the new Middle School construction.

First Street Improvements

Still waiting for pavement on First Street, a short County right-of-way off of Highway 30 south of Les Schwab. The Developer is required to extend the water main, storm drainage system, widen the road, and extend sidewalk along his frontage.

SANITARY SEWER AND STORM DRAIN PROJECTS

S. 10th Street Storm Drain Reroute Project

The Contractor expects the majority of materials to be available by the end of January and will be providing a schedule shortly after the pipe, etc. has been received.

S. 2nd Street Sanitary Sewer Extension

This project is now complete.

Greystone Estates Sanitary Sewer Relocation

A pre-construction meeting was held with the Developer, the Design Engineer, and the Contractor for the new sewer line construction. They plan to use blasting to break up the rock for the new trench. They are working on all of the pre-blast requirements such as holding a meeting for the nearby residents and businesses.

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

Final revisions are now being incorporated into the final bid set. 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

This contract is still open but no new activity has taken place since early November.

Wayfinding Installation Project

Participated in phone coordination meeting with the Contractor to start preliminary work on the wayfinding implementation project.

Riverfront Connector Project

The final advisory group meeting for the Riverfront Connector Plan project was held on Dec. 11. The primary topic of discussion was what new policies and ordinances would need to be put in place for the Plan to be implemented.

LED Lighting Upgrade Project

Met with the project manager for Ameresco to finalize the work done on the LED street lighting upgrade project.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Right-of-Way and Construction Permits

There were no Right-of-Way/Construction permits issued in December 2018.

Miscellaneous Projects

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

Training Workshops and Committee Meetings

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 December 2018



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

Picked up garbage on N. 11th Street

Worked in the library flower beds

Started the remodel of the Campbell Park restrooms

Took trash cans to Police Department for Donut Day

Placed a porta potty at Campbell Park

Cleaned the flower bed at McCormick Park

Open the new restrooms at Grey Cliffs Park

Replaced the park entry signs at McCormick Park

Roped off the docks for the Christmas ships

Installed new TP dispensers at Columbia View Park

Took the Police to get a Christmas tree

Repaired the play equipment at Godfrey Park

Trimmed and ground stumps at McCormick Park

Placed burn barrels at the Plaza Square

Used the street sweeper at Campbell Park

Met with the high school athletic director and a softball coach about field usage

Check on beaver damage in McCormick Park

Checked out a homeless camp at the Boise property

Removed and cleaned the skate park rules sign

Installed new soap dispensers at Grey Cliffs Park

Placed a dog sign at Grey Cliffs Park

Put "No Parking" signs up at the BMX track

Replaced the chain on the entrance to the BMX track

Public Works Work Report

December 2018

Water Dept:

Installed 2 radio read meters
Replaced 17 registers
Read meters and heavy users
Turned off and on 62 delinquents
Decorated for Christmas- several days
Built Christmas tree stands
Poured concrete at Grey Cliffs restrooms
Transported hot dog stands to Boise
Hauled sand for fireworks display
Changed light bulbs at Police Station
Barkdusted meters
Grouted pipes and cleaned up so restrooms could be opened at Grey Cliffs
Helped jet S. 14th St. storm line
Set signs at parking lot behind FARA
Extended service line at 395 S. 11th St.
Removed riser at 125 Little St.
Helped clean sewer line in canyon
Trimmed trees and blackberries around manholes in canyon
Graveled potholes on N. 4th St.
Checked storm grates and cleaned catch basins

Sewer Dept:

Cleaned roots out of storm line from S. 14th St to 1320 Tualatin St.
Unplugged sewer at Smoke Shop
Unplugged sewer on 300 blk N. 5th St.
Made two new taps for CAT building on N. 18th St.
Removed plug from manhole in the canyon
Helped customer with collapsed line on 300 blk S. 11th St.

Call-Outs:

Telemetry alarm at shop – power outage in Columbia City at well
C-Com needed Mike DeRoia's phone number
Sewer backup at N. 4th St. & Lemont St.
Alarm at shop – zone 4
Water off for repair on S. 4th St.
Look at plumbing on S. 11th St.
Turn water on at 59482 Ha Ln.
Flooded basement at 165 Wonderly Dr.
Turn water on on Macarthur St.

Miscellaneous:

Swept streets
Marked 37 locates
Checked wells & reservoirs daily

December 1st to 31st

Dec. 3rd

WF checked a tire for Howie for the lawn mower
PW Checked on the equipment
Office Called on prices for a new pickup for public works

Dec 4th

Office Computer work, filled paper work and reordered the backhoe for public works
PW #17 Picked up the truck at General Equipment and brought it back home

Dec 5th

Office Computer work
PW #55 removed the turnbuckle on the left-hand gutter broom made it work again
Reinstalled it and adjusted the gutter broom
PW Bent up some stainless-steel round stock for the decorations on City Hall

Dec 6th

PW #20 Removed a hydraulic fitting that runs the 4 in 1 bucket, it is leaking checked the fitting and found nothing, checked the hydraulic cylinder and found that the fitting that is welded to the cylinder is damaged removed the cylinder and took it in for repairs also removed the grill from the front of the machine and straightened it out.
CRFR Welded up some pipe for a fire truck

Dec 7th

Shop Cleaned the restroom and shop sink, swept the floor
PW #20 Removed some grease fittings and replaced them with new ones greased the front of the machine and some of the backhoe part of the machine
PW #4, #13, #32 Started the sanders and let them run for a while

Dec 10th

Office Computer work
#20 Cleaned out the front of the radiator lots of debris, found a pin that was really tight on the hydraulic cylinder for the front bucket loosened the pin up by soaking in Kroil Oil and moving it back and fourth also cleaned out the rocks that were jammed in between the front bucket and the hydraulic lines that operate the hydraulic cylinders for the four in one bucket

Dec 11th

PW #55 Replaced the left- hand headlight bulb and replaced the right- hand gutter broom
Shop Took the upstairs air hose reel apart and cleaned the rust out of it and put it back together
Tested it and it works fine now also opened the drains on the compressor to get the water out of the tank.

Dec 12th

Shop Swept the stairs and the metal room and the storage room
PW #7 Looked at the radio changed out the microphone with a couple of other ones
None of the other mics. Worked called Columbia Audio to see if they have another radio

Dec 13th

PW #31 Filled the brake fluid reservoir and checked all other fluids

PW #20 Installed the left hand four in one bucket hydraulic cylinder, also installed the grill back into the backhoe ordered filters from Pape Machinery

Dec 14th

Office Computer work, filled paper work

PW Went to the tree farm and dug up and cut off a chunk of steel the was close to the road Where they are logging.

Dec 17th

PW #20 Full service

PW #52 Full service

PW #16 Drained the fuel tank due to lots of water in the fuel, replaced the fuel filters and started The truck

Dec 18th

PW #16 Replaced Fuel filters and drained fuel from the water separator

PW #5 Removed fuel from the tank and replaced the fuel filter test ran for a while and went to ninth Street to retrieve the piece of equipment primed the filter again and loaded onto the trailer Had it brought to the shop for more work to be done on it

PW #5 Drained fuel from the tank replaced the filters and drained the water separator

Dec 19th

Brett Vacation

Parks Sharpened chain saws

PW #5 Blead the fuel system and started the backhoe

Dec 20th

Brett Vacation

Dec 21st

Brett Vacation

Dec 26th

PW #5 Pressure washed, removed the bad diesel fuel from the tank and cleaned the fuel tank out. Filled the tank with fresh fuel and primed the system. Test ran the excavator

PW #23 loaded and hauled the road side mower to the shop to remove the bad diesel from the fuel tank

Keith vacation

Dec 27th

PW #23 Drained all the fuel from the tank cleaned out the fuel lines and refilled with clean diesel Primed the engine and test ran, drained the oil and installed a new filter, changed the air filter Sharpened the blades

Keith Vacation

Dec 28th

Shop Cleaned restroom and shop sink Started taking apart the pump for the oil trough

Police S-7 Started service

PW #16 Replaced fuel filters

WWTP Replaced the fuel line on a trash pump

PW #20 Flat tire picked up the Sullair compressor at Public works and went to 11th street and removed the tire and replaced it with the spare tire

Keith Vacation

Dec 31st

Office Computer work

Police S-7 Replaced all four tires and put back the spare tire under the vehicle, replaced the rear brake pads and rotors finished the service, found that the right hand side upper and lower ball joint is worn and needs to be replaced talked to the Lieutenant and he said that they will be getting rid of the car soon so not to have it repaired also had a check engine light on, scanned the vehicle And found it has a bad oil pressure sensor the lieutenant said not to fix that either.

Keith Vacation



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Public Works
Water Filtration Facility
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Water Filtration Facility Journal December 2018

Water Production: 38.4 million gallons, which averages 1.24 million gallons per day
For the 2018 year we produced a total of 542,900,000 gallons of fresh drinking water

Week 1 Produced and sent November 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. Took lawn tractor tire to mechanics, checked for nail or cause as to why tire went flat. Mechanics found nothing wrong with tire, so we put tire back onto tractor. Thank you Brett and Keith, appreciate you doing that for us. Ordered chorine for next week. Tim and Joel installing Neutralization pump, stainless steel mounting plate on pump pedestal. Requesting Hamer Electric to assist us with the wiring of the motor.

Week 2 Tim and Joel finished installing pump on modified pump pedestal. Hamer on sight to connect pump to electricity. Had one of our dead trees fall across the driveway last night, Guy called Sheri for tree removal crew, thanks to all who came to our assistance to clear the driveway for us. Chorine delivery.

Week 3 Monitor on Howie's desktop stopped working, ordered new monitor and HDMI cables to connect monitor to the CPU. Rack 4 turbidimeter stopped working, changed out instrument head, rebooted DeviceNet on rack, turbidimeter came back to life. Calibrated turbidimeters. HMI not responding as normal, stopped process and rebooted the PLC, reset all VFD's and pumps, system returned to fully functioning as normally it does. Short week due to a holiday Monday and Tuesday. Neal notified me that the front gate would not close, came in and rebooted and reset controller, gate returned to operating as programmed to do.

Week 4. WFF security system needed to be rebooted to upload/download all the information in order to clear the memory banks for another year. It loads up and has communication problems with central station. Fire sprinkler alarm company making arrangements to do our annual smoke and fire alarm testing and maintenance.

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

WWTP Monthly Operations and Maintenance Report

December 2018

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 12/11-Insulated ceiling of the Secondary building.

Primary System Report

- 12/6-Cleaned Primary SolarBees.

Pump Stations

- 12/4-PS#2-Changed oil in both pumps.
- 12/17-PS#6-Set up portable lift station in yard of lift station in case it's needed because of the expected rain. Brought it back on the 19th.

Sodium Hypochlorite System

- 3216 gallons used this month.
- 1765 gallons used last month.

Call-outs

- 12/29-1800-PS#3-Pump #2 failure. Stewart in. Reset and ran. Watched and couldn't cause the alarm to reoccur.

Plant

- All month-scooped floating grease from around Primary lagoon. Roughly eight garbage cans full.
- 12/5-TCMS here to do quarterly maintenance.
- 12/17-Got plant and lift stations ready for anticipated rain.
- 12/27-Found gas leaking from trash pump. Took to Joint Maintenance and they found and fixed a bad fuel line.

Pretreatment

- 12/2-Submitted revised Mandated Pretreatment Program Implementation manual to DEQ for final approval.
- 12/6-Worked with ORPET and the Port of Columbia County regarding sulfides and solids from lift station at Multnomah Industrial Park.
- 12/11-Tested ORPET's lift station for Hydrogen Sulfide. Much higher than the Sewer Use Ordinance allows. Will work with them to find a solution.
- 12/21-Cascades informed us of mill shut down from 12/22-1/2/19.

Other

- 12/3-Steve Agnew here to collect samples of Cascades clarifier solids and Secondary sludge for testing.

- 12/5-Checked manholes around Letica for source of abnormal “materials.” It appears they came from ORPET.
- 12/17-City of Portland lab informed us the second SVOC sample failed QC and we need to resample by the end of the month.

Next Month

- Quarterly sampling.
- Work on rebuilding pumps at #2.