



## **CITY COUNCIL WORK SESSION**

**Wednesday, April 17, 2019**

265 Strand Street, St. Helens, OR 97051

[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)

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### **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. **1:00 p.m. - Call Work Session to Order**
2. **Visitor Comments - Limited to five (5) minutes per speaker**
3. **Discussion Topics**
  - 3.A. Habitat for Humanity Request for Waiver of Fees - Jennifer Anderson, HFH Ex. Dir.  
[03a. CCHFH Request for SDC Waiver 2019.pdf](#)
  - 3.B. Discussion Regarding Revamping the Visitors' Center – Simon Date, Chamber Ex. Dir.
  - 3.C. Presentation of Little Free Library for Campbell Park Donated by Thomas O'Hanlon  
[03c. 2019 - O'Hanlon Thomas - Little Free Library.pdf](#)
  - 3.D. Presentation of Little Free Library for Walnut Tree Park Donated by Lynne Pettit  
[03d. 2019 - Pettit Lynne - Little Free Library.pdf](#)
  - 3.E. Communications 3rd Quarter Report – Crystal  
[03e. Jan to March 2019 Communications Report.pdf](#)
  - 3.F. Review Annual Recommendation to Adjust Cascades Reserve Allocation - Neal

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**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.**

[03f. 4-17-2019\\_AnnualTAC\\_Adjustment.pdf](#)

3.G. Review Proposed Ordinance No. 3236 Regarding Portable Privies - Jacob  
[03g. Ord No 3236 - Portable Privies PENDING 050119.pdf](#)

3.H. Godfrey Park Master Plan Presentation – Matt  
[03h. Master Plan - Godfrey Park.pdf](#)

3.I. Discussion Regarding Proposed Recreation Fee – Matt  
[03i. Council Meeting 4.17.19 Recreation Program.pdf](#)

3.J. Discussion Regarding Budget Requests for 2019/20

#### 4. **Department Reports**

4.A. Administration/Community Development Departments Report  
[04. ADMIN&CD Dept Report.pdf](#)

4.B. Public Works Department Report  
[04. PW Dept Report.pdf](#)

#### 5. **Council Reports**

#### 6. **Other Business**

#### 7. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss Real Property Transactions, under ORS 192.660(2)(e) 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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For more information or for an application, stop by City Hall or call 503-366-8217.



April 5, 2019

St. Helens City Council  
265 Strand Street  
St. Helens, OR 97051

Dear Councilors,

Thank you so much for joining us in our effort to build affordable housing in St. Helens. I appreciate your concern over the housing crisis in our area and the efforts underway to understand the issues and possible solutions. Our goal for our next project is to provide homeownership opportunities to two very-low income families.

We purchased a dilapidated home on South 7<sup>th</sup> Street and plan to replace it with a duplex (technically two townhouses). This project is a challenge for our organization, but the idea of replacing a blighted property with two new homes is rewarding. I know this property has been a problem for the neighborhood generating numerous calls to the police.

My hope is to offer these homes at our lowest price point in years. There are a number of obstacles to this goal including the added cost of asbestos testing and abatement; demolition and disposal of the structure; and fees associated with dividing the land. All of these costs have not been a factor for our past projects.

I am writing to ask your help with some of the upcoming fees associated with this project. Historically, the City has forgiven the System Development Costs (SDCs) associated with Habitat homes. This waiver is instrumental in helping us provide low-cost home ownership opportunities in a way that is sustainable for our organization. I am hoping you will consider again waiving the SDCs for this project (\$14,148.36) as well as reducing the in-lieu-of fee for the sidewalk construction. I have attached estimates for both fees. Please note the sidewalk fee is 125 percent of estimated cost of construction. Since the property is located on a corner and the 100-foot length of the property is on a collector street, the sidewalk fee is \$7,795 (We paid \$2488.75 on our last project). I would appreciate very much if you could waive this also or reduce it by at least \$5,000.

Your help with these fees would significantly impact this project and allow us to make these homes affordable to hard-working folks who otherwise would never be able to achieve their dream of home ownership.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Anderson".

Jennifer Anderson  
Executive Director  
Columbia County Habitat for Humanity

From: Heidi Davis  
To: habitat@opusnet.com  
Date: Friday, March 29, 2019 4:21:21 PM  
Subject: SDC info Plymouth/S. 7th Duplex

Hi Jennifer,

After speaking with our Engineer, Sue Nelson she'd like to see a 1/2 SDC credit given to each side of the duplex to equal the 1 EDU credit Habitat will receive for the demo'd house at 497 S. 7<sup>th</sup>

Below is a chart showing what each SDC/connection charge will be for each side of the duplex after the 1/2 credit is applied. Please let me know if you have any other questions.

Thanks,

	Duplex Side A	Duplex Side B
WATER SDC FEE	\$1,680.50	\$1,680.50
WATER CONNECTION FEE	\$725.00	\$725.00
SEWER SDC FEE	\$2,058.50	\$2,058.50
SEWER CONNECTION FEE	\$135.00	\$135.00
STREETS SDC FEE	\$931.26	\$931.26
PARKS SDC FEE	\$1,472.00	\$1,472.00
STORM SDC FEE (only charged 219 sq ft per unit)	\$71.92	\$71.92
Total Due:	\$7,074.18	\$7,074.18

**Heidi Davis**  
**City of St. Helens**

Building & Administration Secretary  
Direct: 503-366-8218  
Fax: 503-397-4016  
[www.ci.st-helens.or.us](http://www.ci.st-helens.or.us)





City of St. Helens  
Sidewalk Construction  
Fee-In-Lieu Calculation  
Municipal Code 17.152.060(6)

Property Address:

ESTIMATE S. 7th Street

**Proposed Sidewalk Dimensions, Full Frontage of Property:**

Length, FT		Width, FT *		Area, SF
------------	--	-------------	--	----------

58.00	X	5.00	=	290	Gross area of sidewalk S. 7th Local street side
<small>enter number</small>		<small>enter number</small>			

**Proposed Sidewalk Dimensions, Full Frontage of Property:**

Length, FT		Width, FT *		Area, SF
------------	--	-------------	--	----------

100.00	X	6.00	=	600	Gross area of sidewalk Plymouth Collector street side

**Proposed Driveway Approach:**

Length, FT		Width, FT *		Area, SF
------------	--	-------------	--	----------

36.00	X	5.00	=	180	Total Area of Driveway Approach
<small>enter number</small>		<small>equal to sidewalk width</small>			

**Determine Total Sidewalk Area:**

Gross Area of Sidewalk		Subtract Total Area of Driveway Approach		Total Sidewalk Area, SF
---------------------------	--	---	--	----------------------------

890	-	180	=	710	Total area of Sidewalk

**CALCULATE IN-LIEU-OF FEE FOR SIDEWALK CONSTRUCTION:**

In-Lieu-Of Construction Fees at 125% Cost

4" Thick Sidewalk, per SF

\$8.00 Fees are reviewed annually at a

6" Thick Driveway Approach, per SF

\$11.75 minimum and revised as necessary

Sidewalk Area, SF		Sidewalk Cost Per SF	
710	X	\$8.00	=

\$5,680.00 Total Sidewalk Cost

Plus

Approach Area, SF		Approach Cost Per SF	
* 180	X	\$11.75	=

\$2,115.00 Total Approach Cost

**TOTAL IN-LIEU-OF FEE FOR SIDEWALK  
CONSTRUCTION**

**\$7,795.00**

GL 205-000-033010

Local Street Width is 5 feet

Collector and Minor Arterial Width is 6 feet

Major Arterial Width is 8 feet

**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: Thomas O'Hanlon

Application No: \_\_\_\_\_

Organization: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Address: 35485 Oakwood Drive

Phone: (503)894-0429

E-mail: tvohanlo@gmail.com

**RECEIVED**

**MAR 22 2019**

OFFICE OF ST. HELENS  
 CITY RECORDER

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)

(1) Little Free Library painted in a 'Cat in the Hat' theme with a Dr. Seuss quote on the back reading, "The more that you read, the more things you will know, The more that you know, the more places you'll go." (See additional pages for photographs, imagery release and additional item details.)

Item is being gifted to the City of St. Helens Arts & Cultural Commission to contribute to their efforts of bringing more Little Free Libraries to the community.

Location (include reasons for location choice)

Campbell Park - to add to the existing atmosphere of the area as well as to encourage literacy and inspire creativity in the community. (See additional pages for vicinity map and site plan.)

Placement (who, how, when)

The Little Free Library is constructed and ready for immediate placement. Public Works would attach the gifted Little Free Library to the also gifted Library Post with Topper. (See additional pages for how to install.)

Term (length of time you would like the donated item to remain in place)

Until item is no longer a value to the community or if the item is damaged beyond repair.

Maintenance (required maintenance and who will be expected to perform)

Every few years or when needed a new coat of Acrylic UV Varnish Gloss would be applied by the Arts and Cultural Commission. Repairs if needed would be handled by Arts and Cultural Commission. (See attached pages for more maintenance details.)

Signature



Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.

**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: Thomas O'Hanlon

Application No: \_\_\_\_\_

Organization: \_\_\_\_\_

Date Filed: \_\_\_\_\_

<b>Arts &amp; Cultural or Parks Commission</b>			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

<b>Council - Concept</b>			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

<b>Public Works</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Community Development</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: Thomas O'Hanlon Application No: \_\_\_\_\_

Organization: \_\_\_\_\_ Date Filed: \_\_\_\_\_

<b>Other agency: _____ name: _____</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Other agency: _____ name: _____</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Other agency: _____ name: _____</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

<b>Council - Final</b>			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			



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**City of St. Helens**  
**RESOLUTION NO. 1547**

**A RESOLUTION TO APPROVE A POLICY AND APPLICATION  
FOR THE ACCEPTANCE AND PLACEMENT OF DONATED ITEMS  
ON CITY PROPERTY**

**WHEREAS**, the City of St. Helens ("City") recognizes the desire on the part of citizens to place donated items on public property; and

**WHEREAS**, over the years, a number of such items have been placed in various public locations around the City, some with approval and some without approval; and

**WHEREAS**, a policy should be adopted so that donors of such items have a clear understanding of the terms under which the City will allow the placement of such items and to provide a policy and procedure for the donation of items which addresses the concerns of the citizens and the needs of the City.

**NOW, THEREFORE, the City of St. Helens resolves as follows:**

**Section 1. Consideration of Request.** The City will consider, on a case-by-case basis, the request of any person or group of persons to place a donated item or items on public property, provided the approved procedure has been followed, and so long as the donated property meets or exceeds standards for construction and materials or species in the case of trees or shrubs.

Benches shall be made of wood and shall be contoured or flat styled pedestal outdoor benches, unless an alternative material is approved by the City Arts & Cultural Commission and/or Parks Commission. Alternative materials may be approved if the donor can show that circumstances exist that make it appropriate to use the alternative material. Benches must be purchased through a City approved manufacturer. A brass plaque in a size not to exceed 2½ x 6 inches in size may be affixed to the bench.

Trees planted in City facilities must be at least 2 inches in caliper, native to the area and fit within the existing landscape scheme of the park or the adopted tree plan for the park, as determined by the City Arts & Cultural Commission and/or Parks Commission.

Plaques may only be placed in conjunction with a bench or a tree, not as a stand alone feature. Plaques set in concrete, aggregate rock or a boulder must be made of bronze and be no larger than 8½ x 11 inches in size. Plaques affixed to benches may not exceed 2½ x 6 inches in size. No other plaques shall be allowed. Plaque design shall be approved by the City Arts & Cultural or Parks Commission.

**Section 2. No Guaranteed Approval.** Consideration of an application by the City does not guarantee approval. The City reserves the right to deny any application for placement of a donated item or items.

**Section 3. Additional Agency Approval.** City Council and staff will determine which additional agencies, if any, must review the application and grant written approval.

**Section 4. Items Sole Property of the City.** Items donated and placed on City property become the sole property of the City at the time of placement.

**Section 5. Disposition of Donated Items.** City Council shall determine the useful life span of a donated item and shall determine the disposition of the item if the item is damaged, destroyed or reaches the end of its life span.

**Section 6. No Guarantee or Obligation.** The City cannot guarantee the security of items donated, including works of art or memorials, and placed on public property. Placement on public property does not obligate the City to repair or replace the item.

**Section 7. Removal of Items.** City Council will have the authority to remove donated items temporarily or permanently at City Council's sole discretion.

**Section 8. Alternate Election.** If the City elects not to repair or replace damaged items permanently or to remove an item, the City will endeavor to contact the original donor(s), and, if contact is made, the donor will be given the opportunity to repair or remove the item. Repair of an item does not obligate Council to allow replacement or relocation of the item.

**Section 9. Damaged Items.** Damaged items which are not repaired, replaced, or recovered by donors within the time period specified by staff may be discarded at the discretion of the City Council.

**Section 10. Procedure.** The City Council hereby adopts the following procedure for considering the donation of items to be placed on public property:

- a. Completed application submittal on City approved form.
- b. Presentation to Arts & Cultural Commission and/or Parks Commission for concept approval.
- c. Presentation to Council for concept approval.
- d. City departmental approvals.
- e. Other agency approvals.
- f. Final Council approval.
- g. Coordination with Public Works and other outside agencies as necessary for placement.


**Section 11. Form of Application.** The form of application referenced in Section 10(a) above shall be similar if not exactly as outlined in Exhibit A attached.

Passed and adopted by the City Council this 18<sup>th</sup> day of August, 2010, by the following vote:

Ayes: Morten, Locke, Martyn, Barlow, Peterson

Nays: None

Approved by the Mayor: August 18, 2010

  
Randy Peterson, Mayor

ATTEST:

  
Kathy Payne, City Recorder

## City of St. Helens, OR - Arts and Cultural Commission STANDARD APPLICATION FORM

Project Name Little Free Library (Cat in the Hat)

### Site

- ☐ On City Property  
Has the project been reviewed by Public Works? Yes/ No
- ☐ Within Historic district.  
Has the project been reviewed by Historic Commission? Yes/ No
- ☒ In City Park.  
Has the project been reviewed by Park Commission? Yes/ No
- ☐ Other \_\_\_\_\_

### Type of Project

(See APPLICABILITY on the reverse side for projects within Arts & Cultural Commission Jurisdiction)

- ☐ Sculpture/ Monument
- ☐ Display: murals, painting, drawing, mixed media, etc
- ☒ Outdoor furnishings/ fixtures: streetlight, signage, bench, railing, etc. (designed by artists as unique elements or limited editions)
- ☐ Architecture/ Landscape Design
- ☐ Other \_\_\_\_\_

### For

- ☒ Obtaining a recommendation (Application must have all required documents.)
- ☐ Review prior to formal recommendation process
- ☐ Courtesy. Project recommendation not required by the ordinance.

### Documents required for recommendation review process and public hearing

- ☐ Vicinity Map
- ☐ Site plan (showing nearby structures to scale)
- ☐ Drawings (showing the complete work of art to scale)
- ☐ Narrative
  - o Material information
  - o Cost or Estimate: Initial and operational costs
  - o Maintenance methods/ plan/ schedule

Project owner/ Representative Thomas O'Hanlon / Kimberly O'Hanlon

Contact's address & phone 35485 Oakwood Dr, St. Helens (503)894-0429

Site address Campbell Park - McMichael Ave, St. Helens

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### Official Uses Only

Public Hearing Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_



REFERENCE: St Helens Municipal Code, Chapter 2.36 – Arts and Cultural Commission

### APPLICABILITY

The processes, standards and guidelines of this article concern visual works of art located on real property owned by the city of St. Helens or such other properties made available to the city for public art use by written agreement. For purposes of this article, visual works of art include but are not limited to:

- (1) Sculptures and monuments in any combination of materials that are freestanding, wall-supported, or suspended; kinetic; or electronic.
- (2) Displays, such as murals, drawings, photographs, prints, calligraphy, or paintings in any combination of materials.
- (3) Earthworks, fibers, neon, glass, mosaics; any combination of forms of medias including sound, literary elements, film and video; hybrids of any media and new genres.
- (4) Furnishings and outdoor fixtures created by an artist as unique elements or limited editions. Examples include, but are not limited to: gates, railings, streetlights, signage, and seating.
- (5) Architecture on new city structures or landscape designs created by an artist that use architecture and landscape as an integral part of their artwork.
- (6) Temporary artworks or installations, if such artworks serve the purpose of providing community and educational outreach. (Ord. 3097 § 1, 2008; Ord. 2978 § 3, 2006; Ord. 2952 § 2, 2005)

### DEFINITION

"Public art" means all forms of original works of art accessible to the public and/or public employees, including:

- (a) Painting of all media, including both portable and permanently fixed works, such as murals;
- (b) Sculpture which may be in the round, bas-relief, high-relief, mobile, fountain, kinetic, electronic and others, in any material or combination of materials;
- (c) Artistic or aesthetic elements of overall architecture or landscape design;
- (d) Other visual media including, but not limited to, prints, drawings, stained glass, calligraphy, glass works, mosaics, photography, film, clay, fiber/textiles, wood, metals, plastics or other materials or combination of materials, or crafts or artifacts;
- (e) Visual works utilizing a wide range of materials, disciplines and media which are of specific duration, including performance events, and which are documented for public accessibility after the life of the piece has ended;
- (f) Artworks that possess functional as well as aesthetic qualities, such as unique or limited edition furnishings or fixtures, including but not limited to gates, railings, streetlights, and signage.

02/19/2019

City of St. Helens  
St. Helens, OR 97051

To Whom It May Concern,

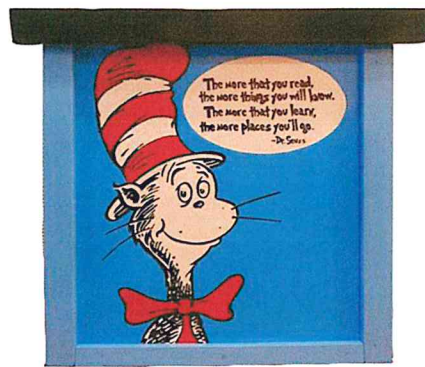
I, Thomas O'Hanlon, a resident of St. Helens, would like to gift (1) Little Free Library with registration to the City of St. Helens Arts & Cultural Commission to contribute to their efforts of bringing more Little Free Libraries to the community.

**Front**



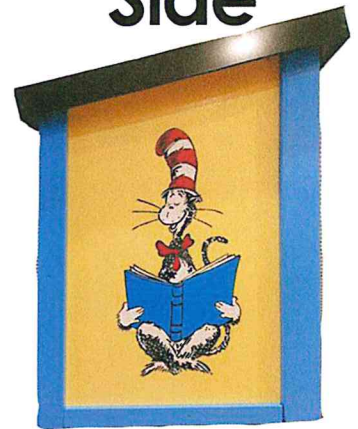
**23.25" Tall**

**Back**



**18.25" Wide**

**Side**



**16" Deep**

#### **Materials and Cost:**

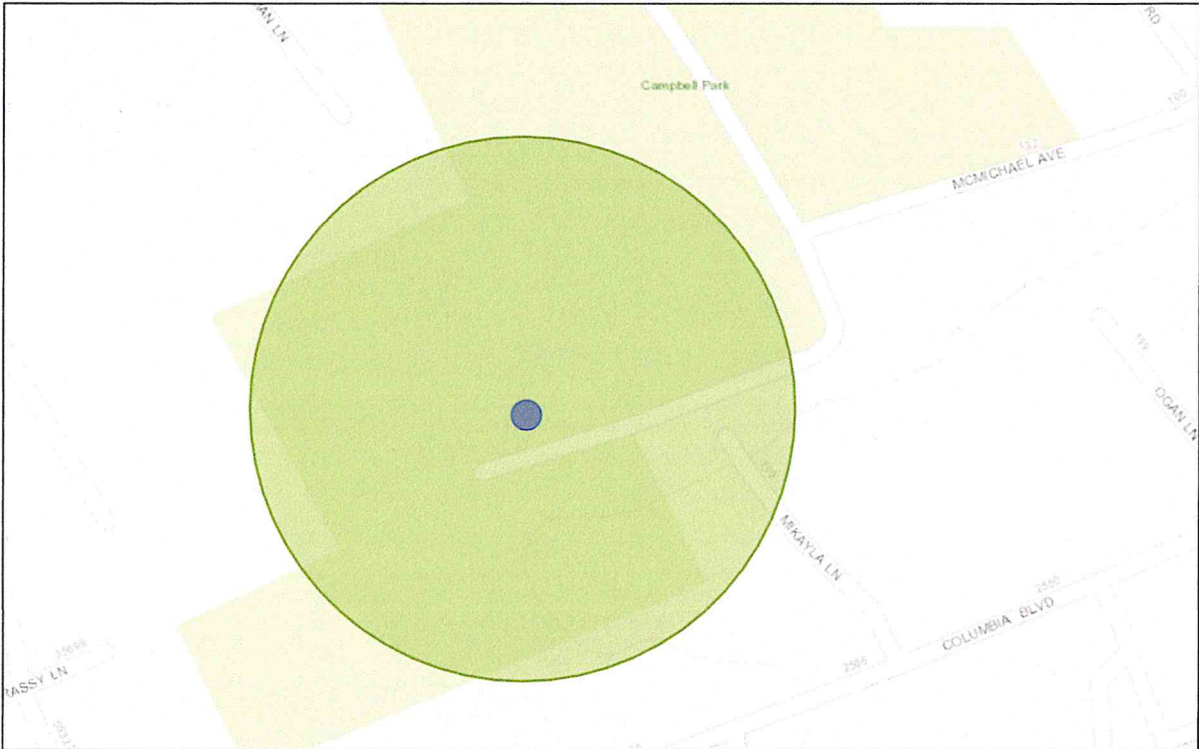
- Two Story Shed Unfinished Kit x 1 = \$289
- Molotow Acrylic Paint & Supplies = \$24.20
- Library Post with Topper = \$79.99
- Various Books = included in cost with kit
- Little Free Library Registration = included in cost with kit

#### **Maintenance:**

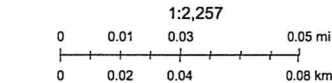
- Every few years or when needed apply a new coat of Acrylic UV Varnish Gloss (preferably Molotow), retails \$7-11USD
- In case of graffiti use soft sponge and scrub with soapy water. Touch up by hand using Molotow One4All Acrylic Paint markers. Then seal with 2-3 coats of UV Varnish Gloss.



Vicinity Map



2/14/2019, 1:56:18 AM



Bureau of Land Management, State of Oregon, State of Oregon DOT, State

Bureau of Land Management, State of Oregon, State of Oregon DOT, State of Oregon GEO, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA |

Site Plan:



Sincerely,  
Thomas O'Hanlon  
St. Helens, OR 97051



Thomas O'Hanlon &lt;tvohanlo@gmail.com&gt;

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**Permission to use Images and Text**

3 messages

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**Thomas O'Hanlon** <tvohanlo@gmail.com>  
To: drseuss@drseuss.com

Tue, Feb 19, 2019 at 7:05 PM

To Whom It May Concern,

My names Thomas O'Hanlon and I wanted to inquire with you about whether it would be okay to gift a 'Little Free Library' I constructed and hand painted in a 'Cat in the Hat' theme to my small community, the City of St. Helens. It would be placed in a park by the Arts & Cultural Commission. I've attached images below of the Library. It would be given to the city for free and used by the community for free.

Thank you,  
Thomas O'Hanlon  
(503)894-0429  
35485 Oakwood Dr.  
St. Helens, OR 97051

<https://littlefreelibrary.org>

photocollage\_2019211105522533.jpg  
2527K

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**Dr. Seuss** <DrSeuss@drseuss.com>

Thu, Feb 21, 2019 at 3:27 PM

To: Thomas O'Hanlon &lt;tvohanlo@gmail.com&gt;

Cc: "ryan.villiers@thisispxl.com" &lt;ryan.villiers@thisispxl.com&gt;, Nicole Gates &lt;NicoleG@drseuss.com&gt;

Good afternoon, Thomas!

We have reviewed your request and would be happy to have your Little Free Library become part of the St. Helens community with a few simple requests.

Please provide us with additional photos of the Little Free Library (both uninstalled and installed) for Dr. Seuss Enterprises to use in our social media accounts, on our website, and elsewhere for promotional purposes. By providing us the photos, you confirm that you have received all permissions necessary for us to use the photo without attribution.

As I am sure you know, but I am obliged to remind you, Dr. Seuss text, characters, and images are protected by copyright and trademark law and may not be used without the prior written consent of Dr. Seuss Enterprises. As such, we are not granting you permission for any other use of Dr. Seuss's intellectual property.

Thank you for including Dr. Seuss in your efforts to support reading in your community! We can't wait to see photos of this Little Free Library in its new home!

Sincerely,



**Kaitlin Dominguez**  
Executive Assistant  
Dr. Seuss Enterprises, L.P.

[Quoted text hidden]



image001.png  
8K

**Thomas O'Hanlon** <tvohanlo@gmail.com>  
To: Kimberly Ohlig <kimohlig@gmail.com>

Thu, Feb 21, 2019 at 7:37 PM

[Quoted text hidden]

3 attachments



image001.png  
8K



image003.png  
6K



image003.png  
6K





Thomas O'Hanlon <tvohanlo@gmail.com>

Order #30339 confirmed

1 message

Little Free Library <customerservice@littlefreelibrary.org>  
To: tvohanlo@gmail.com

Tue, Jan 15, 2019 at 11:27 AM

Thank you for placing an order with Little Free Library!

We have received and are processing your order. Your order details are below.

Please note that your items may ship separately, and some items may arrive sooner than others. You will receive another email once we have finished processing your order.

Did you purchase a charter sign, and you'd like to know your charter number? You will need to wait until your charter sign arrives to learn your charter number, which will be engraved on the sign. Charter numbers cannot be provided in advance.

IMPORTANT: Please double-check your shipping address (listed below) to be sure it is correct. That is the address where we will ship your items. If an item is returned because you entered the wrong shipping address, you may be charged additional shipping costs to re-send your items.

If you have questions or concerns about your purchase, please contact us at [customerservice@littlefreelibrary.org](mailto:customerservice@littlefreelibrary.org)

Date 01/15/2019

Shipping address  
Thomas O'Hanlon  
35485 Oakwood Dr  
St Helens, Oregon 97051  
KotoSwag  
United States

Billing address  
Thomas O'Hanlon  
35485 Oakwood Dr  
St Helens, Oregon 97051  
KotoSwag  
United States

- 1x Library Post with Topper for \$79.99 each
- 1x Two Story Shed Unfinished Kit for \$289.00 each

Discount (code: ): \$-28.90 USD  
Subtotal : \$340.09 USD  
Shipping : \$148.21 USD  
Total : \$488.30 USD

Payment has been received. No further payment is required.

Thank You!  
Your Friends at Little Free Library  
573 County Road A, Suite 106  
Hudson, WI 54016



\*\*\*\*\*

Blick Art Materials  
Portland  
1115 NW Glisan St

503-223-3724

\*\*\*\*\*

QTY	LIST	EVERYDAY	DISC OFF LIST	EXT. PRICE
=====				
232040052	GRAPHIC FILM	0.005 STENCIL		
10	\$5.82	\$5.82	S-0.58	<u>\$5.24T</u>
17771504	ART SPRAYS VANILLA	400ML		
10	\$18.30	\$12.29	S-15.33	\$2.97T
17775044	SPRAYS SHOCK BLU	MIDDLE 400ML		
10	\$16.75	\$11.19	S-13.78	\$2.97T
17771504	ART SPRAYS VANILLA	400ML		
10	\$18.30	\$12.29	S-15.33	\$2.97T
17775044	SPRAYS SHOCK BLU	MIDDLE 400ML		
10	\$16.75	\$11.19	S-13.78	\$2.97T
199101502	HOLOTOV HRRR	VANILLA PSTL 2MM		
10	\$7.15	\$7.15	\$0.00	\$7.15T
245271271	SPCLATCH TIP 1MM	2PC FOR 127 S		
10	\$5.75	\$5.75	S-0.58	\$5.17T
Final Sub Total				\$29.44
SALES TAX @ 0.0000				\$0.00
Total				\$29.44

--- EMV Auth Information ---

US DEBIT	USD	\$29.44
*****4496	Purchase	
AID:6000000000000000	Mode: Issuer	
TVR:0000046000	TSI: 6800	
IAD:06010A03500000	ARC: 00	
Chip Read	Approved 00	

Verified by PIN

--- EMV Auth Information ---

PREFERRED CUSTOMER 10%  
RETAIL LOWER THAN WEB DELIVERED  
Sales Associate: 9317

=====

Trx 6116 Str2230Reg004 2/01/19 17:26

=====

## \*\*\*\*\* OUR RETURN POLICY \*\*\*\*\*

Returns gladly accepted with original receipt  
within 30days in saleable condition and in  
original packaging. Some restrictions apply,  
check store for details. Web Match rebates are  
proportionally deducted from any refund.



# How to install Your Little Free Library

## Materials

- 8 ft - 4" x 4" post
- 2 ft - 2" x 6" piece of wood
- 6 - 2 1/2" lag screws
- 3" exterior lag screws
- 3" lag bolts

**1.** To start, you will need an 8 ft. - 4" x 4" treated post. Any kind will work, but cedar tone is our favorite.

**2.** Cut the post 5 ft. long.

**3.** With the remaining piece make side angle braces. Cut each piece 10 3/4" long and cut 45° angles on the ends.

**4.** Cut a platform as wide as the Little Free Library out of the 2" x 6" piece of wood.

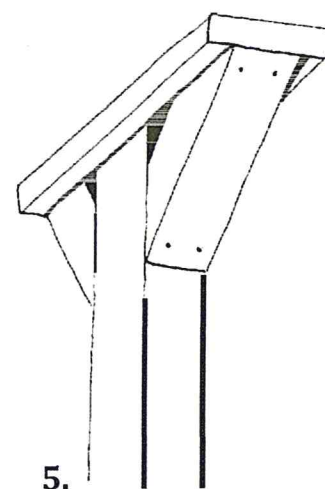
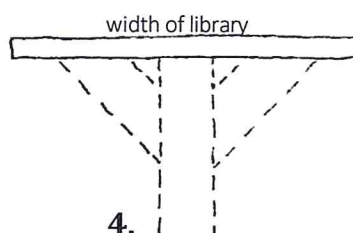
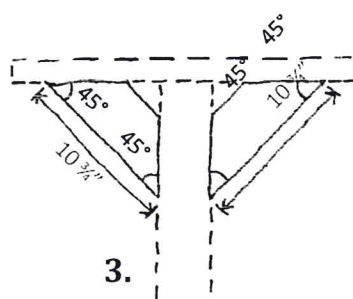
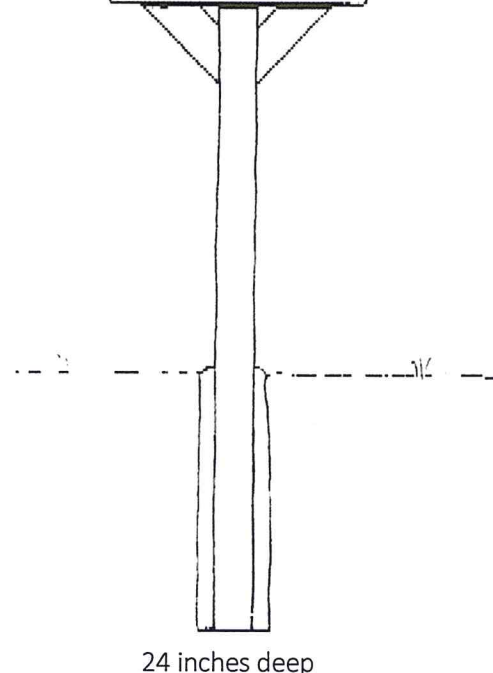
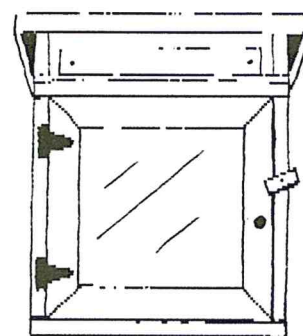
**5.** Mount the angled braces to the 5 ft. post with 3" exterior lag screws and then attach the 2"x6" platform using 6- 2 1/2" lag screws. First, pre-drill a slightly smaller hole to make it easier to install the lag screw. Use 3" lag screws to enhance the holding power.

**6.** Dig a 24" deep hole and install the post. Make sure to use a level and tamp the dirt hard with a shovel to secure the post.

**7.** Drill 6 holes through the top of the Little Free Library. The holes need to match up with the post platform. Use the 6- 2 1/2" lag screws to attach the platform to the library.

**8.** You are done! Now take a picture of you and your friends by your Little Free Library and register it via our website: [www.littlefreelibrary.org](http://www.littlefreelibrary.org).

**9.** Build another Little Free Library. People always say, you can't just build one!



**City of St. Helens, Oregon**  
**APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY**

Filed by: Lynne Pettit Application No: \_\_\_\_\_  
 Organization: Friends of the St. Helens Library Date Filed: \_\_\_\_\_  
 Address: 34538 Kelher Drive, Warren  
 Phone: 503-819-2046  
 E-mail: lynnepettit@hotmail.com

**RECEIVED**

**APR 11 2019**

OFFICE OF ST. HELENS  
CITY RECORDER

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)

Please see photos attached of our 2 little libraries at the Food Bank and Columbia View Park.

Location (include reasons for location choice)

Walnut Tree Park - This area has an elementary school within six blocks and placement will encourage reading, especially young children to improve literacy; in a middle to low income area.

Placement (who, how, when)

Friends of the Little Library will maintain up keep of the Little Library. The city will need to install the post in a concrete fitting.

Term (length of time you would like the donated item to remain in place)

Until item is no longer needed in the community.

Maintenance (required maintenance and who will be expected to perform)

Friends of the St. Helens Library will add coats of stain, asphalt shingles or other repairs as needed.

Signature Mary A. Wiccel, PRESIDENT - Friends of the St. Helens Public Library  
 4/11/2019

Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.

St Helens Parks and Trails Commission  
March 11, 2019

## PROJECT PROPOSAL – Walnut Tree Park-Miniature Library

Submitted by: Lynne Pettit, Friends of the St Helens Library

Proposal: Place a miniature library in Walnut Tree Park to be used by the local community. It will be maintained by the Friends of the St Helens Library.

### Background:

- A miniature library is a simple box with door to protect the books from the elements and is mounted on a post. People can take a book and replace them from the miniature library. There are no fees or tracking and the system operates on the “honor system”.
- There are currently two other miniature libraries operated by Friends of the Library, located at the St. Helens Marina, and the Columbia Food Bank.
- The purpose is to encourage reading, especially amongst younger people, and improve literacy.
- The Friends of the St Helens Public Library is a 501(c)(3) non-profit organization that helps to support the St Helens Public Library. The Friends of the Library have and continue to contribute funding for purchase of library materials and equipment for both circulation and library projects.











# Communications Report

January to March 2019  
Third Quarter – FY 2018-19

Prepared by Crystal Farnsworth  
April 2019



# Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot
January 2019	13	51	52		1	
February 2019	6	72	73			
March 2019	6	63	62		1	1
Totals	25	186	187	0	2	1

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	e-Newsletter	Radio Spot
<b>FY 2018/19 TO DATE</b>	65	512	518	12	10	4
<b>INCREASE</b>	<b>91%</b>	<b>64%</b>	<b>81%</b>			
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



# Communication Distributions

Total Hours Worked by Category	
e-Newsletter	16.75
Press Release	33
Social Media	59.16
Photography/Video	63.75
Graphic Design	11.25
Radio	2.75
Print Newsletter	3.25
Website	5
Media Request	1.25
Community Collaboration	0.75
Meeting	6.5
Event	13
Miscellaneous	18.75
Editing	7
<b>Total Hours</b>	<b>242.16</b>

Total Hours Worked by Department / Fund	
Administration	7
Boards and Commissions	3.75
City Council	7
Communications	41
Community Development	6
Emergency Management	4.08
Engineering	0.25
Library	67.58
Parks	1
Planning	4.25
Police	62.75
Public Works	4
Recreation	27
Tourism	5.5
Utility Billing	1
<b>Total Hours</b>	<b>242.16</b>

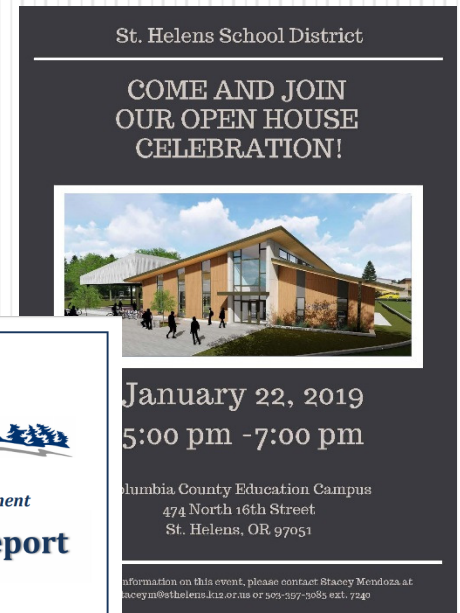
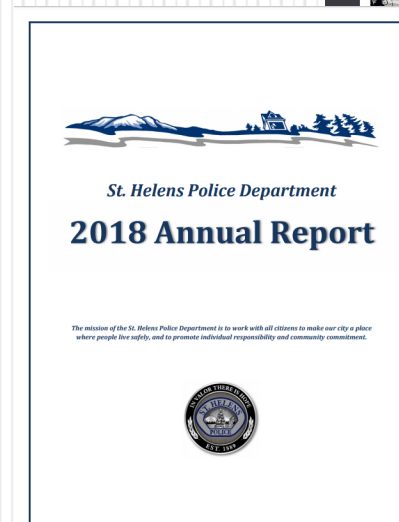
# Activity Highlights

- **Print Newsletter – demos and set up**
- **First Thursday Meetings (3)**
  - SHSD partnership, school emergency response
  - Opioid Overdoses/Narcan
  - Drug Recognition
- **Monthly social media planning meetings with Library**
- **Communications meeting and social media planning for Rec Program**
- **Bookmark competition at Library for Summer Reading 2019**



# Activity Highlights

- **Community Partnership Information**
  - CCEC Ribbon Cutting/Opening
  - Warming Center Info
  - Chamber Awards
  - CC Roads Dept. Gable Road Repairs
  - CC Emergency Mgmt. Comm. Meetings
- **St. Helens/Scappoose combined catalog grant project**
- **Police Annual Report**



# Activity Highlights

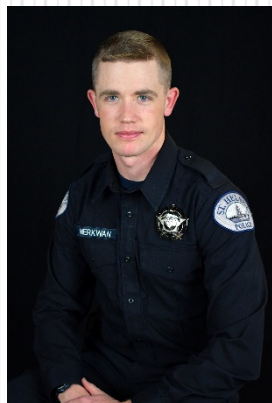
- Cocoa with a Cop event
- Planning/Community Development Grants/Projects
  - Brownfield Assessment Program
  - Housing Needs Analysis Process
- Weather/Emergency Info
  - Cold weather: winter warnings, warming shelters, safety info
  - February flooding: road closures, flood reporting, safety info





# Activity Highlights

- SHPD new employee photos
- ACC Little Free Library Project
- Monthly Newsletters
- KOHI Radio Shows (2)
- OSP/SHPD Lifesaving Award makes Portland-Metro News



**Oregon State Police**  
February 1 · 🌐

Monday, we shared a story of Trooper Shimer & St. Helens Police Department Officer Luedke receiving a #LifeSaving award for a heroic act that changed the path of one woman's life.

Yesterday, KATU News reunited those Officers with that life.  
<http://bit.ly/2SqKYH3>

#FridayFeeling



KATU.COM

**Two years in the making: Woman meets officers who saved her life**

# Activity Highlights

- Shared Routes to School grant award
- If I Were Mayor Contest
- Library Events
  - Conversation Project
  - MakerFest
  - STEM workshops: Zines workshop photos
- Police Grant Funded Blitzes: safety belts, child seats, distracted driving
- Website updates
  - press releases, event info, new Library press release page
- National Library Week Oregon puppet competition
- Winter Recreation Program Guide



# Activity Highlights

- Recreation Program individual event promotions
- Social media archiving compliance
  - One month comparison demo
- CCMA City's 130<sup>th</sup> anniversary celebration event
- Columbia County Reads 2019
- Grey Cliffs Waterfront Park improvements
- Job openings/new hire announcements
- Recreation Center Open House event
- Reserve Academy 2019 class pictures/video
- Public Forums
  - Recreation Program Funding
  - Sand Island managed campground/shuttle



# Activity Highlights

- Photo requests
  - The Chronicle
  - The Spotlight
  - St. Helens School District
  - Recreation Program
  - Tourism
  - Engineering
  - Planning
  - Police





# Future Projects

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- **City News insert in utility bills**
- **Social media archiving compliance**
- **Summer Reading 2019**
- **Spring Recreation Program Guide**
- **Citizens Day in the Park**
- **13 Nights on the River**
- **Tourism Projects**
- **First Thursday Programs**

# 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  
Followers as of March 31, 2019: 7,888

\*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

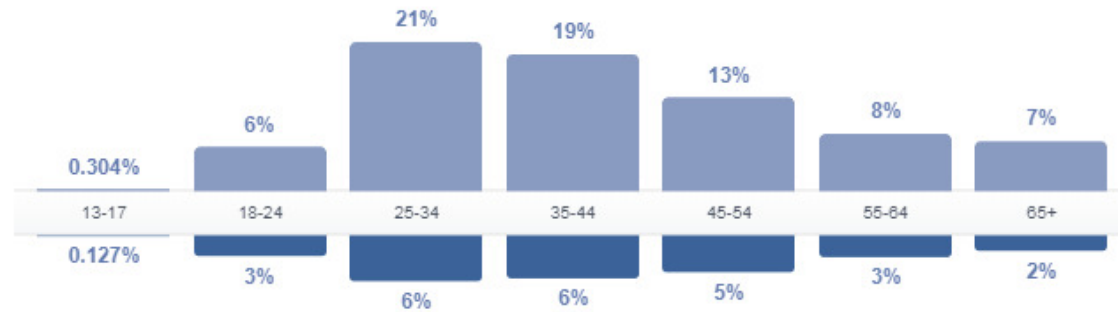
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles. This number is an estimate.

#### Women

74%  
Your Fans

#### Men

26%  
Your Fans



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	7,558	Saint Helens, OR	2,109	English (US)	7,456
United Kingdom	58	Portland, OR	665	English (UK)	270
Canada	36	Scappoose, OR	461	Spanish	43
Germany	18	Columbia City, OR	150	French (France)	16
India	13	Vancouver, WA	146	Arabic	13
Mexico	13	Rainier, OR	131	Italian	9
Brazil	11	Salem, OR	115	Thai	9
Italy	10	Longview, WA	113	German	8



# 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

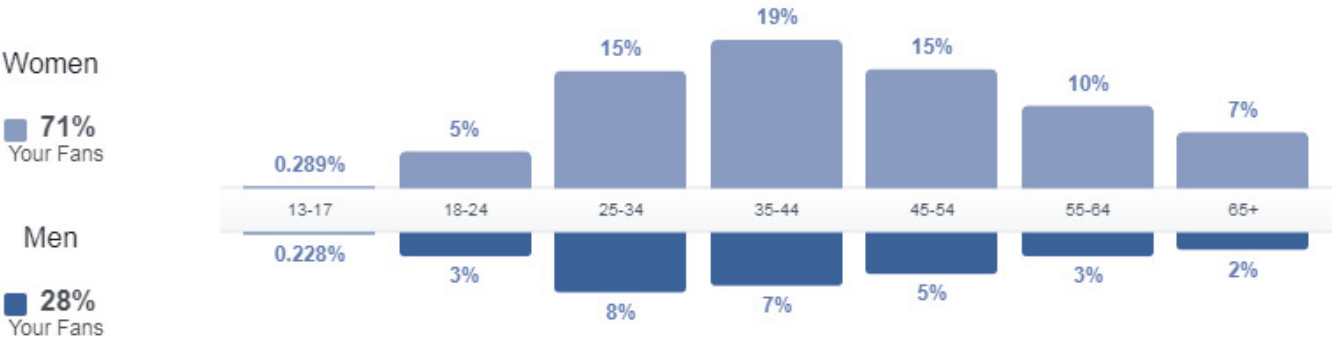
Followers as of June 30, 2018: 4,752

Followers as of September 30, 2018: 6,430

Followers as of December 31, 2018: 6,524

Followers as of March 31, 2019: 6,587

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



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	6,349	Saint Helens, OR	2,003	English (US)	6,269
United Kingdom	99	Portland, OR	511	English (UK)	242
Canada	25	Scappoose, OR	485	Spanish	33
Australia	21	Rainier, OR	163	German	7
Mexico	12	Columbia City, OR	116	French (France)	6
Germany	9	Longview, WA	112	Spanish (Spain)	4
Ireland	4	Warren, OR	104	English (Pirate)	3

# 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

Followers as of March 31, 2019: 529



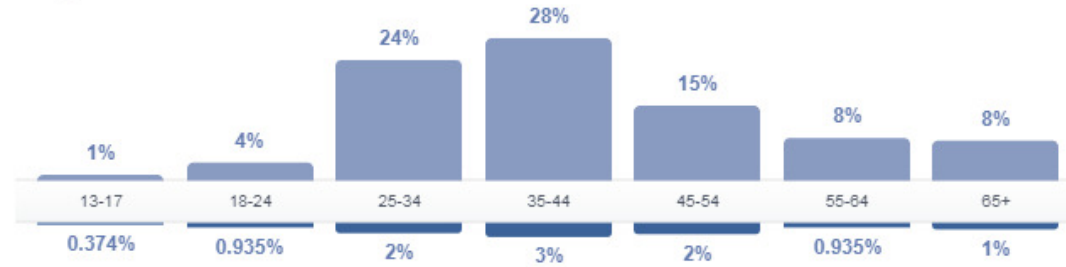
The people who follow your Page. This number is an estimate.

Women

87%  
Your Followers

Men

11%  
Your Followers



Country	Your Followers	City	Your Followers	Language	Your Followers
United States of America	533	Saint Helens, OR	293	English (US)	510
Malaysia	1	Portland, OR	65	English (UK)	20
Peru	1	Scappoose, OR	47	Spanish	2
		Longview, WA	16	French (France)	1
		Columbia City, OR	15	Malay	1
		Rainier, OR	14	Portuguese (Brazil)	1
		Beaverton, OR	9		

# 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  
As of March 31, 2019: 1,490



# 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

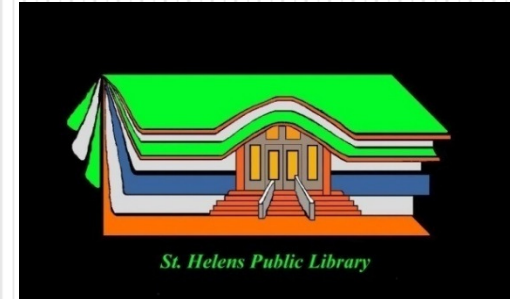
As of Sept. 30, 2018: 818

As of Dec. 31, 2018: 855

As of March 31, 2019: 885



# 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

As of March 31, 2019: 44

# Paid Social Media Advertising

At Kids Spring Break Camp, your child will get a sneak peek into some of our Recreation Program's upcoming Summer Camp activities. St. Helens After School Recreation Program (SHARP) spring break camp includes crafts, games, sports, field trips, and more. Campers bring a lunch and drink da... [See More](#)



Hiring? Create a job from your Page for free. [Create Job](#)

**Your Ad Has a High Relevance Score**  
Great work! Your ad has an average relevance score of 8, which means it's getting more positive feedback and is costing less to deliver than most ads on Facebook.

6,288 People Reached 588 Engagements [Boost Again](#)

Boosted on Mar 6, 2019 By Crystal Farnsworth Completed  
People Reached 4.1K Post Engagement 295

**St. Helens Police Department** added an event. February 20  
St. Helens Officers Dylan Gaston and Jamin Coy will give a community presentation on drug recognition, focusing on the most common types of drugs used in St. Helens, at the St. Helens Police Department's next First Thursday community meeting. The meeting will be held in the Columbia Center Auditorium, 375 S. 18th Street, on Thursday, March 7 at 7 p.m.  
Officer Gaston is a member of the Oregon Narcotics Enforcement Association (ONEA) and attended the ONEA Training Summit in 20... [See More](#)



THU, MAR 7  
**First Thursday: Drug Recognition**  
Columbia Center Auditorium, 375 S. 18th Street, St... [★ Interested](#)  
93 people interested

1,029 People Reached 0 Engagements [View Promotion](#)

Boosted on Mar 4, 2019 By Crystal Farnsworth Completed  
People Reached 5.8K Event Responses 47



**Page Promotion**  
St. Helens Public Library's official page. A publi...  
Promoted by Crystal Farnsworth on Mar 22, 2019 Completed

Page Likes	People Reached	7,424
198	Cost per Page Like	\$0.51

## Activity

## Engagement on Facebook

Page Likes	198
Shares	4

# Paid Social Media Advertising



The image shows a Facebook post from the St. Helens Public Library (@StHelensPublicLibrary). The post is titled "Columbia County Reads 2019" and features a promotional graphic for two books: "Breaking Chains" by R. Gregory Nokes and "Worthy Down's Daughter" by Phillip Margolin. The graphic includes portraits of the authors and the text "Two books, one true account of slavery in the Oregon Territory". The post has 6,037 people reached and 541 engagements. A "Boost Again" button is visible. Below the engagement stats, there is a section titled "Try Editing Your Audience" with a warning that the promotion isn't spending its budget efficiently. It also shows a table of performance metrics: People Reached (4.0K) and Post Engagement (370). The post was boosted on Mar 26, 2019, by Crystal Farnsworth, and finishes in 6 days. The post has 11 comments and 58 shares.

St. Helens Public Library  
@StHelensPublicLibrary

Home  
Posts  
Reviews  
Videos  
Photos  
About  
Community  
Groups  
Events  
Info and Ads  
Create Ad  
Manage Promotions

Liked Following Share ...

## Columbia County Reads 2019

R. GREGORY NOKES  
*BREAKING CHAINS*  
SLAVERY ON TRIAL in the Oregon Territory

WORTHY DOWNS'S DAUGHTER  
NEW YORK TIMES BESTSELLING AUTHOR  
PHILLIP MARGOLIN

Two books, one true account of slavery in the Oregon Territory

Try Editing Your Audience  
Your promotion isn't spending its budget efficiently. Its cost per Post Engagement of \$0.33 is higher than similar promotions. Try defining your audience by what they've liked or express interest in.

6,037 People Reached 541 Engagements Boost Again

Boosted on Mar 26, 2019 By Crystal Farnsworth Finishes in 6 days


People Reached	4.0K	Post Engagement	370
----------------	------	-----------------	-----

View Results

Doug Twitty, Sandi Jim Ploetz and 293 others 11 Comments 58 Shares



## COUNCIL ACTION SHEET

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	17 April 2019	
<b>Subject:</b>	Cascades Reserve Allocation Annual Adjustment	

### Background:

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. This year, the loading from the mill has decreased from the 2017-2018 figures mainly because many of the maintenance issues with Cascades' clarifier have been rectified during the past year. Last year the reserve was set at 86.3%. Data for the past year shows that the actual loading decreased to an average of 79.8% (see table).

	<b>2018-19</b>				
	ME BOD	PE BOD	Total		
	Ave lbs/d	Ave lbs/d	Ave lbs/d	ME %	PE %
Mar-18	11234	2005	13239	84.86	15.14
Apr-18	19606	2208	21814	89.88	10.12
May-18	13659	1320	14979	91.19	8.81
Jun-18	4407	1066	5473	80.52	19.48
Jul-18	2943	625	3568	82.48	17.52
Aug-18	3962	441	4403	89.98	10.02
Sep-18	3677	545	4222	87.09	12.91
Oct-18	3549	772	4321	82.13	17.87
Nov-18	2548	774	3322	76.70	23.30
Dec-18	2868	1440	4308	66.57	33.43
Jan-19	1738	1223	2961	58.70	41.30
Feb-19	3344	1601	4945	67.62	32.38
Totals	73535	14020	87555		
Averages	1854.58	1653.92	3508.50	79.8	20.2

### Recommendation:

Adjust Cascades' reserve to 79.8% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

**City of St. Helens**  
**ORDINANCE NO. 3236**

**AN ORDINANCE AMENDING ST. HELENS MUNICIPAL CODE CHAPTER 13.14  
REGARDING USE OF PORTABLE PRIVIES**

**WHEREAS**, Ordinance No. 3233 adopted a comprehensive sewer ordinance which repealed Chapters 13.12 and 13.16 SHMC; and

**WHEREAS**, the portable privy policy per SHMC 13.12.030(6) was inadvertently removed and not replaced by Ordinance No. 3233.

**NOW, THEREFORE, THE CITY OF ST. HELENS DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 13.14.085 of the St. Helens Municipal Code ("SHMC") is hereby added to Chapter 13.14 SHMC as follows:

**13.14.085 Use of portable privies.**

(1) Portable privies shall not be allowed for use with permanent uses except per SHMC 13.14.085(2)(iv).

(2) Use of portable privies may be authorized as follows:

(a) The Public Works Director may authorize the use of portable privies:

- (i) temporarily, when found necessary to serve workers on a construction project;
- (ii) temporarily, to serve community events;
- (iii) temporarily, for emergencies; or

(iv) on an on-going basis to serve public parks or public open space that do not have access to a public sewer or the POTW.

(b) The Planning Director may authorize the temporary use of portable privies associated with approved Temporary Uses pursuant to Chapter 17.116 SHMC when there are no alternatives commensurate with the type, duration and extent of the temporary use.

(3) Portable privies shall have watertight, completely closed tanks for storage of wastes that are serviced as often as necessary to prevent overflow.

**Section 2. Severability.** If any section, provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other sections, provisions, clauses or paragraphs of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable. This City Council hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof and intends that the invalid portions should be severed and the balance of the ordinance be enforced.

**Section 3.** Provisions of this Ordinance shall be incorporated in the St. Helens Municipal Code and the word "ordinance" may be changed to "code," "article," "section," or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that Whereas clauses and boilerplate provisions need not be codified.

**Section 4.** The effective date of this Ordinance shall be 30 days after approval, in accordance with the City Charter and other applicable laws.

Read the first time: April 17, 2019

Read the second time: May 1, 2019

**APPROVED AND ADOPTED** this 1<sup>st</sup> day of May, 2019 by the following vote:

Ayes:

Nays:

---

Rick Scholl, Mayor

ATTEST:

---

Kathy Payne, City Recorder





MASTER PLAN PROJECT GOALS

The master plan for Godfrey park is intended to provide guidance for the placement of new play equipment throughout the park and create rich play experiences through a wide variety of play features and opportunities.

The design of the park is driven by the following goals set out at the beginning of the project:

- **Provide nature-based play:** Provide a design that engages kids with nature.
- **Use natural and available materials:** Use tree trunks, branches, boulders and other natural readily available materials in the design.
- **Improve accessibility and circulation:** Provide access to an ADA swing and the existing pavilion.
- **Replace play equipment:** Existing equipment, such as the swing set, should be replaced with new equipment.
- **Design will be installed by City staff:** No general contractor will be used for park implementation.
- **Provide a cost-effective concept:** \$30,000 is available for initial equipment purchases; more money may become available later through grants or other funding sources.
- **Create a plan that can be implemented in phases:** Provide a holistic vision for the park development.

MASTER PLAN OVERVIEW

The master plan illustrates the creation of a series of “rooms” that are individually and uniquely characterized with inexpensive and accessible resources that offer distinct, fun, and tactile experiences for a variety of age groups. The rooms are linked with a pathway so kids can move from one room to another, encouraging movement and creating a circuit of experiences. A room with an accessible swing and rooms created for toddler use are placed along an accessible pathway for ease of access. Rooms created for older users are set further away from the main path.

Each room is intended to be distinct in purpose, use, and expression of materials. For instance, a performance room is intended to encourage small groups of kids to engage in drama or social activities, yet the climbing room encourages active use. The arrangement of natural materials at the perimeter of each room should be unique to create a variety of spatial experiences and edges. For example, boulders placed closely together, yet at different heights, would create one type of enclosure experience at the climbing room, while logs or a split rail fence at the perimeter of another room would cause that room to feel different in its character. The rooms and secondary pathways would have a bark chip surface. In order to accommodate fall protection, areas around play elements would require a specific depth and breadth of engineered wood fiber, which is similar to standard bark chips.

A new major pathway is indicated on the plan to create more purposeful site circulation, emphasize the importance of the existing shelter in the center of the park, and create an accessible route to the play features. A new restroom is placed near the park’s current entry to take advantage of its proximity to existing infrastructure. Removal of two of the site’s horseshoe pits enables the placement of an embankment slide at the north end of the park along N 4th Street, along with additional open lawn space. New benches are placed throughout the park to contribute to the park’s overall usability and enjoyment.

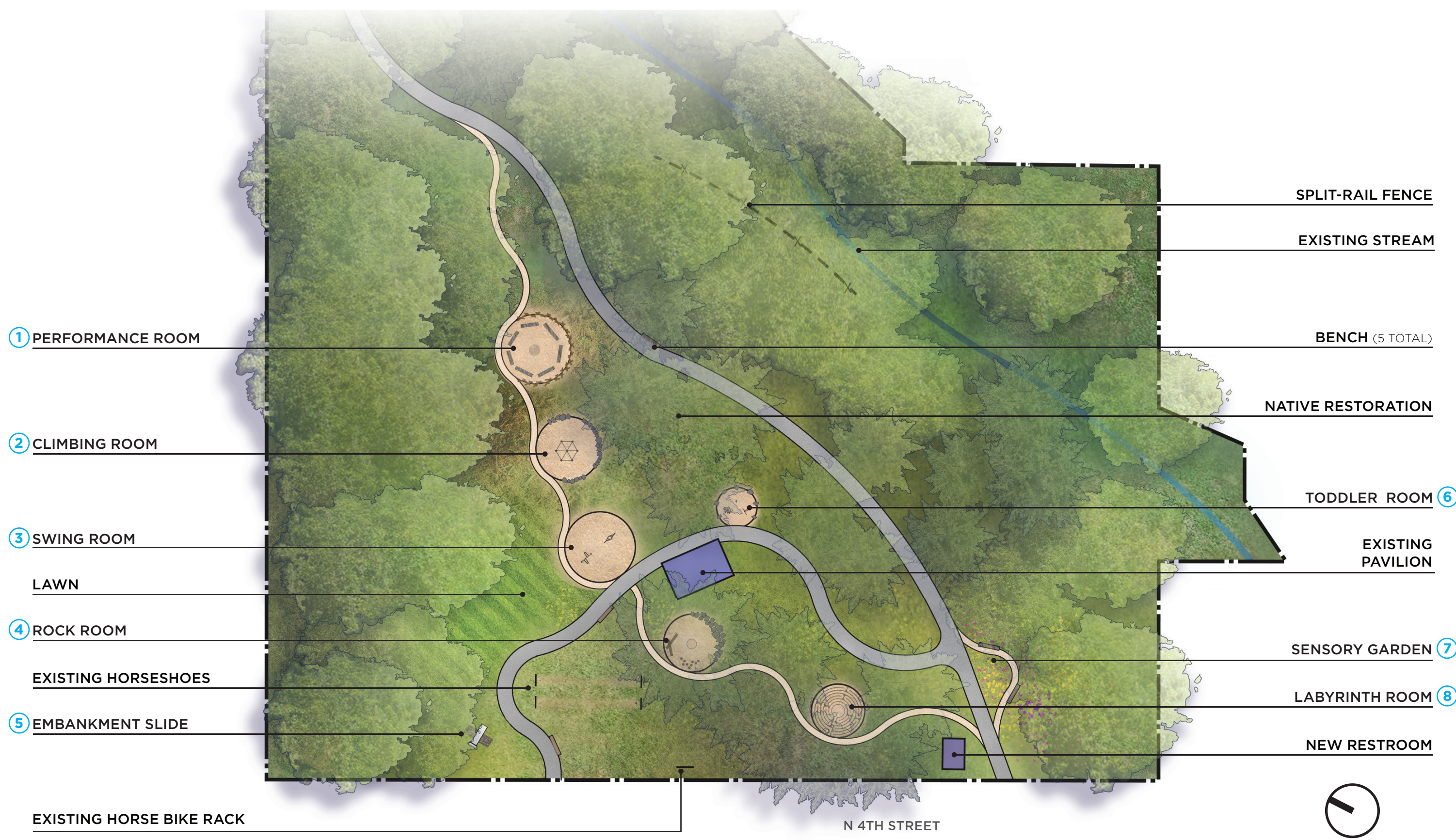
The images and descriptions that follow the plan are intended to be used as a toolkit to illustrate the design-intent and concepts of the master plan. This plan and toolkit are conceptual in nature, the installation techniques are intended to be simple, and the materials are intended to be natural and readily available.

No survey was available for the creation of this master plan; the plan was prepared with basic GIS data available from the city. Prior to implementation of plan elements, existing tree roots, slopes, utilities and the location of other physical site features should be verified.



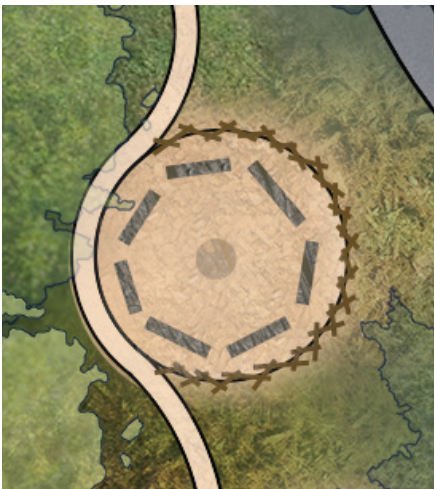








# ① PERFORMANCE ROOM



- Design Intent:**
- An area with logs placed in a circle or semi-circle to create an amphitheater with a stage or performance areas located in the center.
  - Suitable for young and older children.
- Equipment and Materials:**
- Seating elements can include: log rounds cut and placed upright to create individual seats, or logs placed as bench seats.
  - Stage can be a constructed element like a deck, a large tree stump, a large open area, etc.



# ② CLIMBING ROOM



- Design Intent:**
- A climbable play structure suitable for older children.
- Equipment and Materials:**
- Classic TimberForm Pole Climber by Columbia Cascade Company (Model #4500-209)
  - Perimeter boulders



example of similar product



model #4500-209



### ③ SWING ROOM



#### Design Intent:

- Provide an ADA accessible swing to be used by park-goers of all abilities
- Locate near ADA accessible pathway and close to the existing pavilion

#### Equipment and Materials:

- Nest Swing with wood posts by Columbia Cascade Company (Model # 1555-1-PL)
- Double Belt Swing with Wood Posts (Model #1561-2)



*double belt swing*



*nest swing*

### ④ ROCK ROOM



#### Design Intent:

- An open space for young children with large boulders and logs to climb and play on. Materials arranged around tree to create interesting and fun moments of play, and to create a low wall on one edge of the room.

#### Equipment and Materials:

- Boulders and logs of various sizes from city sources.





## ⑤ EMBANKMENT SLIDE



### Design Intent:

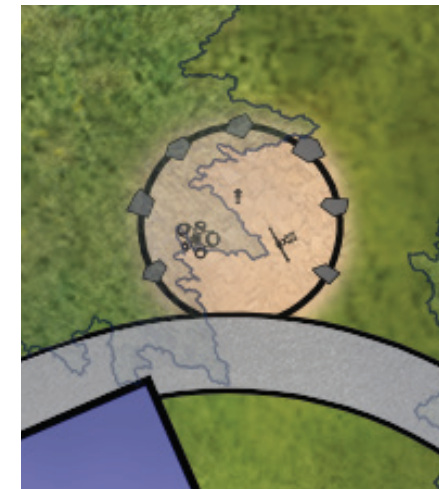
- Modify the existing slope to create a short embankment slide near park entry. Use logs to retain soil and to create a fun surface to climb.
- Suitable for young and older children.

### Equipment and Materials:

- Double wide steel embankment slide (approximately 5'-0") by Columbia Cascade Company (Model #1640-51-EMB)
- Logs from city sources.



## ⑥ TODDLER ROOM



### Design Intent:

- A collection of play equipment suitable for toddlers and young children.
- Locate near existing covered pavilion.

### Equipment and Materials:

- Spring Rider "Loggie" from Columbia Cascade Company (Model #3886-01)
- Various musical instruments; options:
  - Drum Tree (Model #3841-02)
  - Chain Chime (Model #3841-04)





## ⑦ SENSORY GARDEN



### Design Intent:

- Arrange benches around a small planted area, creating a quiet area off the main path for seniors to sit and enjoy the park.
- Plant with colorful and fragrant perennial plants to create the feel of a sensory garden.

### Equipment and Materials:

- Two (2) Restoration Benches with end and intermediate armrests, 6'-0" length, wood slats with embedment mount (Model #2119-8)



## ⑧ LABYRINTH ROOM



### Design Intent:

- A clearing in a wooded area with a spiral or labyrinth in its center.
- Fun for people of all ages to walk around and explore.

### Equipment and Materials:

- Rocks or low plant material laid out in a spiral or labyrinth pattern.





COST ESTIMATE

Play Area	Item Description	Model Number*	Qty.	Unit Cost	Notes
Performance Room					
	Logs and wood material provided by City	N/A	N/A	\$ -	
Climbing Room					
	Pole Climber	4500-209	1	\$ 6,305.00	
Toddler Room					
	Loggie Spring Rider	3886-01	1	\$ 1,415.00	
	Drum Tree	3841-02	1	\$ 3,700.00	
	Chain Chime	3841-04	1	\$ 2,495.00	
Rock Room					
	Boulders and logs provided by City	N/A	N/A	\$ -	
Embankment Slide					
	Double wide steel embankment slide	1643-51-EMB	1	\$ 5,200.00	
	Logs provided by City	N/A	N/A	\$ -	
Labrynth					
	Rocks or plants material provided by City	N/A	N/A	\$ -	
Swing Room					
	Double Belt Swing with Wood Post	1561-2	1	\$ 2,065.00	
	Nest Swing	1555-1	1	\$ 6,930.00	
Sensory Garden					
	Perennial Plant Material provided by City	N/A	N/A	\$ -	
Site Furnishings					
	"Restoration" 6' Bench with intermediate armrest**	21198	5	\$ 11,575.00	\$2,315 each.
Structures					
	Restroom provided by City	N/A	N/A		
		Total:		\$ 39,685.00	
		Freight & Delivery:		\$ 600.00	
		10% Contingency:		\$ 3,968.50	
		Grand Total		\$ 44,253.50	

\* All play equipment and site furnishings provided by manufacturer Outdoor Cathedral. Contact info: David Gaston 503.332.4308

\*\* Same model bench without intermediate armrest available for \$1,615 each.



**MACKENZIE.**

833.317.9051 | [mcknze.com](https://mcknze.com)

Architecture · Interiors · Structural Engineering · Civil Engineering  
Land Use Planning · Transportation Planning · Landscape Architecture

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3/25/19 – RECREATION PROGRAM PUBLIC FORUM



# Starting Somewhere

- Feb 2018 Program discussions & partnership with St. Helens School District
- Apr 2018 \$25,000 Grant Award  
Children, Youth, and Families Grant from Ford Family Foundation
- Jun 2018 Budget Committee & City Council approval for Program
- Summer 2018 Program Activities Kickoff
- Sept 2018 \$20,000 Grant Award  
Col. Pacific Coordinated Care Community Wellness Impact Fund
- Oct 2018 Afterschool Care Program
- Nov 2018 Renovating new Recreation Center
- Feb 2019 Grand Opening of Recreation Center

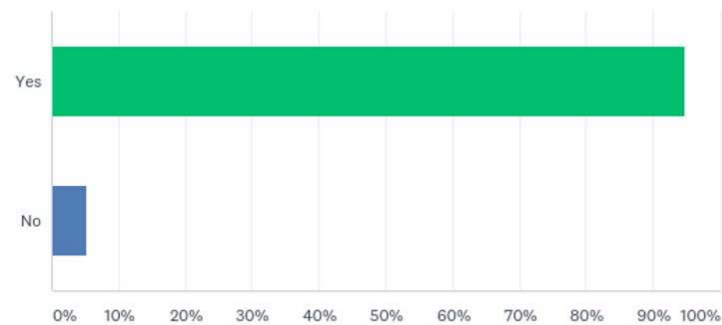
# Survey (Jan-Mar 2018)

---



**Q1: Would you or anyone in your household utilize a Recreation program in the City of St. Helens?**

Answered: 668 Skipped: 3



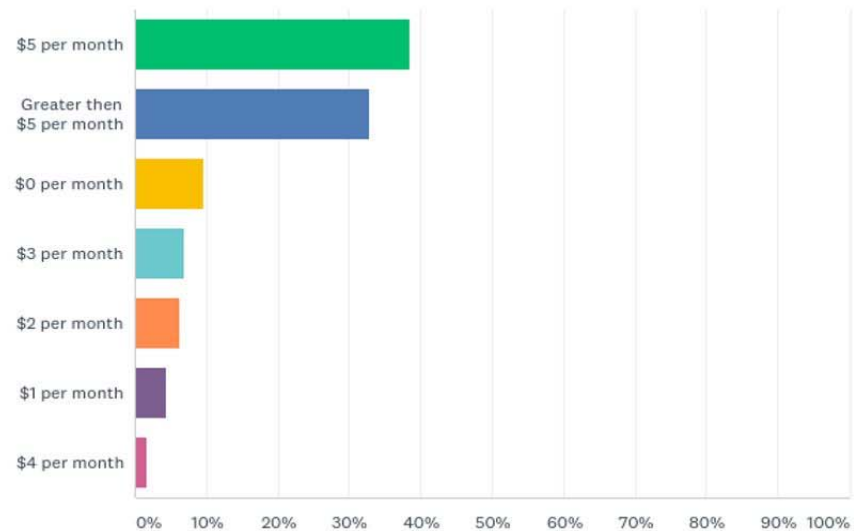


# Survey (Jan-Mar 2018)



## Q6: How much would you be willing to pay to support a Recreation Program in the City of St. Helens?

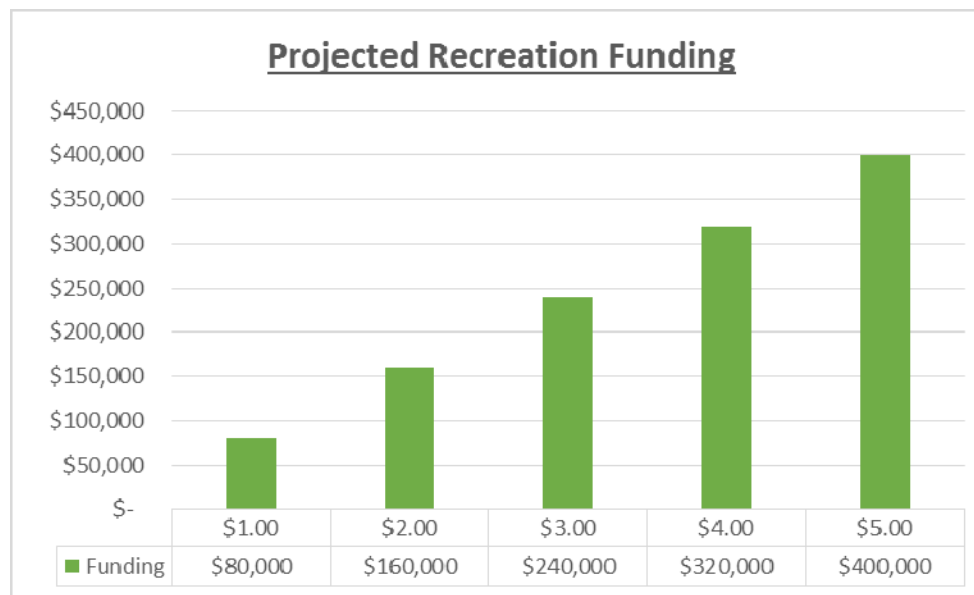
Answered: 664 Skipped: 7



# Community Recreation Service



- \$2 Monthly per EDU on all utility bills
- Project \$160,000 dedicated annual funding for the Rec Program



# St. Helens Benefits

---



## \$2 Community Recreation Service Fee – What does \$2 per month get me?

1. 1 Full Time Recreation Coordinator
2. 1 Regular Part Time Recreation Lead
3. Retains afterschool care program and current activities
4. Expansion of limited activities
5. Formation of Recreation “District” that will offer discounted or free activities to those who pay the service fee
6. Maintains operations of the Recreation Center during the days/evenings (weekends?)
7. Makes Recreation Center available for rentals (meetings/parties/events)



# Recreation Nuts & Bolts

---

## Operations of Recreation EXPENSES

### Personnel

- Rec Coordinator      0.5 FTE = \$52k      1.0 FTE = \$102k
- Rec Lead      0.5 FTE = \$20-30k      1.0 FTE = \$55-65k
- Rec Assistants      PT = \$6k each per year

### Materials & Services

- Started at \$50k, \$45k for 19/20
  - Activity purchases, Building Expenses, PRINTING

TOTAL PROGRAM COSTS = \$180k Budget for 19/20.





# Recreation Nuts & Bolts

---

## **Operations of Recreation      REVENUE**

### Afterschool Program

- Cost is roughly \$600 per week (Personnel)
- Revenue is roughly \$900 per week (Net \$1200/Mth, \$11k/Yr)
  - Combination of FT and PT Kids (roughly 12 per week)

### Activities/Programs

- July 2018 – Mar 2019, about \$15k

Program Revenues: Year-End estimate \$31k

### FUTURE Programs/Ideas

- Next School Year Afterschool, Summer Care, Sport Camps, Recreation Leagues, Tournaments

# Recreation Future

---



## Future Programs/Ideas

1. Activities: Next School Year Afterschool & Upcoming Summer Care, Sport Camps, Recreation Leagues, Professional Tournaments
2. Funding Ideas: Utility Late Fees (not recommended, but possible)  
Taxing Service District (like Pool, CC Rider) – Potential combination of Parks/Rec?

# Recreation Next Steps

---



## Council Discussion

### 1. Move forward with a Utility Bill Service Recreation Fee?

- No? Internal discussion on winding down recreation activities for only PT work moving forward
- Yes? How much do you want to see?
- \$2 Staff Recommendation for current operations
  - \$3 for current operations & Feasibility Study for Taxing District



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 17, 2019

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*Financial FY2018/19 3<sup>rd</sup> Quarter Report attached.*

*Business Licenses Report attached.*

*Suggestion Box Report attached.*



## CITY OF ST. HELENS

### Financial Report For The 2nd Quarter Ending JUNE 30, 2019

This is the 2nd quarter of the City's fiscal year ending June 30, 2018. If revenues and expenditures were received and spent evenly throughout the year, they would be at 50% received or spent.

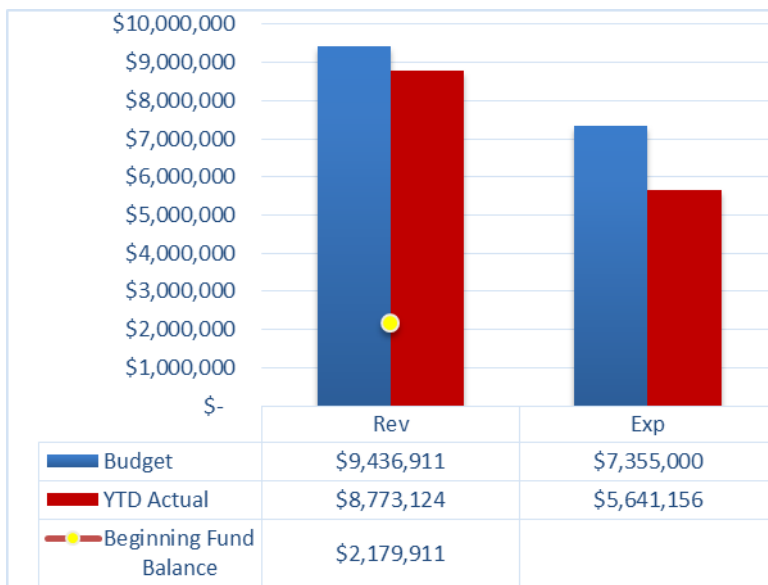
The quarterly report compares the budget to the year-to-date revenues and expenditures.

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

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

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



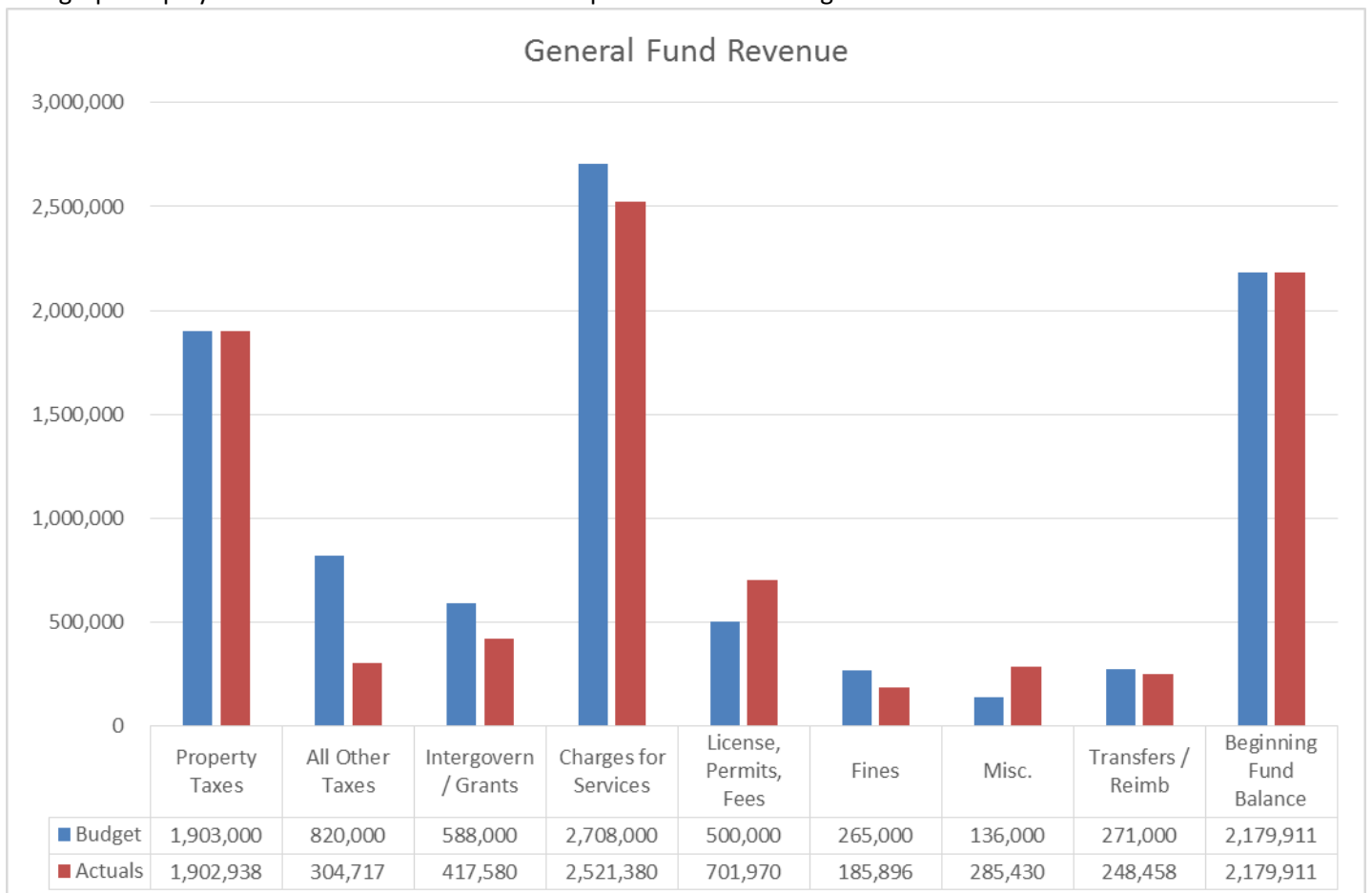


### General Fund – Overview

The City has received 84% of the budgeted revenues for 2018/19. This large percentage is mainly due to receiving fees for the school district permits and the majority of property taxes have been received.

### General Fund – Revenue by Category

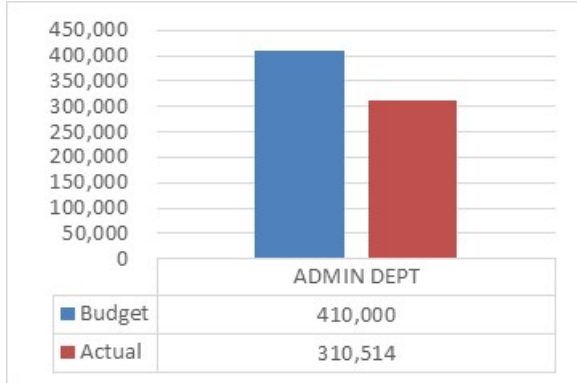
This graph displays the General Fund Revenue in separate revenue categories.



## General Fund Expenditures

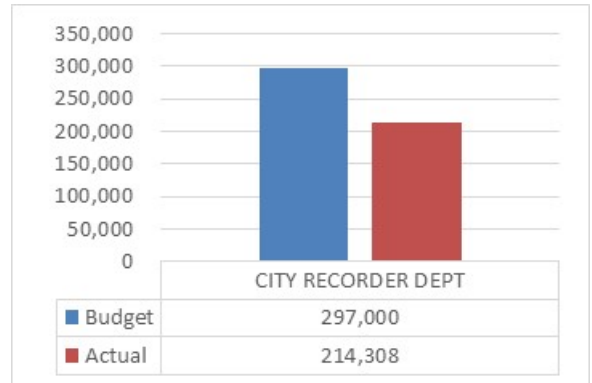
### Admin Department

Percentage of Budgeted Expenses Spent: 75%



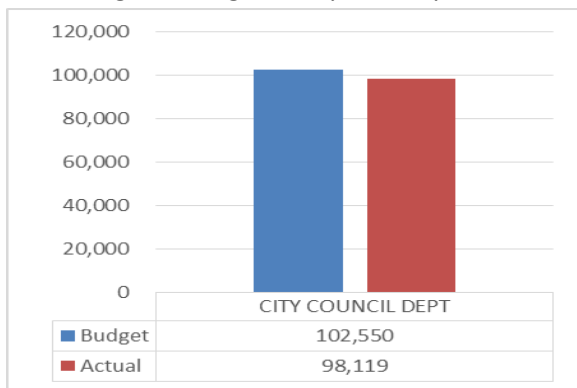
### City Recorder Department

Percentage of Budgeted Expenses Spent: 72%



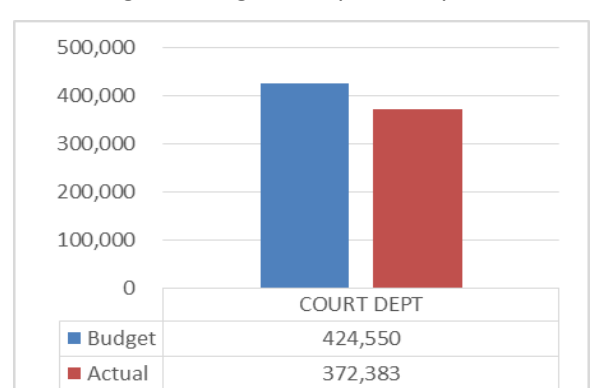
### City Council Department

Percentage of Budgeted Expenses Spent: 95%



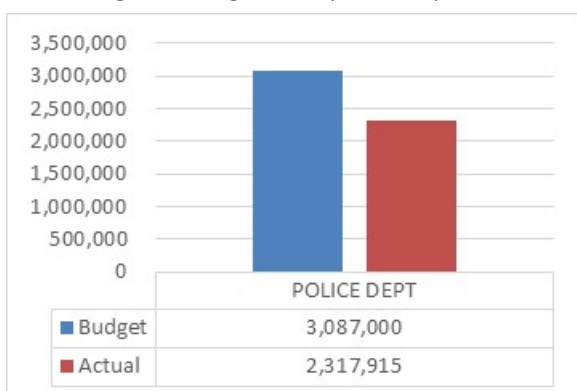
### Court Department

Percentage of Budgeted Expenses Spent: 87%



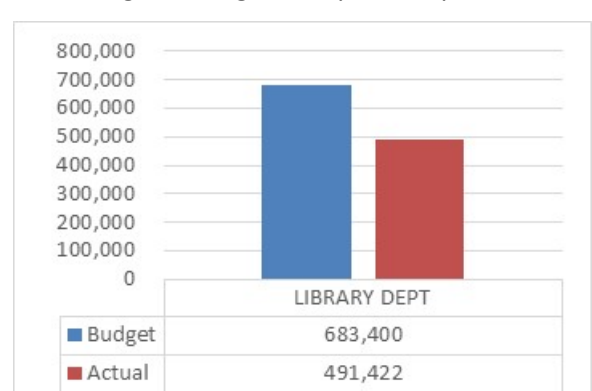
### Police Department

Percentage of Budgeted Expenses Spent: 75%



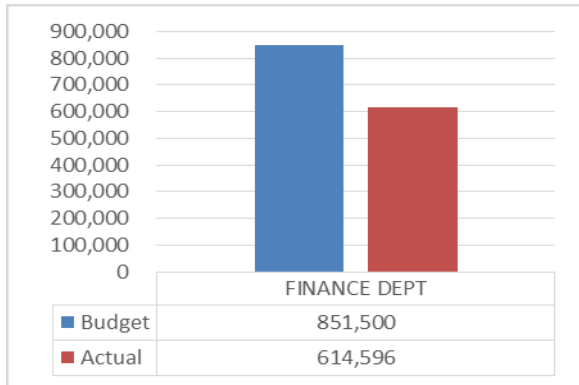
### Library Department

Percentage of Budgeted Expenses Spent: 71%



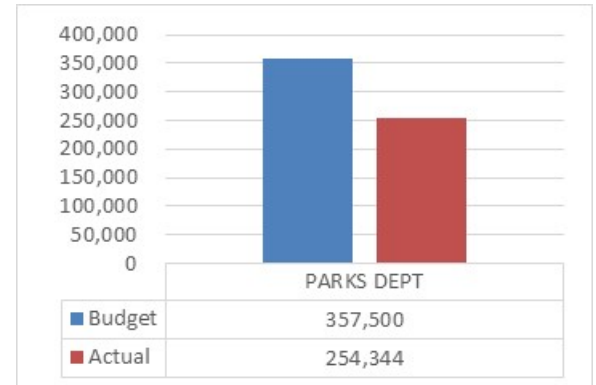
### Finance Department

Percentage of Budgeted Expenses Spent: 72%



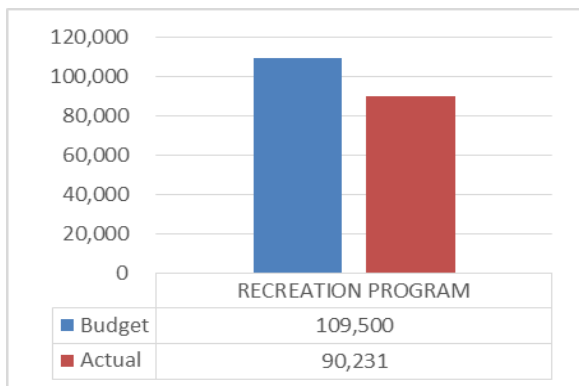
### Parks Department

Percentage of Budgeted Expenses Spent: 71%



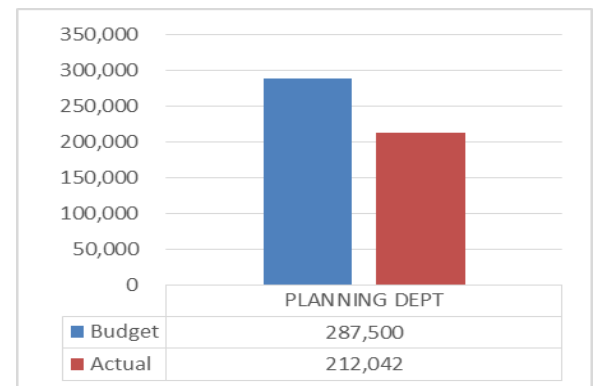
### Recreation Program

Percentage of Budgeted Expenses Spent: 82%



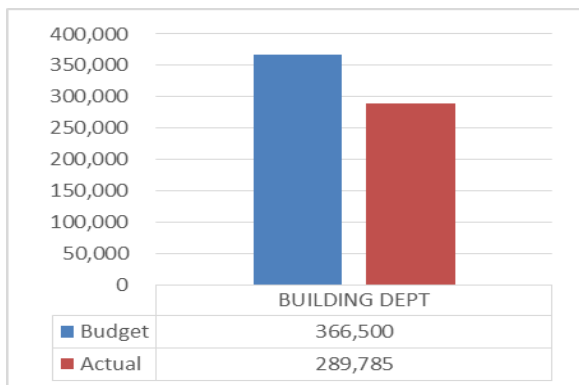
### Planning Department

Percentage of Budgeted Expenses Spent: 73%



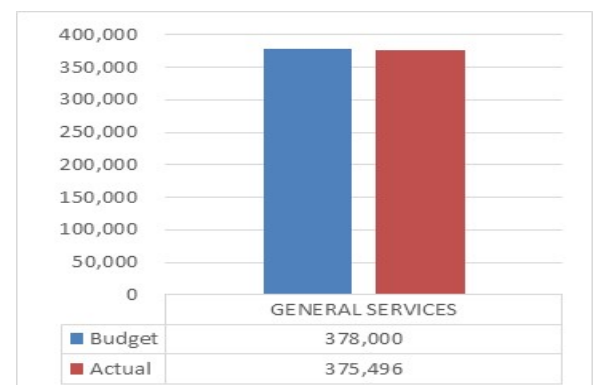
### Building Department

Percentage of Budgeted Expenses Spent: 79%



### City Hall Non-Department

Percentage of Budgeted Expenses Spent: 99%

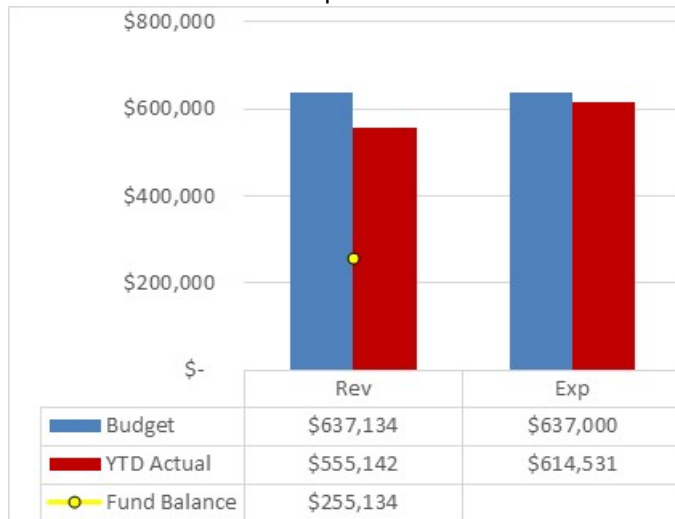


## SPECIAL REVENUE FUNDS

### Visitor Tourism Fund

Revenues: 87%

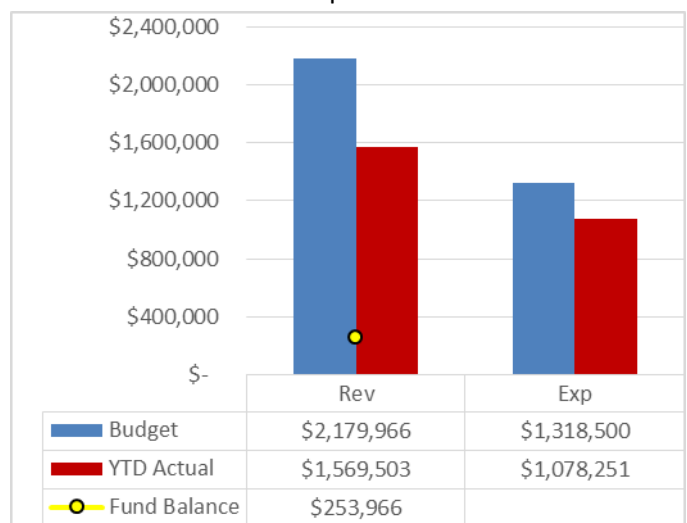
Expenses: 96%



### Community Development

Revenues: 72%

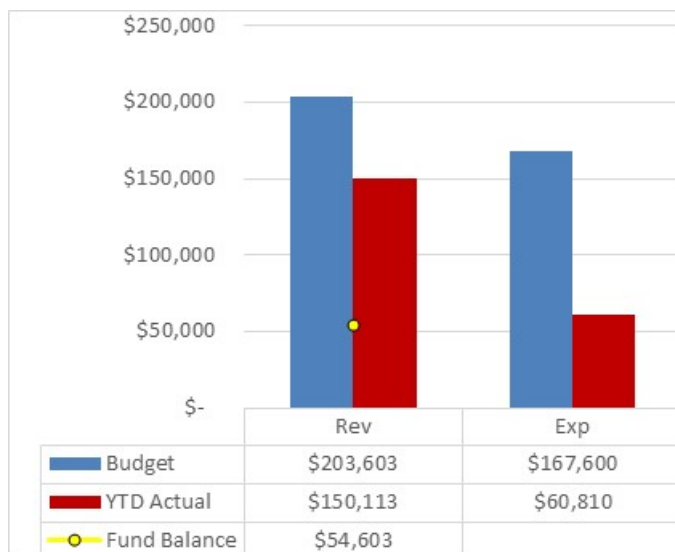
Expenses: 82%



### Community Enhance Fund

Revenues: 74%

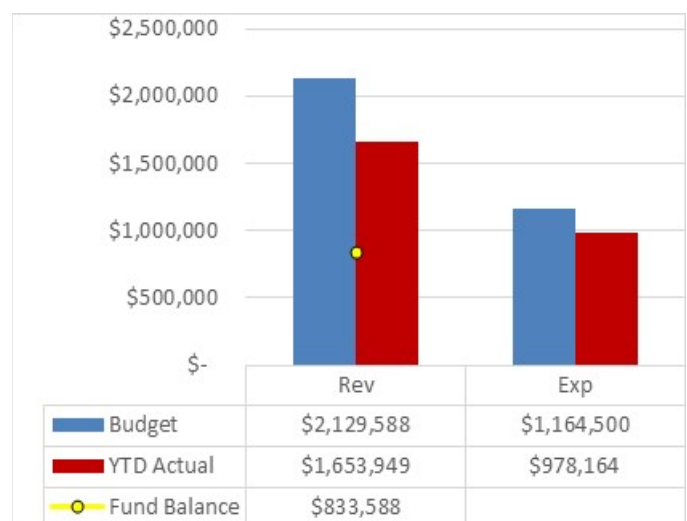
Expenses: 36%



### Street Fund

Revenues: 78%

Expenses: 84%



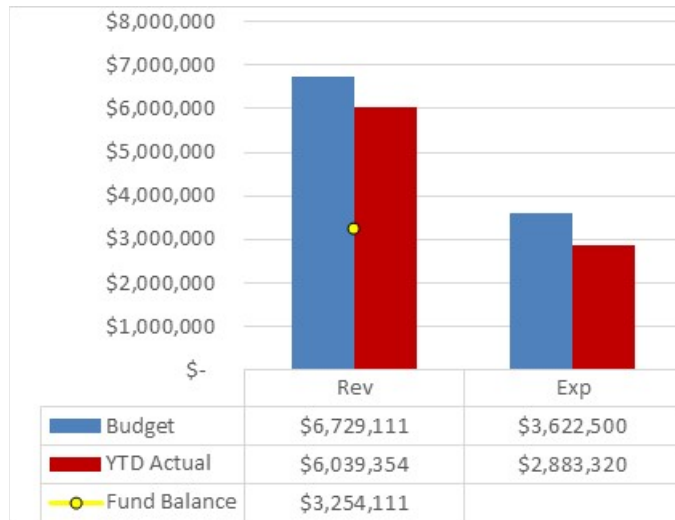


## ENTERPRISE FUNDS

### Water Fund

Revenues: 90%

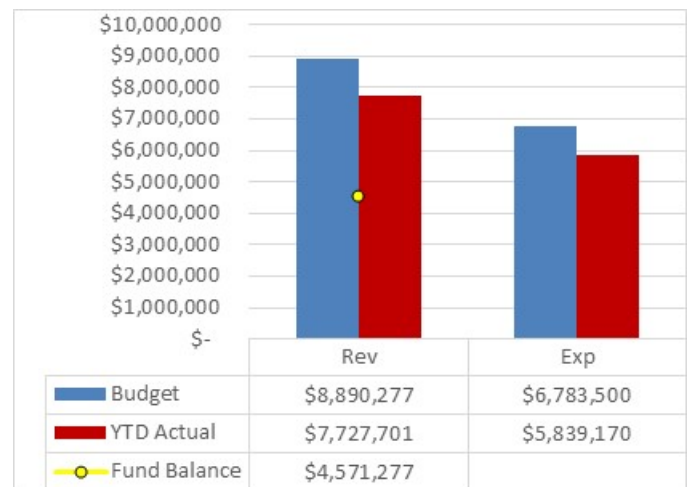
Expenses: 80%



### Sewer Fund

Revenues: 87%

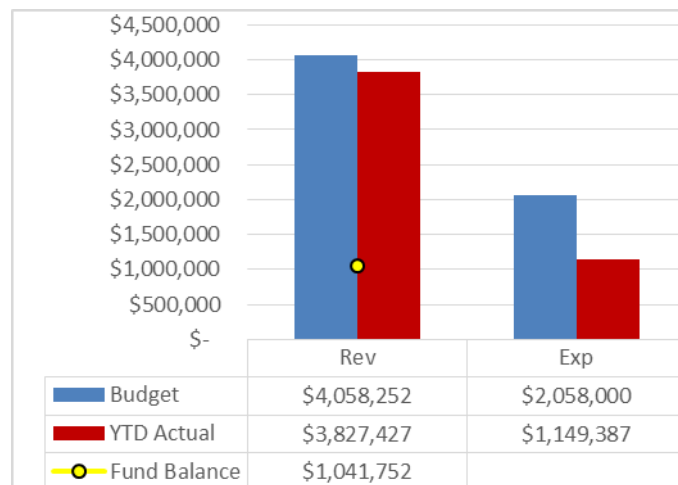
Expenses: 86%



### Storm Fund

Revenues: 94%

Expenses: 56%

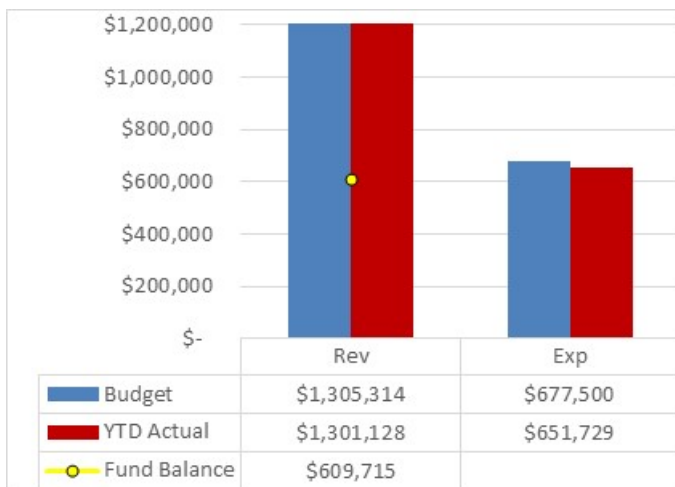


## INTERNAL SERVICE FUNDS

### Equipment Fund

Revenues: 100%

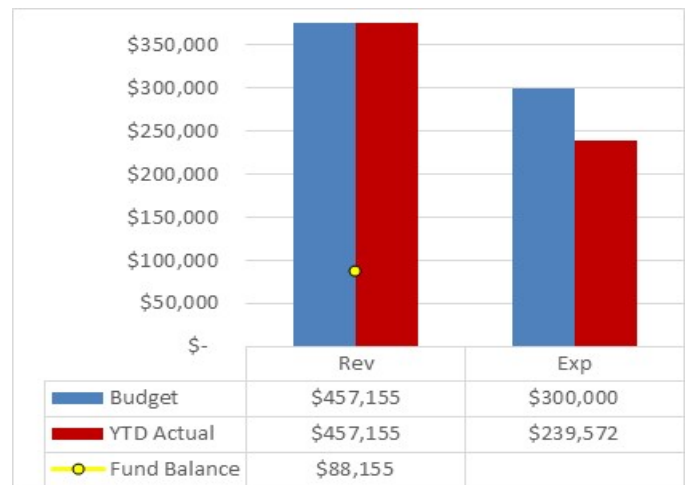
Expenses: 96%



### IT Fund

Revenues: 100%

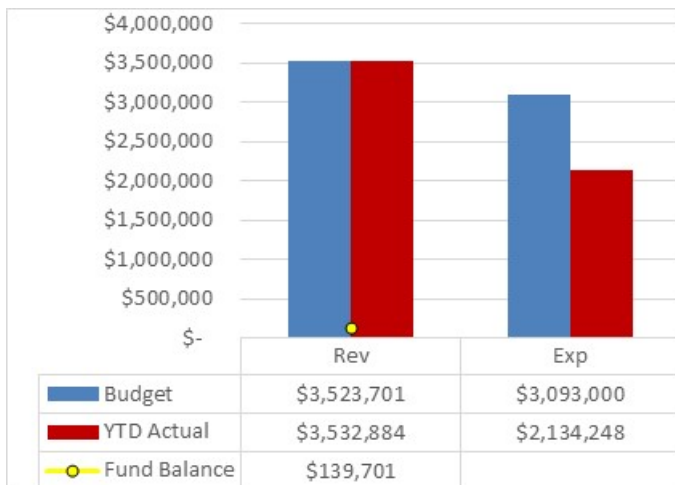
Expenses: 80%



### PW Operations Fund

Revenues: 100%

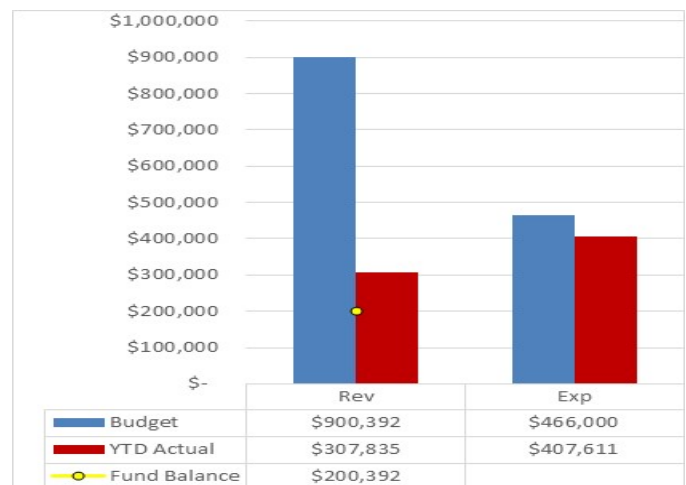
Expenses: 69%



### Facility Major Maintenance Fund

Revenues: 34%

Expenses: 87%

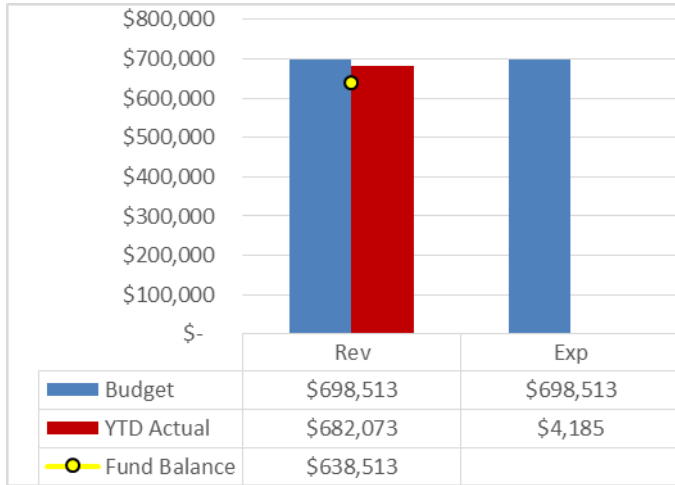


## SDC FUNDS

### Water SDC Fund

Revenues: 98%

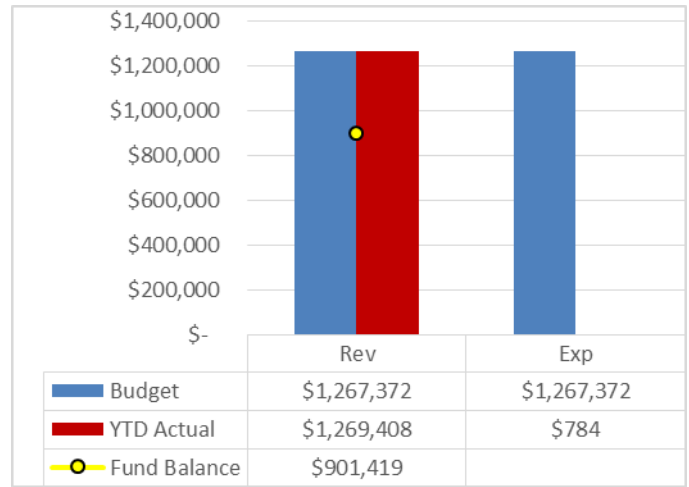
Expenses: 1%



### Sewer SDC Fund

Revenues: 100%

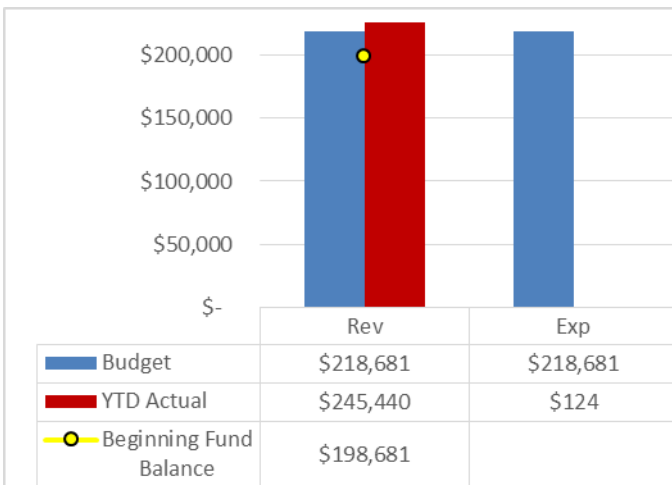
Expenses: 0%



### Storm SDC Fund

Revenues: 112%

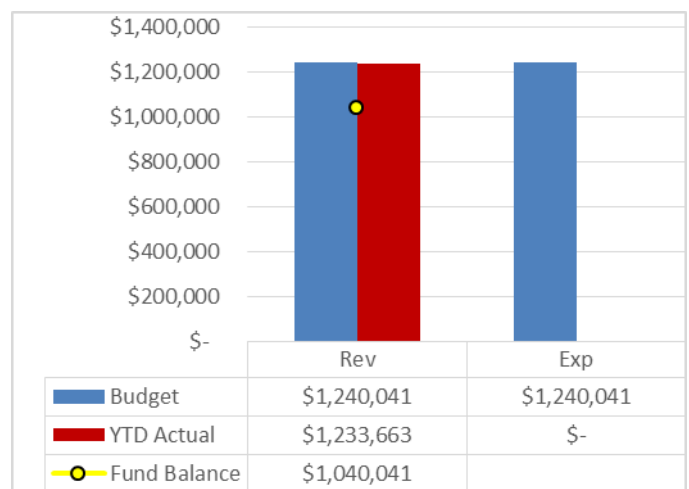
Expenses: 0%



### Street SDC Fund

Revenues: 99%

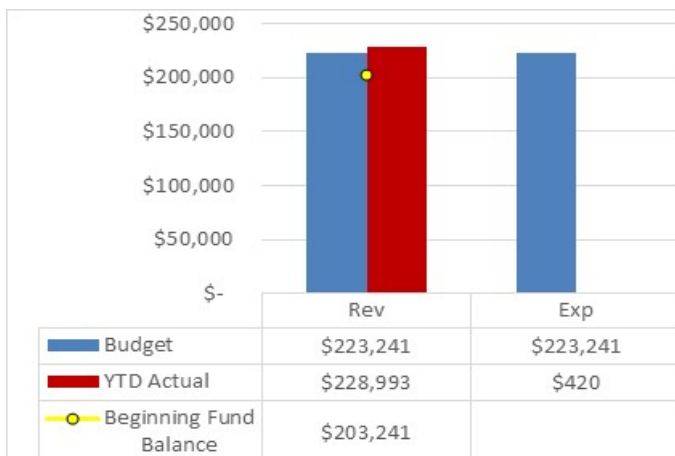
Expenses: 0%



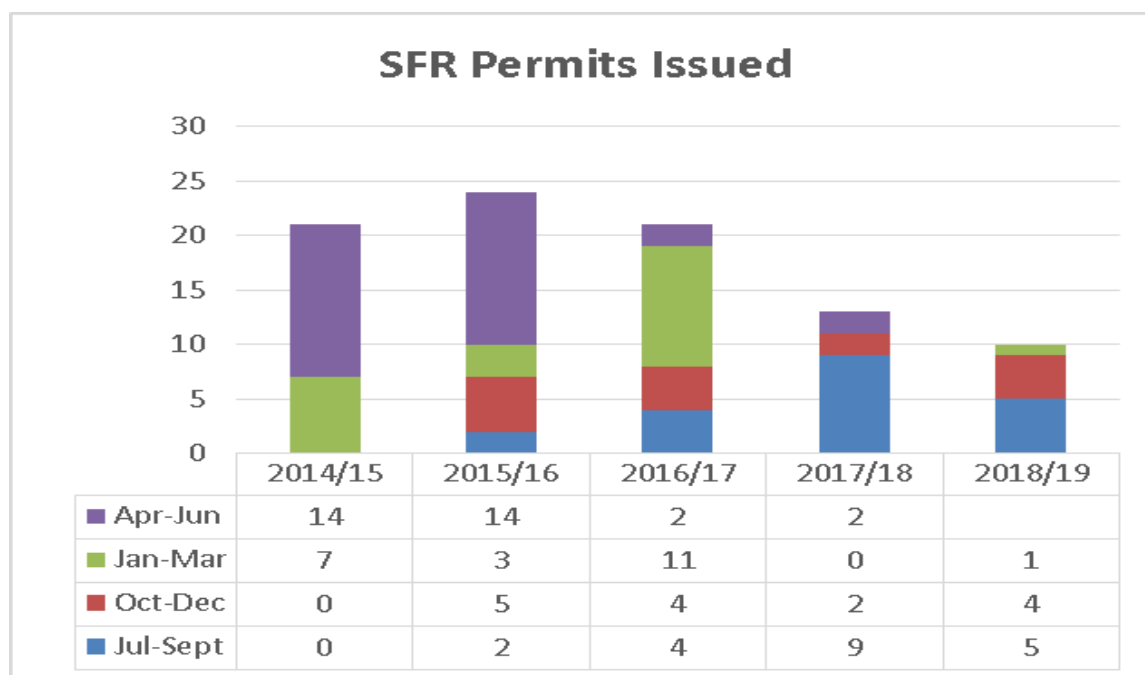
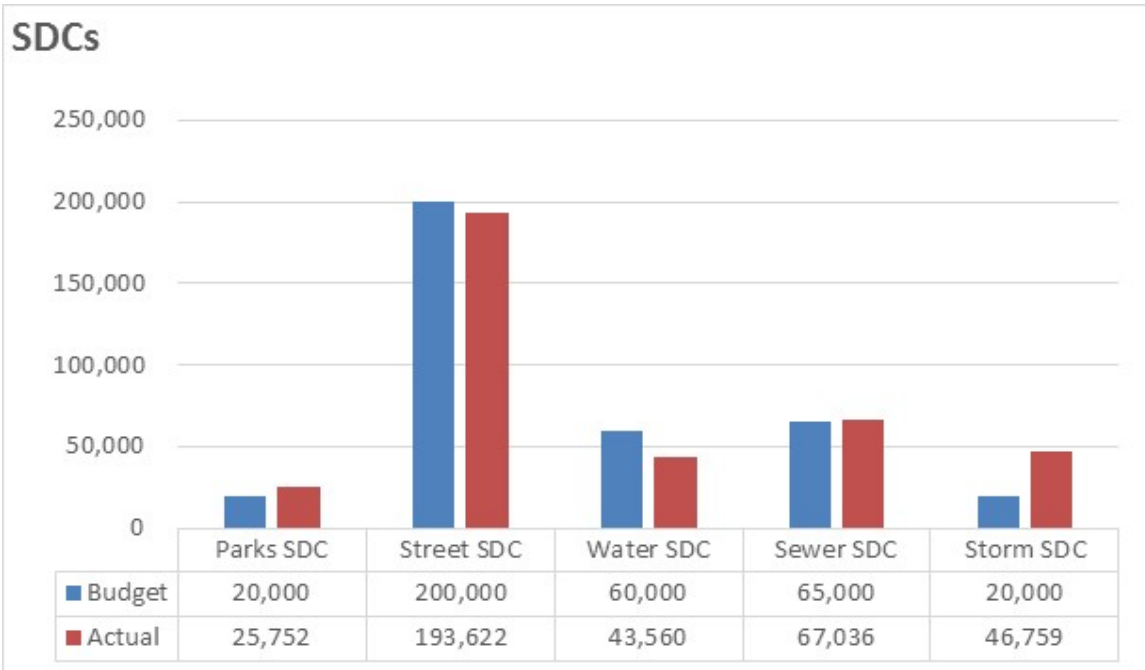
### Parks SDC Fund

Revenues: 103%

Expenses: 0%



## SDC & DEVELOPMENT OVERVIEW



# BUSINESS LICENSE REPORT

City Department Approval: 03/28/2019

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

Signature: [Signature]  
Date: 3/28/19

## RESIDENT BUSINESS – RENEWAL 2019

- |                        |                                 |
|------------------------|---------------------------------|
| • EDISON & IVES        | SELLING NEW & USED ITEMS        |
| • *LILI'S HOUSEKEEPING | HOUSEKEEPING                    |
| • *SLOPPY DOGS         | HOT DOG CART & VENDING MACHINES |
| • *SUNS HORIZON        | LANDSCAPING/MASONRY             |
| • T & A LOGISTICS      | TRANSPORTATION                  |
| •                      |                                 |

## RESIDENT BUSINESS – NEW 2019

- |                     |                   |
|---------------------|-------------------|
| • HALLOWS PIZZA LLC | MOBILE FOOD TRUCK |
|---------------------|-------------------|

## NON-RESIDENT BUSINESS - 2019

- |                                       |                            |
|---------------------------------------|----------------------------|
| • ACCURATE CONCRETE, INC              | FOUNDATION SUBCONTRACTOR   |
| • A.L. ZILKA & ASSOCIATED LLC         | CONSTRUCTION               |
| • BOYLES ELECTRIC INC.                | ELECTRICAL CONTRACTOR      |
| • CORE SOURCE UTILITIES LLC           | UTILITIES                  |
| • EVEN CONSTRUCTION INC.              | BUILDING CONTRACTOR        |
| • ISON TRANSPORTATION INC.            | MARINE TOWING              |
| • NICK S. CLARK MASONRY INC.          | MASONRY                    |
| • OREGON-AIRE INC.                    | HVAC COMMERCIAL CONTRACTOR |
| • RALPH GOMEZ REMODELING              | REMODEL/CONSTRUCTION       |
| • SUNSET HEATING & COOLING            | HVAC & ELECTRICAL          |
| • TRANE U.S. INC.                     | HVAC SALES & SERVICE       |
| • TURNEY EXCAVATING INC               | EXCAVATING                 |
| • WHITTINGTON & SONS PLUMBING COMPANY | PLUMBING                   |
| • W.R. WALKER ELECTRIC INC.           | ELECTRICAL CONTRACTOR      |

## MISCELLANEOUS - 2019

- |                                |              |
|--------------------------------|--------------|
| • BEARD & SON CONSTRUCTION LLC | CONSTRUCTION |
|--------------------------------|--------------|

\*Denotes In-Home Business



Suggestion Boxes

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
03/08/19	Brenda Help like I needed on Computer	She did great	Yes	Daniel C. Koepke <a href="mailto:koepkedaniel@yahoo.com">koepkedaniel@yahoo.com</a> (or) <a href="mailto:koepke_daniel@yahoo.com">koepke_daniel@yahoo.com</a>	Great	04/17/19			

City Hall – 1<sup>st</sup> Floor Lobby


Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
03/07/19	An investigation should be done regarding Matt Brown’s handling of the FARA building	Replace him with someone who knows what they’re doing	No		Great	04/17/19			
04/02/19	Heidi was very accomodating with regards to a time sensitive job	Don’t fire her	No		Great	04/17/19			

City Hall – 2<sup>nd</sup> Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby / Water Dept. Lobby / City Hall – Municipal Court Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
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None received.

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
<b>Date:</b>	15 April 2019	
<b>Subject:</b>	March Public Works Status Summary	

## Engineering

1. Conducted final walk-thrus for the Rainshadow Labs and Legacy Health facility projects.
2. Continuing to work on implementing projects recommended in the Parks Master Plan.
3. Awarded contract and held pre-construction meeting for N. 7<sup>th</sup> & S. 11<sup>th</sup> Street waterlines.
4. Made presentation at the Oregon Water Environmental School at Clackamas Comm. College.
5. See complete report.

## Parks

1. No report available.

## Public Works Operations & Maintenance

1. Replaced 3 standard water meters with new radio read meters and installed 1 new service.
2. Continued to assist several days with the repairs and other work on the Rec Center building.
3. Worked on exposing and cleaning crushed storm pipe 14 feet deep under Plymouth Street.
4. Installed new sign at entrance to St. Helens Industrial Park site.
5. Serviced and/or made repairs on 38 vehicles and/or equipment.
6. Responded to six after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 43.3 million gallons of filtered drinking water, an average of 1.4 million gal/day.
2. Replaced the main feed control valve for the filtration racks with Utility Plumber's assistance.
3. Experienced pressure fluctuations due to Fire District training exercises.
4. See complete report.

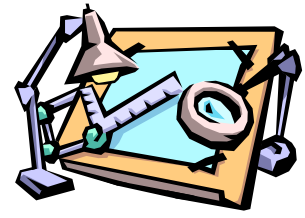
## Waste Water Treatment Plant

1. Replaced battery on emergency generator in secondary treatment building.
2. Met with County personnel to coordinate fat, oil, and grease (FOG) pretreatment program.
3. Exploring biological methods of reducing sludge buildup in lagoon.
4. Cleaned screens and line on hypo system.
5. See complete report.



## Engineering Department Status Report

4 April 2019



### DEVELOPMENT PROJECTS

#### St. Helens Place Apartment Project

Work on the public improvements has not started yet, although the Contractor is working on some of the on-site grading for the new apartment buildings. Preliminary work is still being done prior to bringing in a blasting contractor to help break up the rock formations for the underground utilities.

#### Bailey Subdivision

The BPA agreement has not been finalized so the Developer is still not allowed to work within the existing BPA easement along the northern end of the property. However, other work is underway, including the frontage improvements on Sykes Road.

#### Columbia Vet Clinic

Met with the Engineer and Developer to look at options to reduce construction costs while still meeting the City's requirements for public utility construction. The site, located between Columbia Boulevard and St. Helens Street, and N. 14<sup>th</sup> & N. 15<sup>th</sup> Streets, has historically collected stormwater from the surrounding streets. This must be captured so that it does not create a nuisance to the new construction.

#### Rainshadow Labs Frontage Improvements

A walk-thru of the project was done on March 22. This project is now complete.

#### Elk Ridge Estates Phase VI

No change in status: Final details are still being worked out with the Planning Department before the plat can be recorded.

#### Legacy Medical Building Construction

The street improvements have been completed and a walk-thru of the project was done on March 21. A few minor issues were noted to be addressed, primarily three of the ADA ramps did not meet grade requirements. The Contractor is currently making corrections.

#### Hanna's Place Development

The project Engineer has made a few inquiries on some minor details pertaining to the frontage improvements, but no plans have been presented for review.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### S. 10<sup>th</sup> Street Storm Drain Reroute Project

The Contractor is actively working on the new storm drain construction. The majority of the horizontal direction drilling is completed and the contractor has been working on some of the additional services that are being installed to provide better drainage to surrounding properties. Their timetable indicated that the work will be complete by mid-April and they appear to be fairly close to that schedule.

#### Greystone Estates Sanitary Sewer Relocation

Any work on this project is still on temporary hold. The Developer recently received a violation letter from DEQ for several deficiencies found by a recent DEQ inspection. They are working on correcting the issues, but the 1200C permit has to be in good standing for the City to allow additional construction activities.

#### Columbia County Gable Road Emergency Culvert Replacement

This project is complete.

#### Bradley Street Sanitary Sewer Extension

DEQ has approved the plans for this short sanitary sewer extension on Bradley Street. When the Developer is ready to have this constructed, we will hold a pre-construction meeting and they can get started.

## **STREET AND TRANSPORTATION PROJECTS**

### *S. 1<sup>st</sup> Street & St. Helens. Street Intersection Improvements*

Actual construction of these improvements will be on hold until a funding source is obtained.

### *Gable Road Improvement Project*

The project is now out for public bids, with a bid opening date set for April 24 at 2 PM. Gable Road on the west side of Highway 30 is currently under the jurisdiction of Columbia County and the project is being done with the Columbia County Public Works Department as the lead agency.

### *Wayfinding Installation Project*

The Contractor has addressed all of the corrections identified in multiple reviews by Planning and Engineering. The signage is now in production.

### *Riverfront Connector Project*

The final draft of the plan should be available for review soon, after incorporating many comments from the public into the final version.

## **WATER SYSTEM PROJECTS**

### *2019 Waterline Improvements*

The successful contractor, Turney Excavating, Inc., is preparing to start work on this project the week of April 1. They will be replacing undersized and leaking waterlines on N. 7<sup>th</sup> Street, north of Columbia Boulevard, and on S. 11<sup>th</sup> Street south of Plymouth Street. In addition, several new fire hydrants will be installed on these blocks to improve fire protection in those neighborhoods.

### *2MG Reservoir Rehabilitation Project*

The Contractor has made repairs and an independent leak detection company inspected the repairs and found 2 additional areas to be repaired. The Contractor completed this within 72 hours.

## **MISCELLANEOUS PROJECTS AND ACTIVITIES**

### *Right-of-Way and Construction Permits*

There were ten Right-of-Way/Construction permits issued in March 2019: five for Comcast to construct new services; two for sidewalk and building restoration impacting parking at 50 Plaza Square; two for NW natural to add a service and disconnect a service; and one for a sewer lateral repair.

### *Miscellaneous Projects*

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

- ✓ Finalized the Master Plan for Campbell Park and Planning has prepared a grant application to assist with constructing the recommended improvements.
- ✓ Initiated the contract to pave the parking lot at Grey Cliffs Park
- ✓ Working on final draft of Master Plan for Godfrey Park

### *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

Director gave a presentation on the Godfrey Park Storm Drain project at the Oregon Water Environment School at Clackamas Community College.

Working with Building Department and Public Works to review and revise the City's portion of the County Hazard Mitigation Plan.

Director participated in the first round of interviews for the new IT Specialist position.



## **Public Works Work Report**

### **March 2019**

#### **Water Dept:**

Installed 1 new radio read meter and replaced 3  
Read meters and heavy users  
Read 200 dead meters manually  
Helped with construction on FARA Building – many days  
Helped with new sign by Boise entrance  
Bark dusted meter boxes  
Helped sewer crew at WWTP  
Helped sewer crew TV storm line on Columbia Blvd. & St. Helens St.  
Installed vaults at Campbell & McCormick Parks  
Helped Roger put tin on new pavilion at McCormick  
Installed 10 ft of DI pipe at Gable & Columbia for County contractor  
Repaired leak on Marshall St.  
Hole watch at reservoir for repair crew  
Repaired leak at 1120 Plymouth St.  
Replaced meter box lid at Don's Rentals  
Install valve box and riser on Marshall St.  
Replaced shut-off at 135 Allendale  
Spread rock on gravel roads  
Entered vault at Well #3 and performed inspection  
Cleaned flusher dump  
Removed old yard hydrant and backflow device at Grey Cliffs Park  
Washed inside of 2MG reservoir  
Did safety inspections at PW & WWTP

#### **Sewer Dept:**

Jetted sewer plug at 114 N 5<sup>th</sup> St.  
Unplugged manhole from #5 pump station  
Jetted and unplugged customer's side – Riverside Training Center  
Worked on sewer line excavation by WWTP  
TVed storm line on Columbia & St. Helens St.

#### **Call-Outs**

Toilet backing up at 114 N. 5<sup>th</sup> St. – owner's side  
Emergency locate at 175 Nimitz St.  
Water off for repair on S. 13<sup>th</sup> St.  
Sewer plug at Elk's Pump Station  
Cleaned up concrete bags broken on street  
Telemetry alarm at shop

#### **Miscellaneous:**

Swept streets  
Marked 78 locates  
Checked wells & reservoirs daily

**Joint Maintenance Facility**  
**March 1<sup>st</sup> to 31<sup>st</sup>**

**March 1<sup>st</sup>**

Office Filled paper work  
Shop Cleaned the restroom and shop sink  
PW #7 Checked the transmission filled with fluid  
PW #26 Jump started the dozer  
PW #18 Washed the truck

**March 4<sup>th</sup>**

Parks Removed some material at the Grey Cliff Park parking lot for paving  
PW #18 Replaced the right front wheel bearing

**March 5<sup>th</sup>**

Parks Started putting down rock and grading the parking Lot for the gray cliff park paving project  
Pw #21 Checked all fluids

**March 6<sup>th</sup>**

Parks Finished up the rough in on the parking lot at gray cliff park

**March 7<sup>th</sup>**

Shop Cleaned the floor over the center hoist also pumped out the pit in the floor  
PW Cut some metal for the sign at the entrance of the paper mill property

**March 8<sup>th</sup>**

Shop Cleaned the entire shop floor, cleaned the restroom and shop sink, put some metal away  
PW Cut and bent some metal  
Parks Hauled a load of rock to Grey Cliff Park and spread it out  
PW #21 Checked for an air leak found that the governor on the compressor wasn't working need to order a new one

**March 11<sup>th</sup>**

Office Filled paper work  
PW #21 Installed a new governor on the air compressor  
PW #13 Installed a new hub cap  
Shop Cleaned the windows inside the building

**March 12<sup>th</sup>**

Shop Cleaned up the parts room  
Parks Looked at the brakes cleaned them out and test drove  
PW Looked at the buildings at the public works shop to see where we could juggle some equipment around to fit the new backhoe into a building

**March 13<sup>th</sup>**

Parks Started servicing all the mowers ordered filters

March 14<sup>th</sup>

Parks Full service on all 4 mowers

March 15<sup>th</sup>

Brett Vacation day

March 18<sup>th</sup>

PW Moved equipment to the Boise cascade storage yard

PW #39 checked codes and repaired the problem with the tire monitor

March 19<sup>th</sup>

PW Cleaned up around the equipment and the yard

Parks Check on the equipment

March 20<sup>th</sup>

PW Helped clean out the warthog sewer cleaning nozzle also worked with the crew down by the treatment plant project

PW #16 Replaced a fitting on the end of the flusher hose

March 21<sup>st</sup>

PW Cleaned up a building on the Paper mill property to put the old Mack truck in

PW #22 Delivered the truck to the paper mill property

PW #17 Looked at the tailgate again on the box found that the switch was not being held on long enough

PW Helped with the project down by the waste water plant

March 22<sup>nd</sup>

Shop Cleaned the restroom and shop sink

PW #57 Installed new windshield wiper blades

PW Moved some equipment around at public work

March 25<sup>th</sup>

Office Computer work filled paper work

PW #10 Installed city logo and numbers on the new backhoe

PW #20 Installed city logo and numbers on the backhoe

City hall #25 Full service

PW #56 washed the truck and checked all fluids

Keith Sick

March 26<sup>th</sup>

Office Computer work

PW #20 Installed a new strut on the right-hand door also filled the DEF reservoir with fluid

PW Checked on the flusher at the waste water treatment plant

PW Went to the tree Farm with Neal to look for some logs that could be used for seating at the Salmon derby

PW Picked up a saw from public works and sharpened it

March 27<sup>th</sup>

Parks #23 Full service blew off the radiator and oil cooler

PW Helped unload some pallet racking

PW Went to the tree farm and cut some logs for seats at the salmon derby brought them back to the public works shop

March 28<sup>th</sup>

Brett Vacation day

City Hall safety meeting

PW #34 Checked on the excavator

March 29<sup>th</sup>

Brett Vacation day





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



## Water Filtration Facility Journal March 2019

Water Production: 43.3 million gallons, which averages 1.4 million gallons per day

**Week 1** Produced and sent February OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Guy noticed some pressure variance reading at the distribution header and started checking the High service pumps performance, distribution main transmitter and finally we called Sheri to ask if there is a leak or major event going on in the distribution system, and we learned that the CRFR is having training center exercises and they are the cause for the large fluctuations in the water main pressure we have seen going on for the past 2 days. Also learned they will be continuing the training through the weekend. Shared our findings with Dave and this way we all know there is an outside reason for the pressure variance and possible water quality and taste complaints.

**Week 2** Changed out Cl17 chlorine monitoring reagents. Rack 4 not locking in for IT, tightened gland follower on valve 1010 and the rack passed IT.

**Week 3.** Chlorine delivery. NTU meter metering eye failed, had to remove and replace the unit, thankfully we keep a spare on the shelf. Ordered 2 more spares, one to fix the unit we removed and one to replace the shelf stock.

**Week 4.** Caustic delivery. Rack 3 main feed control valve stopped operating. Had to shut down entire WFF process in order to remove and replace the valve. (No provision to isolate a rack from the system in order to work on this particular valve. All day job just to remove the valve and get the new valve installed. Glad we had Tim here to assist us in this task. Reservoir level got pretty low with the WFF being off all day. Two wells on line to try and catch the level back up, we are only using one reservoir, makes one realize that if something goes haywire at the WFF, not much backup water remaining for us to call on during an event. Later in the evening, one of the two wells shut off, when the flow drops off, the WFF system cannot recover and therefore the flow and pressures to the distribution system leaving the facility begin surging and dropping while the PLC tries to balance the abrupt change in feed flow. It has done this since the plant came on line, but usually we do not have a 2 well operation going on, so we do not see this event very often, but when we do, there is a lot going on behind the scenes to bring the plant back into normal operating conditions. There is isolating of high service pumps, changing of the chemical feed pumps and then having to “babysit” the SCADA system in order to make physical corrections to help the PLC, the computer that operates the entire system, calm down.

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

# **WWTP Monthly Operations and Maintenance Report**

**March 2019**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- Worked with City of Portland on new dissolved copper testing requirements and needed equipment and filters. Took the first sample on 3/21 and delivered to PDX-BES.
- 3/13-Battery dead on 15Kw generator in secondary building. Replaced and bought emergency battery jumper.

## **Primary System Report**

- All normal monthly routines completed

## **Pump Stations**

- 3/15-Checked and cleaned all alarm floats.

## **Sodium Hypochlorite System**

- 2227 gallons used this month.
- 3635 gallons used last month.
- 3/14-Cindy Yost here to look over hypo system and see if there could be any improvements. She thought it looked good.
- 3/25-Replaced South pump head.
- 3/27-Found inline screens full of scale on hypo line. Scale had also made it to the pumps. Cleaned it all out and will keep an eye on it.
- 3/29-Flushed south hypo tank to remove scale build up.

## **Call-outs**

- 3/17-PS#5-2200-High level alarm. Aaron in. Wetwell full and barely keeping up. No rain so checked upstream manholes. Madrona ok, Crestwood Village ok, but manhole directly above lift station full of debris. Called public works to get vacuum truck. Cleaned it out and found chunk of wood blocking pipe.

## **Plant**

- Painted trim on all doors and windows in operations building.
- 3/1-Cleaned South contact tank.
- 3/11-Ordered and replaced fan on E-Coli incubator.
- 3/14-TCMS here for quarterly HVAC checks.
- 3/19-Found water valve before headworks leaking. Called public works and they came down, excavated and replaced broken pipe.

## **Pretreatment**

- 3/5-Submitted Pretreatment manual to DEQ for final approval.
- 3/8-FOG meeting with City and County staff.

**Other**

- 3/18-Took truck 39 to Joint Maintenance to get service light checked out.
- 3/26-Manhole M-1, overflow point, showing flow on Mission. Checked it out and found no flow.
- 3/27-Rick Allen with Biolyneceous here to talk about sludge remediation.

**Next Month**

- Quarterly samples