



## **CITY COUNCIL WORK SESSION**

**Wednesday, June 19, 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. **Swearing in of New Police Officer Adam Raethke**
3. **Visitor Comments - Limited to five (5) minutes per speaker**
4. **Discussion Topics**
  - 4.A. Employee Length of Service Awards  
[061919 Memo to Council re LOS Award.pdf](#)
  - 4.B. Municipal Broadband Presentation
  - 4.C. Annual Report from Insurance Agent of Record - Chris Iverson from Hagan Hamilton
  - 4.D. Police Station Feasibility Update - Matt
5. **Department Reports**
  - 5.A. Public Works Department Report  
[PW Dept Report.pdf](#)

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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.**

6. **Council Reports**

7. **Other Business**

8. **Adjourn**

**Executive Session** - *Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place under the following provisions:*

*ORS 192.660(2)(e) Real Property Transactions*

*ORS 192.660(2)(h) Consult with Counsel/Potential Litigation*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

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## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: June 19, 2019

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

### 25 Years

**Keith Cernac** came to work for the City in the spring of 1994 as a Summer Labor worker. He was then hired on full-time as a Utility Worker I that fall. In January of 1996, he was promoted to Mechanic I and then promoted again to Mechanic II in 2000 where he serves today.

### 20 Years


In May of 1999, **Paul Gerdes**, was hired as a Parks Utility I worker. After five years he became a Parks Utility II and then in 2012, his position was re-evaluated and he was made a Parks Specialist, where he currently serves to this day.

### 10 Years

**Sean "Buck" Tupper** began working with the City in June of 2009 on a term-limited basis as a Utility Worker I on our sewer lateral CCTV project. He was then hired regular full-time in 2011 and moved to a UW II in 2014. He was promoted to Water Systems Operator in 2016 and was recently promoted to Public Works Field Supervisor/Safety Coordinator last month.

**Congratulations to all of you, and thank you** for your service!

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Interim Public Works Director	
<b>Date:</b>	19 June 2019	
<b>Subject:</b>	May Public Works Department Activity Summary	

## Engineering

1. Completed work on the watermain replacements on N. 7<sup>th</sup> and S. 11<sup>th</sup> Streets.
2. Completed work to repair the partially collapsed 48-inch storm line on Plymouth Street.
3. Completed S. 10<sup>th</sup> Street Storm Drain Re-Route project.
4. Worked with various developers to review and approve plans for public improvements.
5. See complete report.

## Parks

In addition to mowing:.

1. Repaired sprinkler systems at Campbell and McCormick Parks.
2. Having vandalism issues at Campbell Park – graffiti, destruction, theft.
3. Cleaned up a homeless camp along the Rutherford Parkway.
4. See complete report

## Public Works Operations & Maintenance

1. Had to manually read over 200 meters due to defective registers; being replaced under warranty.
2. Continued to assist several days with the repairs and other work on the Rec Center building.
3. Hauled gravel for backfill to be used on Plymouth Street storm drain repair.
4. Worked on Veterans Memorial Plaza expansion, constructed new sidewalk for project.
5. Applied dust palliative on gravel roads – starting early this year.
6. Serviced and/or made repairs on 47 vehicles and/or equipment.
7. Responded to five after-hours call-outs.
8. See complete reports.

## Water Filtration Facility

1. Produced 42.7 million gallons of filtered drinking water, an average of 1.38 million gal/day.
2. Dealing with contractor to repair one of the air compressors used to operate valves.
3. Upgrading all of the actuators and positioners in the operating control system.
4. See complete report.

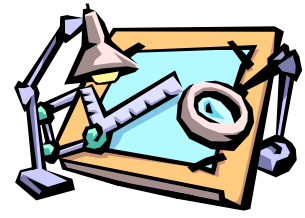
## Waste Water Treatment Plant

1. Worked with Utility Billing to include “What not to flush” flyer in monthly mailings.
2. Held interviews for new Wastewater Utility II position; found excellent candidate who accepted position.
3. Pulled pumps at PS#7 to clean.
4. Continue to deal with issues caused by nutria chewing through wires to aerators.
5. See complete report.



## Engineering Department Status Report

12 June 2019



### DEVELOPMENT PROJECTS

#### St. Helens Place Apartment Project

Work is continuing on the public improvements for the new apartment complex near Matzen and McBride Streets. It is concurrent with the onsite construction of the buildings and private improvements.

#### Bailey Subdivision

Construction is moving along for this 18-lot subdivision. Public street and utility improvements are getting close to completion on Westboro Way and Sykes Road. However, because several trees were removed that were located within the riparian protection zone, revisions to the Sensitive Lands permit will need to be processed and approved before the work can be finalized.

#### Columbia Vet Clinic

The final plans were submitted, reviewed and approved. Construction activity for the public improvements is expected to begin before the end of June.

#### Elk Ridge Estates Phase VI

Still 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

This project is complete.

#### Hanna's Place Development

No change in status: 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.

#### Potential Gable Road Apartment Project

Attended a pre-application meeting with developers wanting to construct an apartment complex near the intersection of Gable Road and Highway 30.

### SANITARY SEWER AND STORM DRAIN PROJECTS

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

This project is now complete. The City completed a walk-thru of the project with the Contractor and found everything to be well done and in order. The former pumping station for the storm water can now be decommissioned.

#### Plymouth Street Storm Drain Repair

The 48-inch replacement pipe has been installed and backfilled. The roadway will be repaved, scheduled to be done before July 4<sup>th</sup>.

#### Greystone Estates Sanitary Sewer Relocation

The Developer has completed blasting for the sanitary sewer construction, and the pipe is being installed. Plans for the public improvements for the full development are expected to be submitted for review in the next couple of weeks.

#### Bradley Street Sanitary Sewer Extension

The construction of this short sewer extension is complete. Testing has been done and the roadway will be restored when they have completed other utility work.

### STREET AND TRANSPORTATION PROJECTS

#### Gable Road Improvement Project

Construction activities will be fully underway starting the week of June 17. Expect delays and detours through the end of August while work to widen the road, add bike lanes, and construct sidewalks is taking place. Gable Road

on the west side of Highway 30 is currently under the jurisdiction of Columbia County and the project is being done through a grant with the Columbia County Public Works Department as the lead agency.

#### Wayfinding Installation Project

The three large vehicular directional signs and the kiosk have been installed. The finish work has not been completed, which will add a stone veneer to the posts. The smaller single post-mounted blades will be installed by City staff as part of the City's matching grant contribution.

#### Annual Street Striping Project

The bid for this project was awarded at the May 1 Council Session to Specialized Pavement Marking, Inc. Work is scheduled to be complete before the end of August.

#### Riverfront Connector Project

The final draft of the plan was presented to the City Council on June 5. A few final comments will be added to the document before formal adoption. This plan outlines the improvements and recommendations to provide better connection and safety improvements between Highway 30 and the Riverfront District.

#### Habitat for Humanity Sidewalk

Staff is working with the management of the Habitat for Humanity ReStore to replace a portion of their sidewalk and make it ADA compliant.

### **WATER SYSTEM PROJECTS**

#### 2019 Waterline Improvements

This project is now complete. A walk-thru of both project sites with Staff and the Contractor was satisfactory and found no deficiencies. The Public Works Department will reconnect individual services to the new main as time allows.

#### 2MG Reservoir Rehabilitation Project

The Contractor has proposed a plan so that they can verify the locations that are still causing the leaking. The City will work with them as they continue to work through the repair and/or replacement of the deficient liner.

### **MISCELLANEOUS PROJECTS AND ACTIVITIES**

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

There were four Right-of-Way permits issued in May 2019: Century Link, new service; PGE, overhead work; citizen, widen driveway approach; Comcast, upgrade service.

#### Miscellaneous Projects

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

Assisting with the scope of work for a grant application to construct a trail from Nob Hill Nature Park to Tualatin Street

Working with Planning Dept. and Consultant on development of a master plan for a future park on the Millard Road property

#### 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

Attended the monthly Columbia County Traffic Safety Commission meeting, involving representatives from multiple organizations focusing on roadway safety for all modes of transportation, mostly around Highway 30.

Attended monthly Parks Commission meeting.



## Parks Department for May 2019



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

Picked up trash from a homeless camp on the Rutherford Parkway bike path

Removed Graffiti at Campbell Park covered area

Replaced TP dispensers at Columbia View Park due to vandalism

Pushed up the debris pile at McCormick Park

Moved tables for the Rec. Program

Mowed the Boise property

Sprayed weed killers on the rights-of-way

Repaired sprinklers at Campbell Park

Removed the sod and replanted grass at the Joint Maintenance Building

Removed the ECO blocks at Grey Cliffs Park

Removed the parking boulders at Grey Cliffs Park

Repaired sprinklers at McCormick Park

Watered street trees

Top dressed the ballfields at McCormick Park

Repaired sprinklers at S. 18<sup>th</sup> Street & OPR

Removed downed trees at McCormick Park

Repaired sprinklers at 6<sup>th</sup> Street Ballpark

More sprinkler issues at Campbell Park

Replaced toddler swing at McCormick Park

Mower maintenance

Replaced fuse for the ballfield lights at Campbell

Cut back the brush on the trail to the S. 2<sup>nd</sup> Street stairs

Took tables to Public Works

Replaced TP dispenser at Columbia View Park

Removed Graffiti at Columbia View Park

Blew off the playground at McCormick Park

Put bark dust in the Columbia View Park flower bed

Removed graffiti at Campbell Park

Cleaned up vandalism at Campbell Park

Sprayed W Columbia Blvd., & Sunset Blvd. area.

Removed debris from the Hwy strip

## **Public Works Work Report May 2019**

### **Water Dept:**

Replaced 3 radio read meters  
Installed 6 new meters  
Read meters and heavy users  
Read 200+ dead meters manually  
Repaired main on Matson St.  
Excavated for wayfinding sign in Plaza  
Installed new shut-off for Plaza irrigation meter  
Helped pressure test new line on S. 11<sup>th</sup> St. for Turney Excav.  
Helped work on Rec Center remodel  
Hauled rock for storm project at WWTP  
Helped work on Veterans Memorial  
Installed backflow device at Plaza  
Installed shut-off valve at 385 S. 17<sup>th</sup> St.  
Helped locate sewer line at the pool  
Repaired service line at 245 N. 2<sup>nd</sup> St.  
Installed shelves in pipe shop  
Helped with concrete pour at Vets Memorial  
Did waterline project at Bradley/Marshall Street  
Helped pour concrete around wayfinding signs  
Installed waterline at Vets Memorial  
Installed new meter box at 59280 Alderwood Dr.

### **Sewer Dept:**

Filled potholes on gravels roads  
Helped repair water main on Violette's Villa property  
Fill abandoned cleanout 100 blk. S. 2<sup>nd</sup> St.  
Pushed 2<sup>nd</sup> St. dump  
Hauled rock for storm project at WWTP  
Dust coated gravel roads  
Cleaned junk grout out of MF2  
Sewer plug at 183 N. 5<sup>th</sup> St. – on owner's side  
Unloaded CMP for storm project at WWTP  
Jetted MF2 – MF3  
Unplugged sewer at 1914 St. Helens St.  
Cleaned ND4 manhole  
TVed NL7  
TVed storm at WWTP  
Worked on Park strip on Hwy. – brush removal



**Call-Outs**

Cascade Tissue – fire at plant – hydrants not working

Turn water off for repair at 60871 Col. River Hwy. – found out it was in Columbia City  
after person responded

Leak in Columbia View Park – test cocks were open on backflow device

Water coming out of emergency light in library

Telemetry alarm – communications at 200,000 gal. reservoir

**Miscellaneous:**

Swept streets

Mowed ROWs

Marked 99 locates

Checked wells & reservoirs daily

## May 1<sup>st</sup> to 31<sup>st</sup>

### May 1<sup>st</sup>

PW # 56 Repaired the right front tire  
Parks #8 Looked for a problem with the cooling system cleaned out the radiator  
Put the screens back  
PW Helped with a water main break at violets Villa  
JMF Mowed the grass out in front of the shop  
Keith Vacation

### May 2<sup>nd</sup>

PW #40 Started cleaning the vehicle out, cleaned the seats floor threw garbage away  
Started cleaning the windows  
PW #26 Installed new batteries  
Keith Vacation

### May 3<sup>rd</sup>

PW #40 Finished cleaning up the vehicle Started a service  
PW #34 Broken hydraulic fitting installed a new one, filled with hydraulic oil  
PW #76 and #16 Filled the DEF tanks on both trucks  
Keith Vacation

### May 6<sup>th</sup>

Office Computer work Filled paper work  
PW #40 Finished service  
PW #9 Removed front driver seat to be recovered  
Parks #3 Removed Front driver seat to be recovered  
PW Looked at a chain saw found that the cylinder is scored and not worth repairing

### May 7<sup>th</sup>

PW #9 and Parks #3 Took the seats over to Longview for recovering  
PW #67 Hydraulic cylinder fell off the trailer ordered a new cylinder and pins

### May 8<sup>th</sup>

Parks #23 Removed the wheels and shaft from the mower deck drove out the old bushings and  
Ordered new ones  
PW Moved a blue room over to the Rec center

### May 9<sup>th</sup>

Office Computer work  
PW Sharpened a chain saw  
PW Meeting with Sue and Dave about the vehicles

### May 10<sup>th</sup>

Brett Vacation day  
PW Picked up the Salmon sculpture and took it to Pacific stainless for powder coating

May 13<sup>th</sup>

PW #67 Installed a new hydraulic cylinder on the trailer  
PW #34 Will not start issue ordered fuel filters more testing is required  
Parks #12 Installed a new hydraulic line and filled oil reservoir

May 14<sup>th</sup>

PW #34 Installed a new fuel filter  
Parks #23 Installed new bushings in the mower deck adjusters  
Parks Worked on two push mowers adjusted a few things and cleaned them and now they run fine

May 15<sup>th</sup>

Shop Clean up  
PW Picked up the trailer for the canoe and brought it to the shop removed the canoe and started to Remove the deck  
PW Put together a new saw for cutting ductile iron  
PW #23 Looked for a leak around the air conditioning unit found nothing  
PW #16 Replaced a nozzle on the wand for the flusher truck

May 16<sup>th</sup>

Brett Doctor appointments

May 17<sup>th</sup>

PW Went to Longview and picked up the seats for #9 and the parks truck #3  
PW #9 Installed the seat  
Parks #3 Installed the seat  
Parks Looked at the hand railing over at McCormick park took measurements to see how we can shorten it

May 20<sup>th</sup>

PW #34 Changed the lower fuel filter and filled the top filter with fuel test ran and it ran fine  
PW cleaned up the wiring on the trailer for the canoe  
PW Cut down a screed board for Roger

May 21<sup>st</sup>

PW Picked up the Fish from Pacific Stainless and took it to public Works  
PW #57 Installed a new dipstick tube and checked fluid

May 22<sup>nd</sup>

PW Put a new deck on the trailer for the canoe  
PW Welded up the ends of the Screed boards for Roger to be used on concrete jobs  
PW #31 Repaired a flat tire

May 23<sup>rd</sup>

Shop Cleaned the floor  
PW Delivered the trailer and the canoe to the Boise property  
PW Repaired a chain saw  
Parks #12 Checked for a hydraulic leak and checked the fluid level

May 24<sup>th</sup>

Shop Cleaned the restroom and shop sink

PW Checked the equipment

Parks #8 checked the coolant level and blew out the screen for the fan

City Hall union meeting

May 28<sup>th</sup>

PW #18 Full service

City Hall Negotiation meeting

May 29<sup>th</sup>

Office Computer work

PW #11 Looked at the broken mirror ordered a new one

Parks Picked up a 4x4 steel post for McCormick park fabricated a mounting plate for the bottom of the post, welded it to the post and cut the post to length.

May 30<sup>th</sup>

Parks Cleaned off the oil from the post for McCormick parks ground the end so that it can be welded

PW #23 Transmission problem, no high range or medium range checked the linkage checked the manuals found that the problem is internal and the tractor has to come apart.

PW Took chain saw apart and ordered a new Bar and chain

May 31<sup>st</sup>

Shop Cleaned the restroom

PW Replaced a bar and chain on a chain saw

PW Took down a sign from the Boise veneer property

Pw Picked up a New hedge Trimmer from Watkins Tractor

PW #29 Helped put the chain back into the plastic holder on the winch



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



## Water Filtration Facility Journal May 2019

Water Production: 42.7 million gallons, which averages 1.38 million gallons per day

**Week 1** Produced and sent April OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. WFF printer acting up, will not function. Called solutions YES, James feels there is a bad computer chip in the black ink toner cartridge and recommends I try replacing the cartridge and see if that will correct our printer issue. Ordered a new cartridge and arrived next day. Replaced toner cartridge, rebooted printer, and it came back to life, printed monthly reports. Thank you James.

**Week 2** Ordered chlorine for next week. Mowed grass around facility. Rogers machine on site to service our air compressors. Needed some new parts that were causing a problem with one of the compressors “kicking out” of service. Leaves one with an uneasy feeling like when you change out the flat tire and use the spare, “what if the car gets a flat now”? Naaahhhh, the other compressor won’t get sick too, will it?

**Week 3.** Chlorine delivery. Received one of our replacement actuators and positioner units for upgrading the controls on one of the racks. We will be changing all the controlling actuators and positioners in a few weeks and this should upgrade our operating control system. The existing controllers are obsolete.

**Week 4.** Changed out C117 chlorine monitoring reagents.

**Week 5.** The remaining trunk of the old dead tree on the west side of our driveway finally fell. Thankfully it fell away from our driveway this time, and fell towards Dalton creek across the cyclone fence. Once the trunk is lifted up, cut into manageable portions and removed from the fence, we will repair the chain link back to normal standards. Rebooted PLC, seems we have a problem with our SCADA system gathering information for our monthly reports properly. Yes, data is repopulating the spreadsheets now.

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



# **WWTP Monthly Operations and Maintenance Report**

**May 2019**

To: Sue Nelson

From: Aaron Kunders

## **Secondary System Report**

- 5/7-Arne fixed wires to aerator 13, but still won't run.
- 5/9-Arne here to relocate power for future SolarBees in quiescent zone.
- 5/13-Arne spliced wire to #13 in two different places. Nutria have chewed through the wires. Also found the motor is bad and will look at different options.
- 5/15-Aerator #15 single phasing. Locked out.

## **Primary System Report**

- 5/6-Performed sludge depth survey before addition of bacteria.
- 5/6-Cleaned rags off aerators and off SolarBee I.
- 5/15-Cleaned rags off units and cleaned dishes.

## **Pump Stations**

- 5/2-Sprayed weeds at pump stations.
- 5/8-PS#7-Generator over temp failure. Checked and looked ok so call Joint Maintenance to fill with coolant.
- 5/22-PS#7-Pulled both pumps to make sure they weren't ragging up. They were clean.

## **Sodium Hypochlorite System**

- 1440 gallons used this month.
- 2563 gallons used last month.
- 5/13-Hypo delivery
- 5/20-South tank transducer not reading correctly. Wiped face of ultrasound and now working?

## **Call-outs**

- 5/14-0730-PS#7 Pump Overtemp Failures-Stewart in. Reset both pumps and everything normal. Went back out later to check and no explanation as to why the failures occurred.
- 5/18-2245-PS#7-Both pumps failed. Johnny in. Reset both soft starts and pumps ran good. These may be caused by a power blip.

## **Plant**

- 5/1-Tim Illias down to install yard hydrant in back of building.
- 5/7-TCMS here and found HVAC compressor failed. Will need to replace. Got a quote from TCMS and they will replace.
- 5/28-Cleaned North contact tank.
- 5/31-Started pumping down South contact tank but pump tripped the breaker and now neither pump will work. Will call Arne to troubleshoot.

**Pretreatment**

- 5/1-Inspected Village Inn grease traps.
- 5/16-Got “What not to flush” flier in monthly bill mailings.
- 5/30-Compliance inspection of Cascades.

**Other**

- 5/8-Monthly dissolved copper testing in lagoon and on river.
- 5/23-Interviews for new Wastewater Utility position.
- 5/29-ESIP training in Vancouver.

**Next Month**

- Decommission PS#6.
- Start working on energy savings opportunities.