



## **CITY COUNCIL WORK SESSION**

**Wednesday, August 21, 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. Employee Length of Service Award  
[03a. 082119 Memo to Council re LOS Award.pdf](#)
  - 3.B. Chamber of Commerce Semi-Annual Report – Chrissy Marquardt, Exec. Director
  - 3.C. Senior Center Semi-Annual Report – Kathy Innocenti, Center Manager
  - 3.D. Municipal Judge 4th Quarter Report - Judge Lindgren
  - 3.E. Prosecutor 4th Quarter Report – Written report in packet  
[03e. Prosecutor's 4th Qtr Report.pdf](#)
  - 3.F. Discussion Regarding Bing's LID/SDC Partial Forgiveness Request
  - 3.G. Review Proposed New Parks Fees Schedule  
[03g. Park Fee Memo.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.**

3.H. Review Government Affairs & Project Support Specialist Job Description  
[03h. DRAFT Government Affairs & Project Support Specialist.pdf](#)

3.I. Discuss Use of Flying Eagle Canoe

4. **Department Reports**

4.A. Administration/Community Development Department Reports  
[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:*

- *Labor Negotiations, under ORS 192.660(2)(d);*
- *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.*

## LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: August 21, 2019

I am happy to announce that we have one employee who has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the August 21 Council work session.

### **10 Years**

**Tory Shelby** came to work for the City in July of 2009 as a Parks Utility I. Since that time, he has worked as a Utility Worker I and II and a Parks Utility II, where he currently serves the citizens of St. Helens today.

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

**Quarterly Report for May 15, 2019 – August 21, 2019**

City Prosecutor – Samuel Erskine

**To: Mayor Scholl and Councilors Morten, Locke, Topaz, Carlson**

**Introductory note:**

I want to start by thanking the Council for the flexibility in allowing me to appear via written report on this occasion. I am very excited by the progress made in the court over the past quarter and would like to report on this to you in person, but in lieu of that I hope that the following information will illustrate some of the outstanding progress that has been made over the past several months.

**Progress report:**

- (1) **Functional trial court.** At the last quarterly report, Judge Lindgren and I provided Council with information about the development of the court as a functional trial court. As mentioned previously, the ability of the court to provide defendants with the opportunity for a trial is an essential element of a healthy court system, and it is a goal in which we have now demonstrated success over the past three months (with three jury trials successfully held).
- (2) **Increased court and prosecutorial efficiency.** Spearheaded by Judge Lindgren, the court's efficiency in managing cases has progressed to the point that there appears to be an opportunity to reduce court days from two days to one without significantly diminishing the effectiveness of the court in managing cases. Some of the contributing factors to this increased efficiency include:
  - ❑ Quickly processing discovery obligations by the prosecutor's office.
  - ❑ An increase in case scheduling density on Monday court days.
  - ❑ Increased efficiency in court staff processing of paperwork and data entry.

**Goal going forward:**

The primary goal going forward is to continue to refine the efficiency of the court in managing cases. The National Center for State Courts (a nationwide, independent, nonprofit court improvement organization) published a "Model Time Standards" review of the state trial court system that recommends a model standard of case disposition for misdemeanor cases. According to their model standard, 75% of misdemeanor cases should be resolved within 60 days of issuance and 98% of cases resolved within 180 days. To my knowledge, the municipal court has not tracked average timelines for disposition of cases, but I would like to explore the possibility of doing that going forward (I expect that the new court software coming later this year may be able to facilitate this).

As I have mentioned before, it appears to me that in previous years it was not unusual for cases to go unresolved for months on end. This is unsatisfactory for a number of reasons – to highlight just two: it often makes it more difficult to successfully prosecute a case (due to memory loss over time for witnesses, among other factors), and it places a significant burden on defendants who are waiting for some sort of closure with respect to their case.

I know that disposition times have improved recently, but without data I am not sure how close we are to the model standard. I would like to figure how to obtain that data, and to work toward achieving (or at least coming close) to the numbers in the model standard. Tracking this information and improving upon it would give the court, and the city, something tangible to refer to as a point of pride for measuring the health of the municipal court. It has been my experience that most circuit courts in Oregon do not come close to approaching that model standard, so it would be a remarkable achievement if we can succeed at this goal as a municipal court. Thanks to the ongoing support from the city we have made significant strides in this direction, and I hope we continue to work toward this goal.

**Closing:**

Please accept my apologies for the length of this report – I typically try to keep written materials to no longer than one page, but as I mentioned at the outset I am very excited at the progress that the court has made. I hope this excitement comes across clearly in this report, and I view the outline of the progress and goals that I have provided here as an acknowledgement of the wonderful work that has been done by Judge Lindgren, Melanie Payne, and April Messenger (among others). If there are any follow-up questions regarding the information contained here, I would be happy to appear before Council on another date or to answer e-mails or chat with members individually.

Thank you,

Samuel Erskine

City Prosecutor for the City of St. Helens

## COUNCIL ACTION SHEET

**ISSUE:** Universal Fee Schedule – Parks Fees

**STAFF PERSON:** Matt Brown, Finance Director

**ACTION REQUIRED:**      ☐ FYI      ☐ Motion      ☒ Documents attached

**DATE:** 8/21/19

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**SUBJECT:** New Parks Fees

New Park Fees have been discussed among council members in the past along with the Parks Commission. In this action sheet is a summary page of the current and new fees. Park reservations for areas and fields will begin to move online in September along with these new fees.

Notable changes:

- Moving to "Session" reservations instead of exclusive use/half day/full day reservations. The session times for park areas and Fields are noted on the summary page along with the price changes for each different park area and field.
- Increase in lighting from \$10 to \$25. This is in response to the demand charges and light increases we see from CRPUD that have happened over the last several years but no increases have been made on the fee schedule to account for this rise in cost.

**RECOMMENDATION:**

It is recommended that the City Council approve these new fees. These changes have been vetted and approved at the Parks and Trails Commission

<u>PARK USER FEES</u>	<u>CURRENT</u>	<u>STAFF PROPOSAL</u>
<b>Parks Areas for Reservation</b>  McCormick Park <i>Area 1 - Veterans Pavillion</i> <i>Area 2</i> <i>Area 3</i> <i>Area 4</i> Campbell Park <i>Area 1</i> <i>Area 2</i> Godfrey Park <i>Area 1</i> Columbia View Park <i>Area 1 - Gazebo Amphitheater</i>	  \$30 Half Day / \$40 Full Day \$20 Half Day / \$35 Full Day \$20 Half Day / \$35 Full Day \$20 Half Day / \$35 Full Day  \$20 Half Day / \$35 Full Day \$20 Half Day / \$35 Full Day  \$20 Half Day / \$35 Full Day  \$30 Half Day / \$40 Full Day	  <b>Sessions</b> <b>8-11, 11-2, 2-5, 5-8</b> \$25 Per Session \$15 Per Session \$15 Per Session \$15 Per Session  \$15 Per Session \$15 Per Session  \$15 Per Session  \$25 Per Session
<b>Field Areas for Reservation</b>  McCormick Park <i>Softball 1</i> <i>Softball 2</i> <i>Tball 1</i> <i>Tball 2</i> <i>"Soccer Field"</i> 6th Street Park <i>Baseball 1</i> <i>Baseball 2</i> Campbell Park <i>Softball 1</i> <i>Softball 2</i> Recreation Center <i>Softball 1</i> <i>Softball 2</i> <i>Softball 3</i>	  \$10 / Day \$10 / Day \$10 / Day \$10 / Day \$20 Half Day / \$35 Full Day  \$10 / Day \$10 / Day  \$10 / Day \$10 / Day  \$10 / Day \$10 / Day \$10 / Day	  <b>Sessions</b> <b>7-12, 12-5, 5-10</b> \$10 Per Session \$10 Per Session \$5 Per Session \$5 Per Session \$10 Per Session  \$5 Per Session \$5 Per Session  \$10 Per Session \$10 Per Session  \$5 Per Session \$5 Per Session \$5 Per Session
		<b>Lights</b> \$25 Per Evening \$25 Per Evening    \$25 Per Evening \$25 Per Evening
<b>MISC Fees</b> Late Fee - Genearl Park Use (7 business days) Late Fee - Public Assembly (30 business days) Late Fee - Parade/Walks (45 business days) Tournament Fee (per time) Use of Field Lights	 \$10 \$25 \$50 \$10 \$10	 \$10 \$25 \$50 \$10 \$25

## City of St. Helens

**Job Title:** Government Affairs and Project Support Specialist  
**Department:** Administration  
**FLSA Status:** Exempt  
**Union:** Unrepresented  
**Created:** August 21, 2019

### **GENERAL PURPOSE**

Supports the Administration Department by assisting with government affairs initiatives, facilitating the completion of special projects, and performing various administrative activities.

### **SUPERVISION RECEIVED**

Works under the general direction of the City Administrator.

### **SUPERVISION EXERCISED**

No supervision exercised.

### **JOB DUTIES AND RESPONSIBILITIES**

- Government Affairs
  - Establish and maintain essential relationships and necessary linkages with government officials, businesses, economic development, community leaders, and select media.
  - Develop policy guidance for the City on specific and complex strategic issues. Develop materials to communicate and promote these positions across all regional stakeholders.
  - Develop issue and tactical strategies with internal colleagues, contract lobbyists, and external associations and coalitions. Ensure strategies take into account local and regional policies as well as business interests.
  - Monitor legislative and regulatory proceedings, provide analysis and manage presentation of the City's position in written and oral testimony before state and local commissions and other external audiences
  - Create and present information on legislative and political activities for internal groups such as City Council, internal subject matter experts, and relevant external stakeholders.
  - Act as a City representative in front of local and community organizations in support of the City's initiatives.
  - Facilitate the completion of special projects related to strategic issues as assigned by the City Administrator. Provide necessary policy analysis of complex issues and drive internal processes through City departments and Council review where necessary.
  - Convene and coordinate advisory groups related to City activities, agency rulemaking, and development of legislation.
- Project Support
  - Assist in developing project plans containing complete scope of work identifying all project requirements, tasks, resource assignments, and an accurate estimate for task completion.
  - Provide input into project related policy decisions to produce desired business results.
  - Communicate status and updates for projects; keep stakeholders informed of project progress and potential roadblocks, as well as providing final assessment.
  - Research, develop proposals, secure and manage public, private and philanthropic grants and contracts.
  - Assist in documentation of project goals, progress reporting, and outcomes.
  - Assist with project plan updates on a regular basis.



## **PERIPHERAL DUTIES**

- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- Bachelor's degree and 4+ years of increasingly responsible related experience, or any equivalent combination of related education and experience of community/government/public relations experience.
- Experience working with the Oregon legislature.
- Experience working with local, regional, state, and federal representatives.

### Knowledge, Skills and Abilities:

- Ability to effectively meet and deal with the public appropriately.
- Ability to communicate effectively verbally and in writing.
- Ability to handle stressful situations.
- Ability to maintain a high level of organization.
- Ability to establish successful working relationships.

## **PREFERRED QUALIFICATIONS**

- Previous experience performing clerical functions, such as data entry, minutes, and mail merge documents.
- Experience working with the media.
- Strong problem-solving, organization and communication skills and the ability to self-direct work.
- Possess research skills, ability to analyze data, and arrive at conclusions.
- Excellent communication skills (written/verbal).
- Ability to make oral and written recommendations and present plans of action.
- Strong interpersonal skills including effective communications with internal and external stakeholders regarding issues which may be sensitive in nature.
- Highly self-motivated, flexible, able to follow through, and can work under pressure with associated deadlines
- Able to exercise judgment and discretion on sensitive or confidential matters.
- Demonstrated computer proficiency; including word processing and spreadsheet applications.
- Ability to work with many different types of perspectives/personalities.

## **SPECIAL REQUIREMENTS**

- A valid state driver's license.

## **TOOLS AND EQUIPMENT USED**

Phone, computer, calculator, copy machine, scanner, fax machine, windows based software, Word, Excel, and City vehicle.

## **PHYSICAL DEMANDS**

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

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

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

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

The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

## EMPLOYEE ACKNOWLEDGEMENT

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

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

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Government Affairs and Project Support Specialist** job description. I understand that it is my responsibility to adhere to the job duties and responsibilities outlined within this job description.

Employee Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

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



## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: August 21, 2019

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*Municipal Court 4<sup>th</sup> Quarter Report* attached.

*Finance Division 4<sup>th</sup> Quarter Report* attached.

*Business Licenses Reports* attached.

**CITY OF ST. HELENS**  
**Financial Report**  
**7/1/18-6/30/19**

If revenues and expenditures were received and spent evenly throughout the year, they would be at 100% received or spent. The quarterly report compares the budget to the year-to-date revenues and expenditures.

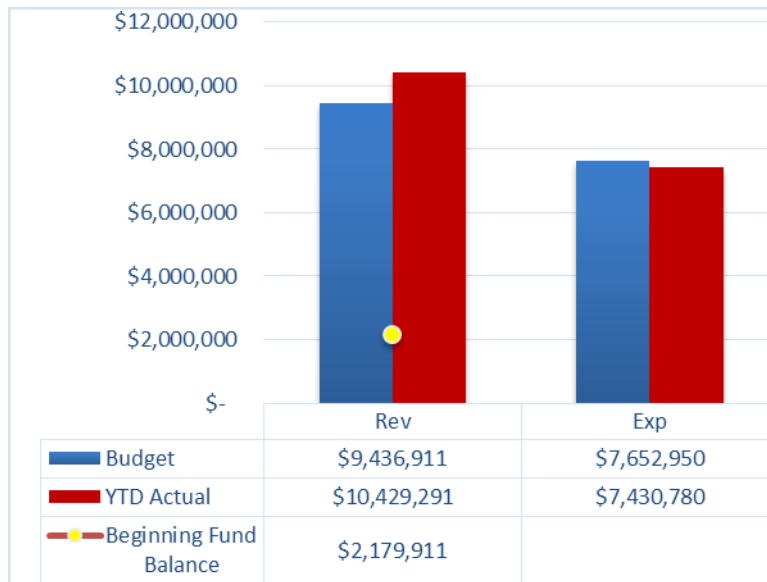
For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a “true cost” outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which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

For all graph representations; **BLUE** = Budget      **RED** = Actuals      **YELLOW** = Beginning Fund Balance



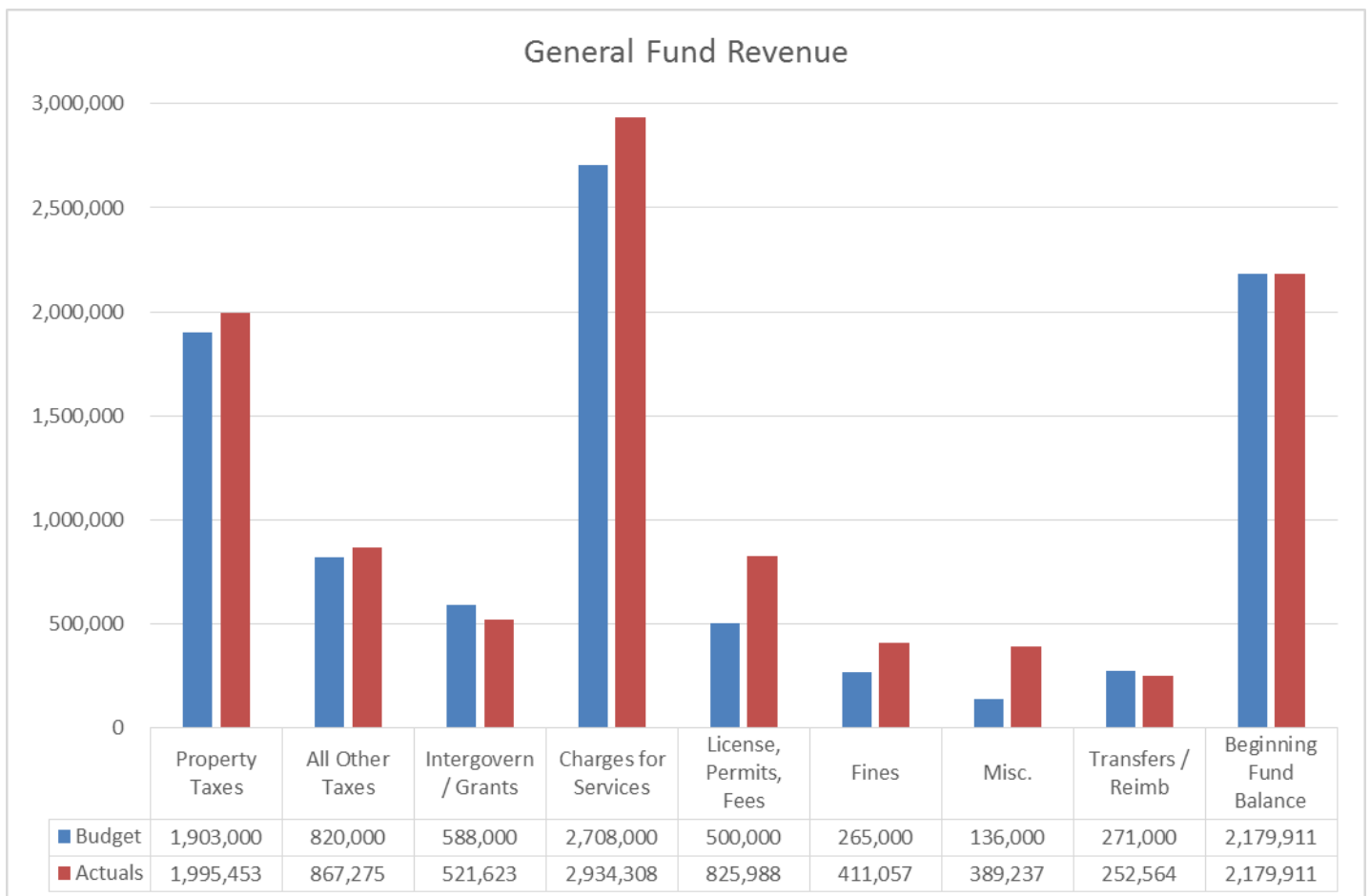
### General Fund – Overview

The City has received 111% of the budgeted revenues for fiscal year.

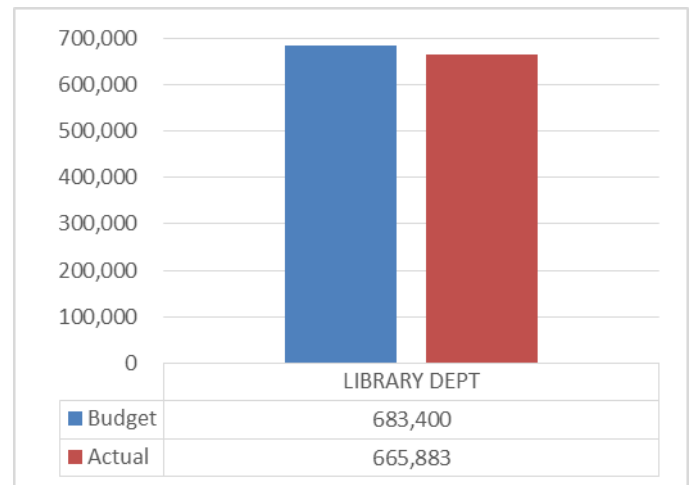
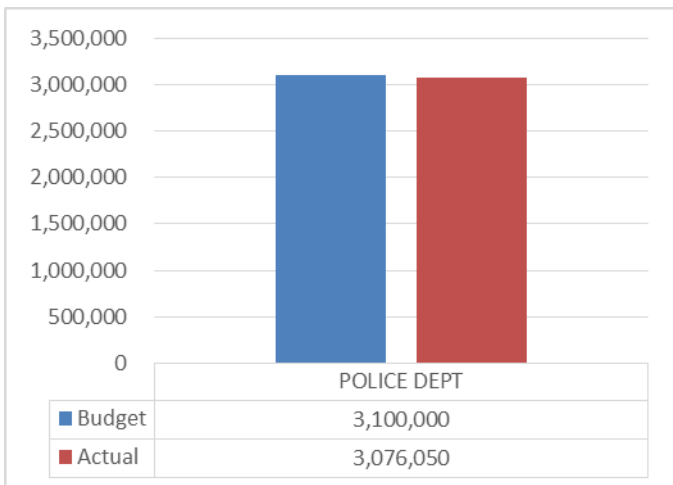
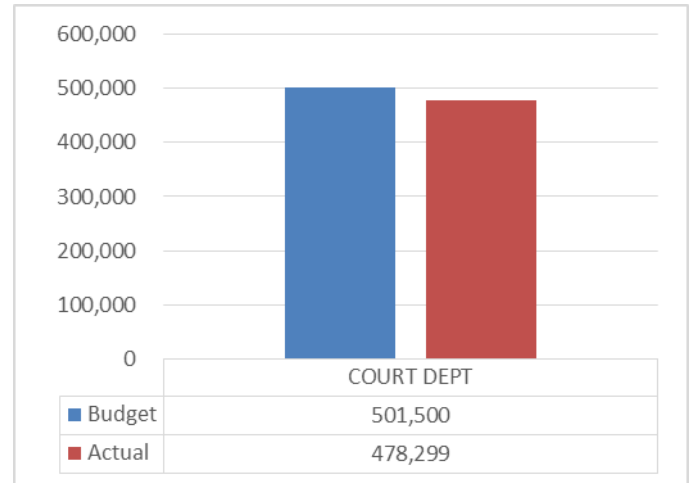
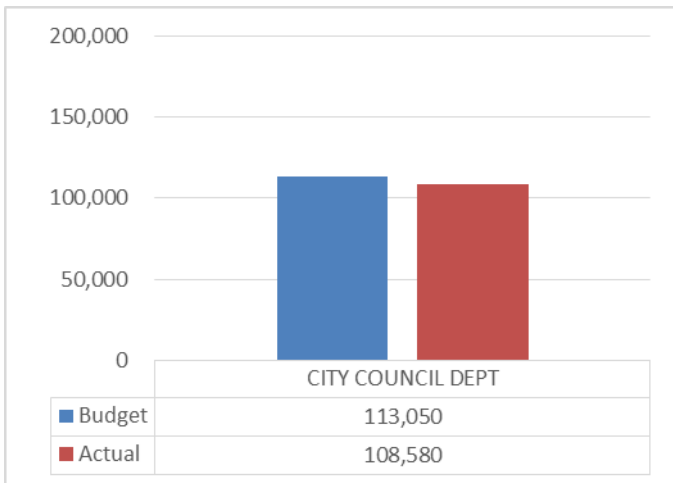
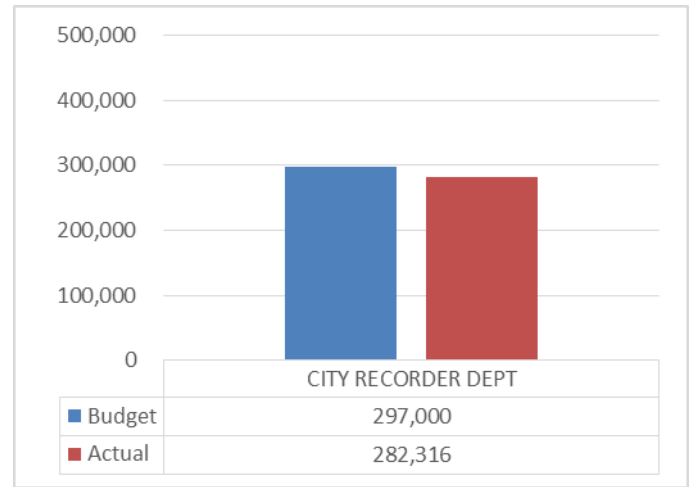
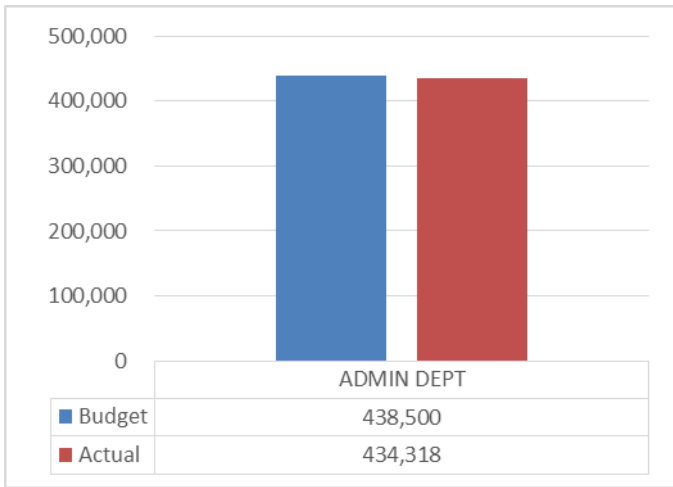


### General Fund – Revenue by Category

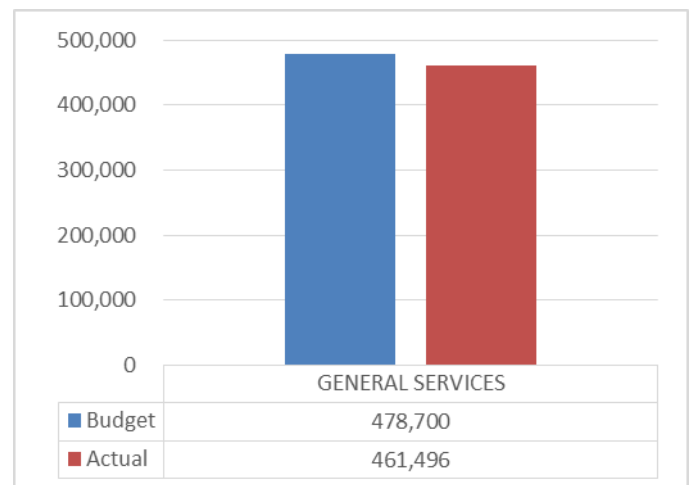
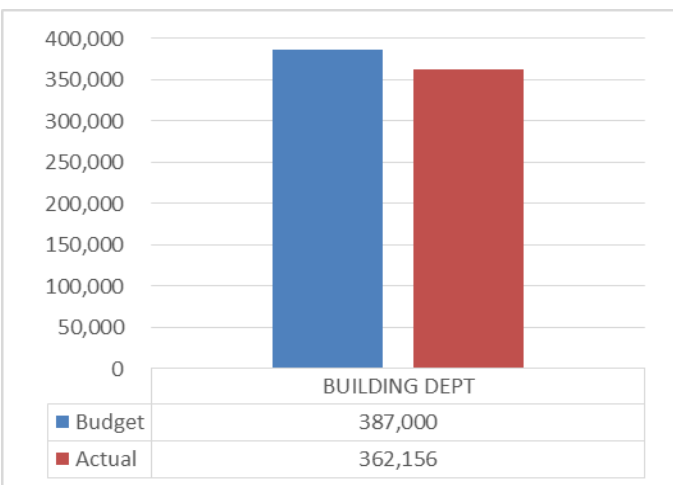
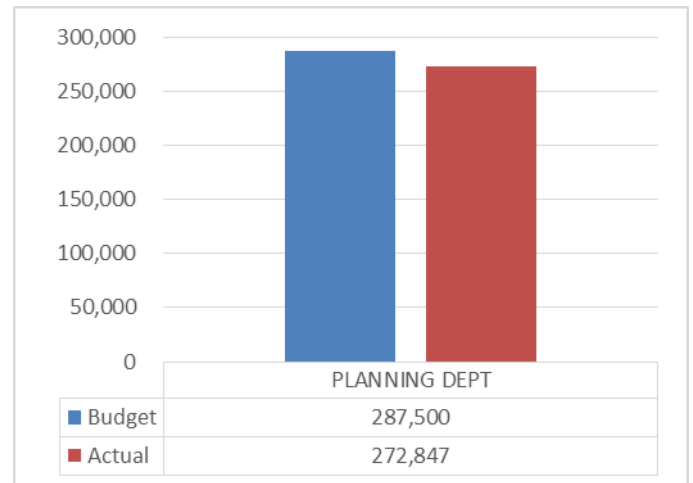
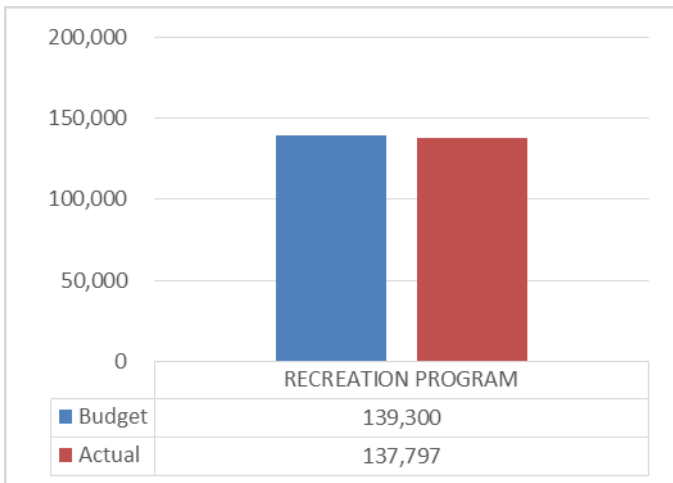
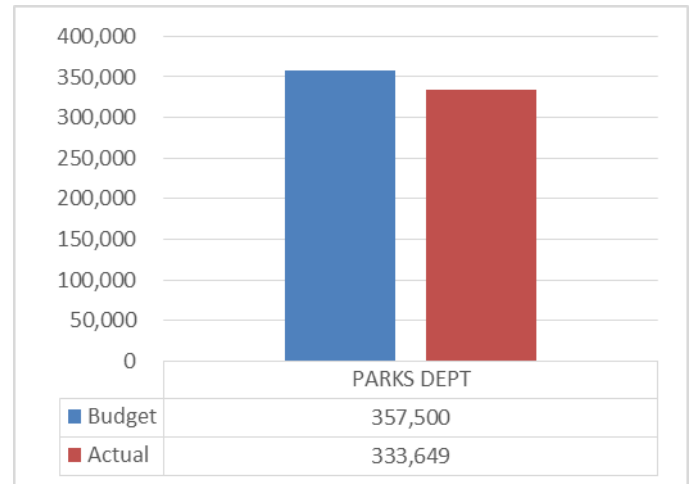
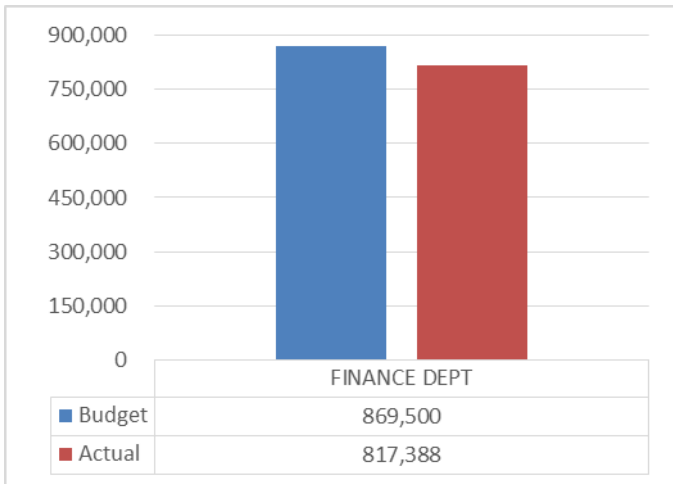
This graph displays the General Fund Revenue in separate categories.



## General Fund Expenditures by Department



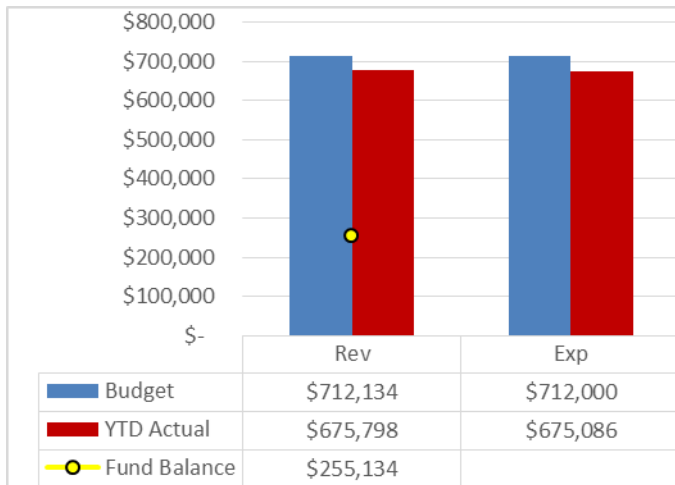
## General Fund Expenditures by Department



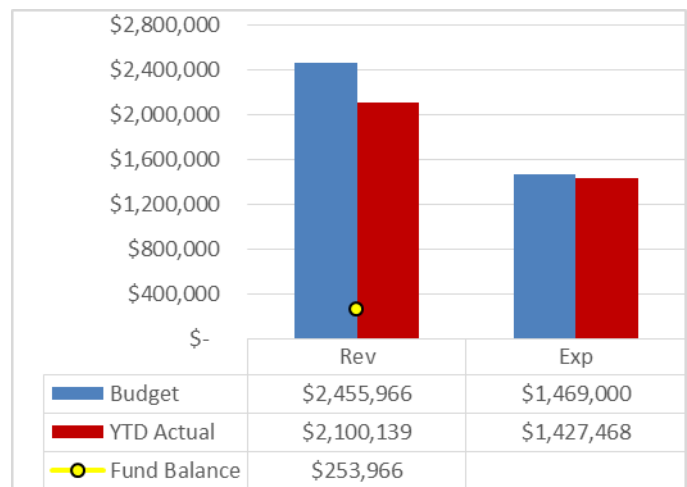


## SPECIAL REVENUE FUNDS

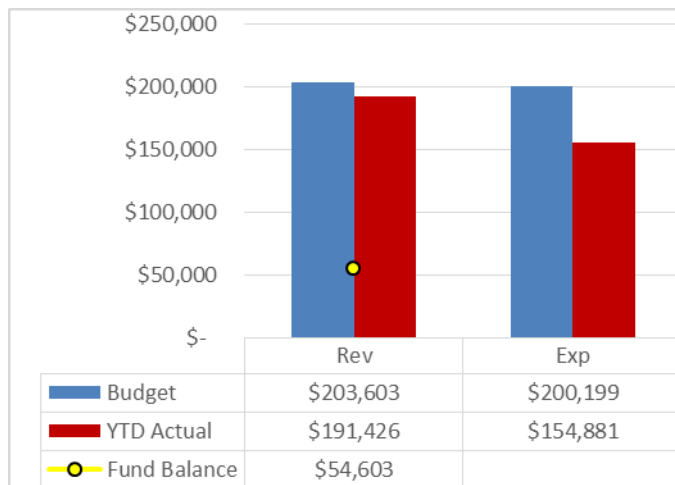
### Visitor & Tourism Fund



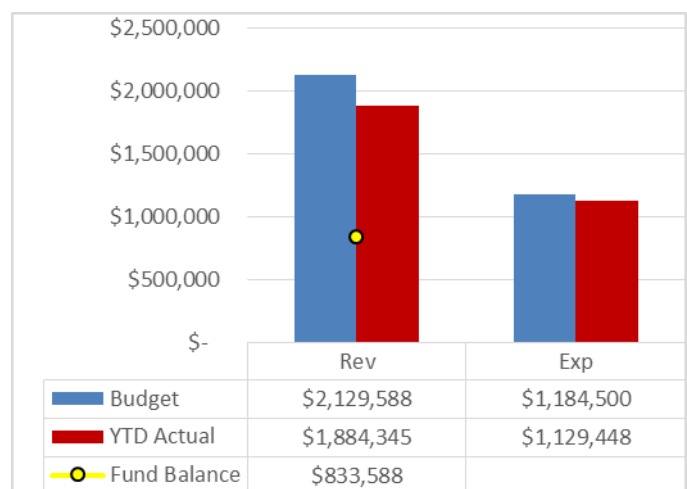
### Community Development Fund



### Community Enhancement Fund

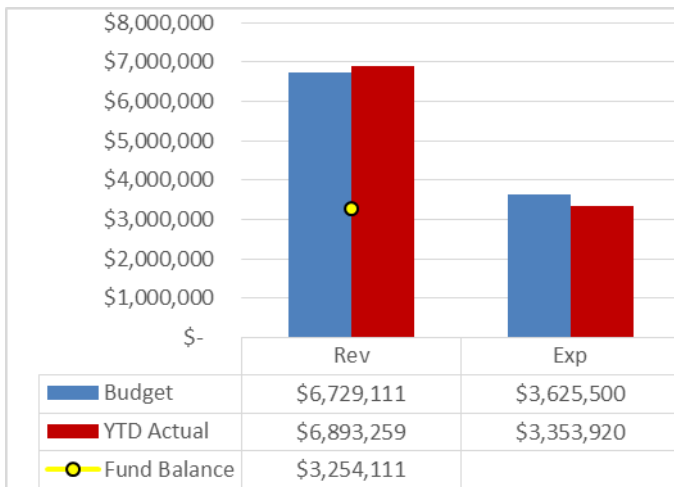


### Street Fund

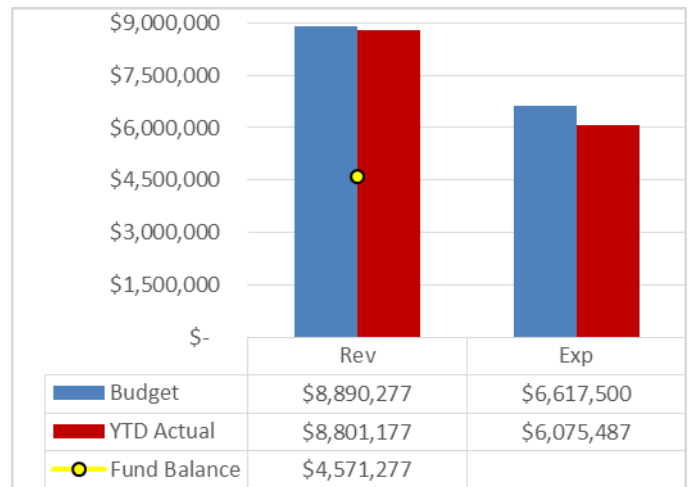


## ENTERPRISE FUNDS

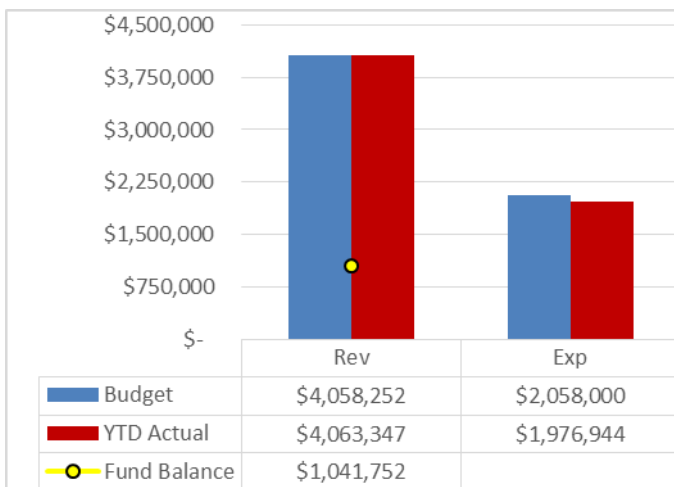
### Water Fund



### Sewer Fund

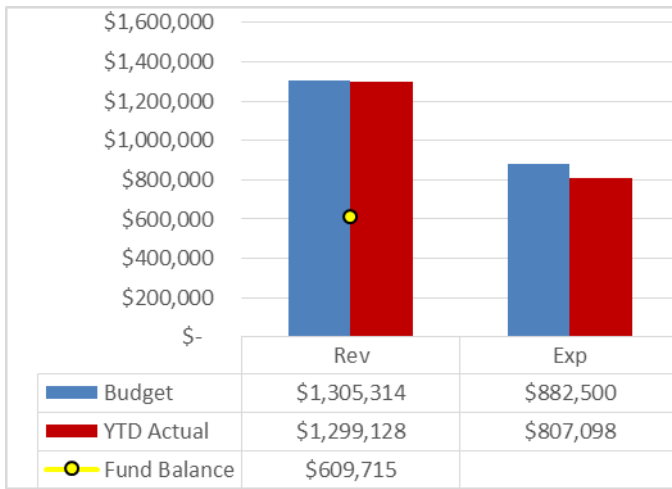


### Storm Fund

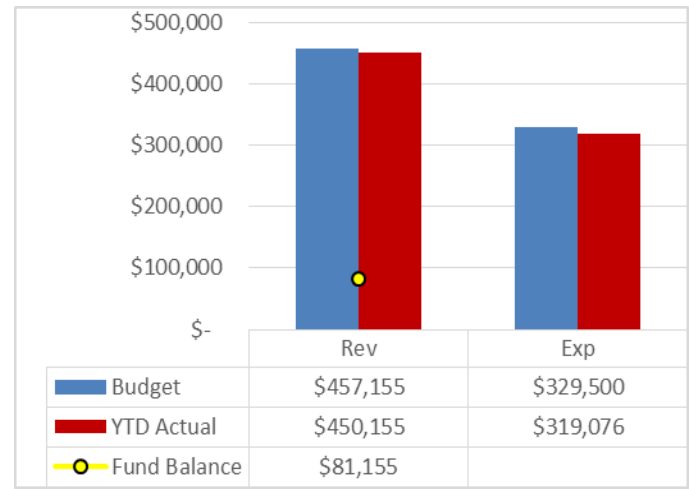


## INTERNAL SERVICE FUNDS

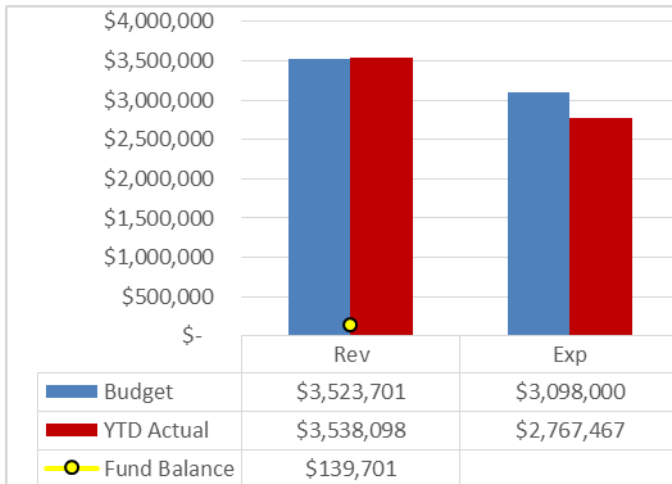
### Equipment Fund



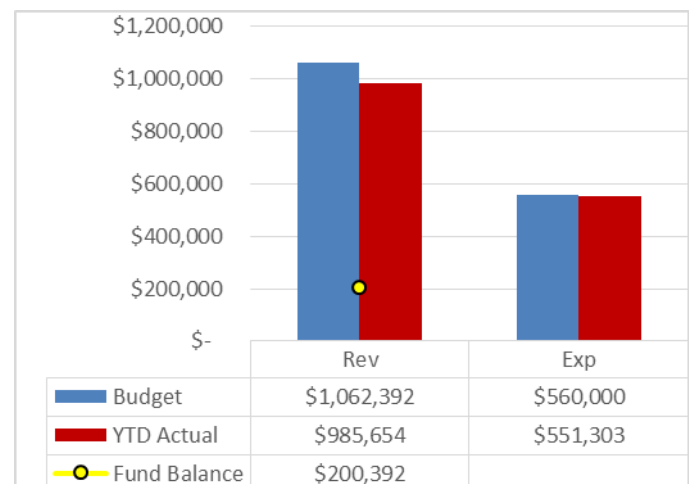
### IT Fund



### PW Operations Fund

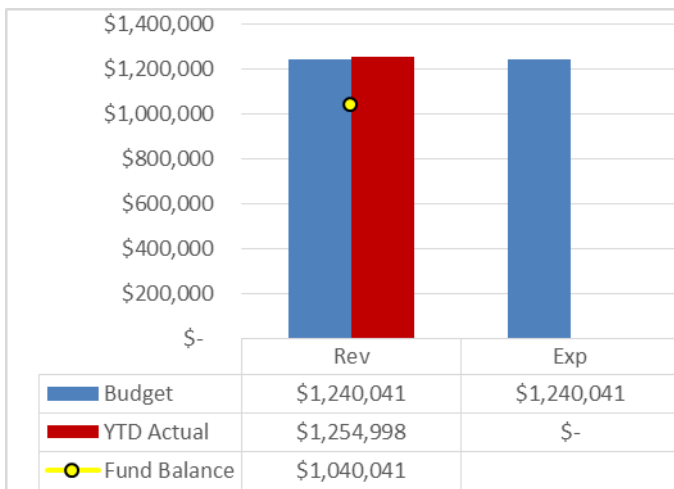


### Facility Major Maintenance Fund

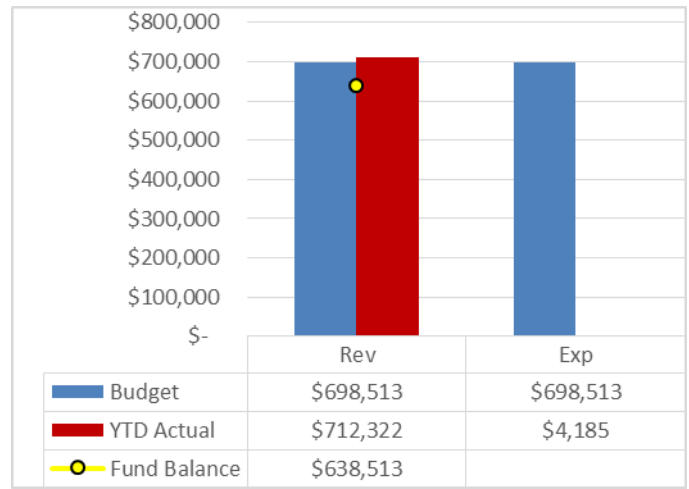


## SDC FUNDS

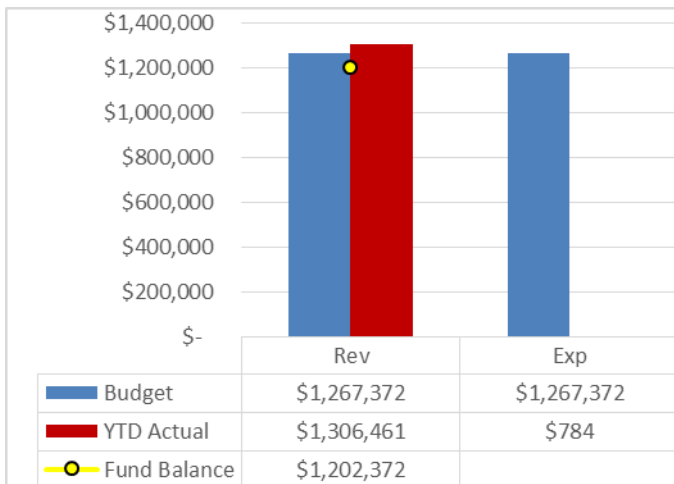
### Streets SDC



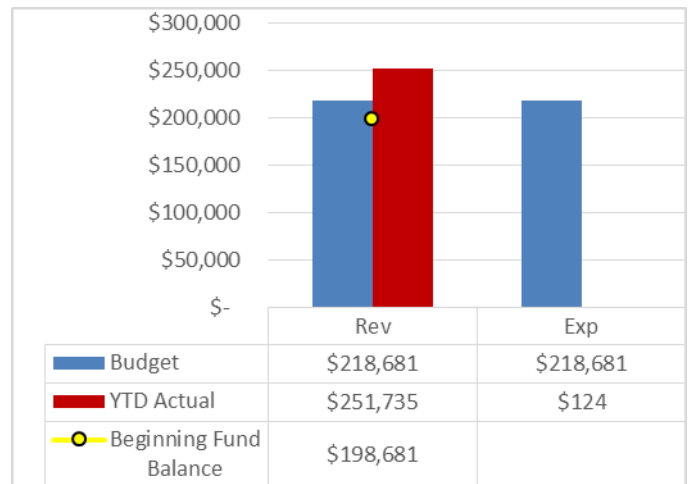
### Water SDC



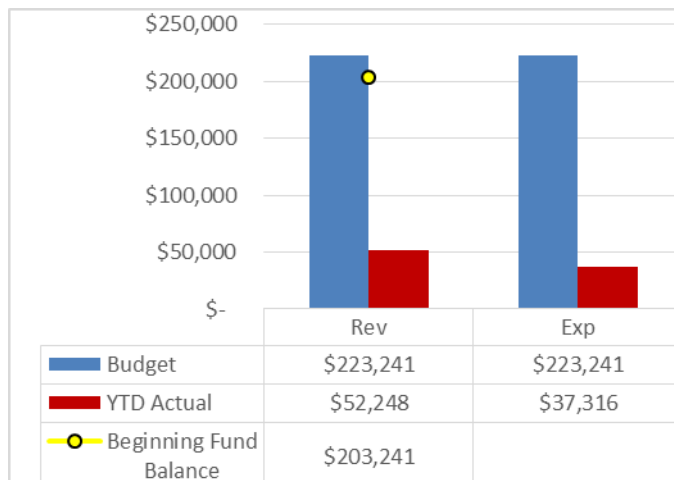
### Sewer SDC



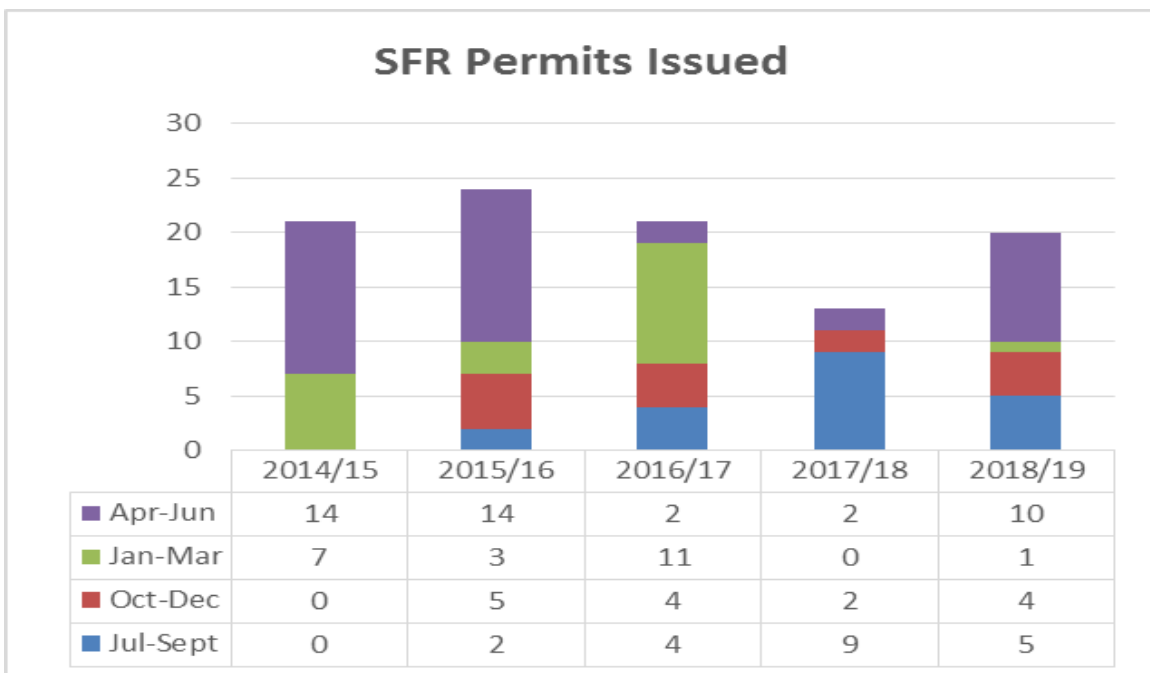
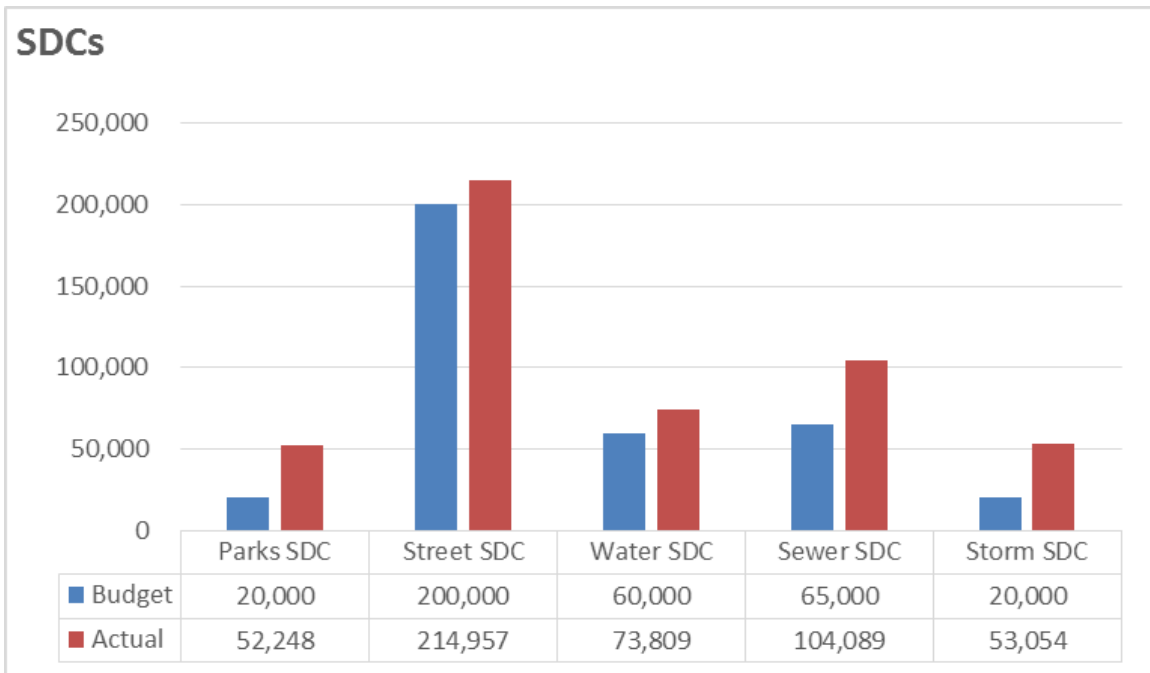
### Storm SDC



### Parks SDC



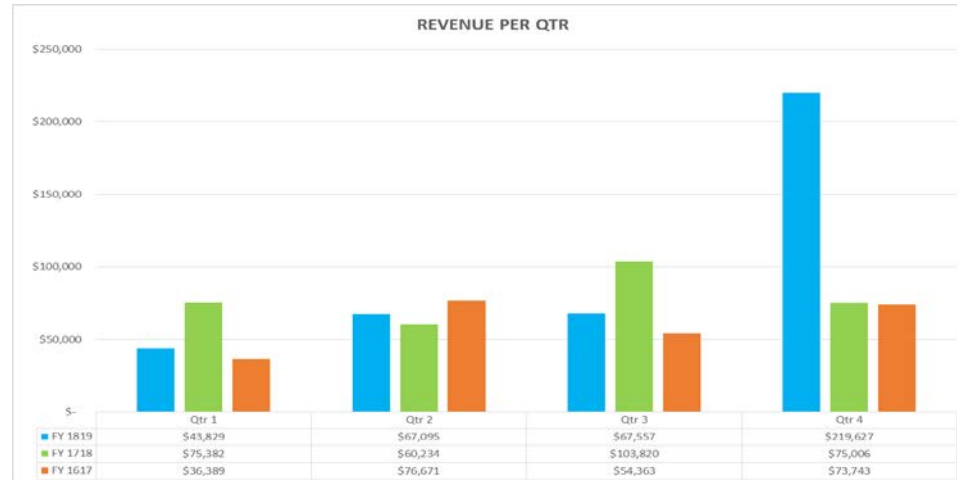
## SDC & DEVELOPMENT OVERVIEW



TO: City Councilors & City Administrator  
RE: Municipal Court Report – 4/1/19 through 6/30/19

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The Court Department is doing very well now thank you to a number of process changes, staff changes, and contractor changes that have happened earlier in the year. Below are 2 main graphs that show the Revenue Per Quarter and Expenses per Quarter. You'll notice on the Revenue line item, there is a HUGE jump. This is one part of the culmination of the hard work of everyone involved on staff to clean things up and get "caught up" so to speak. The reason for this huge jump in revenue the last quarter was because I was finally able to clear out a lot of pending revenue that was sitting "on the books" for a number of years. This is one-time revenue, but something that needed to happen to clear things out before converting to new software.



As we continue to look at ways to become more efficient with our time and contracted staff, I am expecting next year to see a more static level on expenses. There was a lot of work done by Amy and Sam throughout the first few quarters that we are now just getting into a rhythm of how things will work for the future.

Amy will be talking about additional security that is being done by the Police Department for right now until a more permanent solution can be done as we will be looking at the cost to have a bailiff on hand during court days for security and decorum new standards in St. Helens Municipal Court.

I'm also happy to report that the Clearance Rate of cases has gone back up to 105%. This is all in part of the current court staff and their dedication and hard work to get the Court Department back to a great standard. Once the new software is installed, I am expecting probably the largest clearance rate ever due to about 13 boxes of Collections files that we are waiting to process when we get the new software.

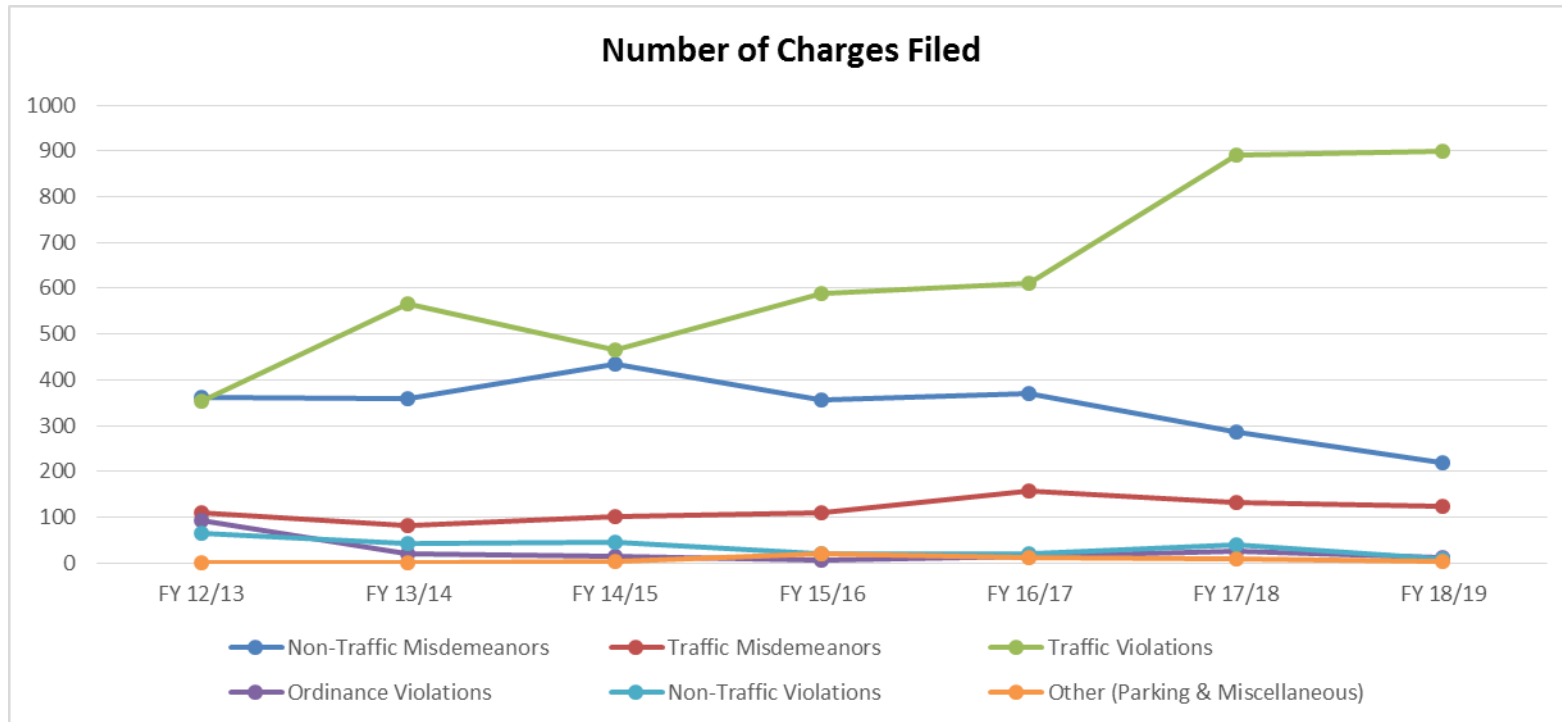


I have been very pleased with Amy and Sam working together along with staff of Melanie and April really getting into things and figuring out the best way to process things now and in the future and also getting prepped and ready for a new software transition that we believe should be great for the department.

If you have any questions, please do not hesitate to call/email me. There are 2 additional pages of charts/graphs showing the total and type of charges filed in the past fiscal year as well as the clearance rate comparison with prior years.

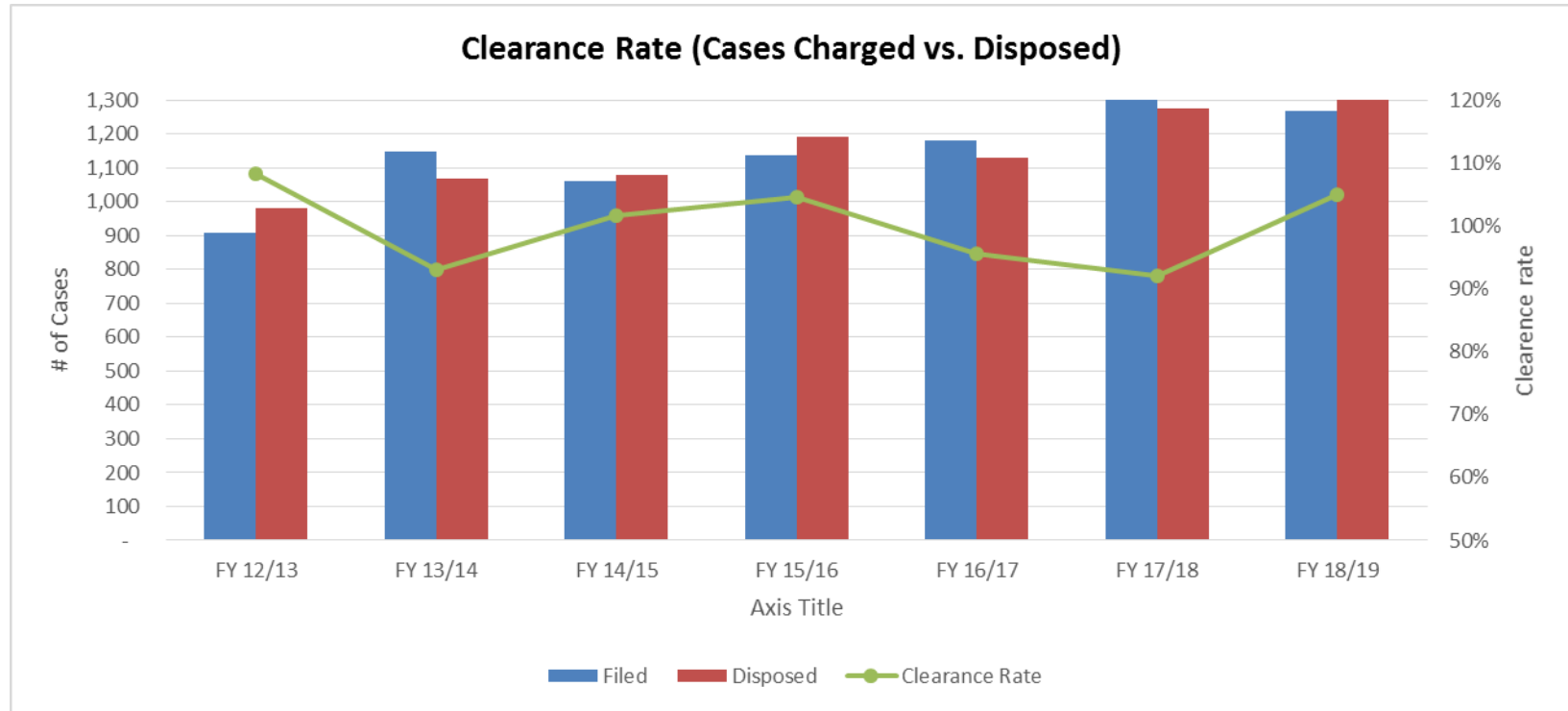
Thank you,  
Matt Brown

CHART 1: NUMBER OF CHARGES FILED



Charges Filed	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
Non-Traffic Misdemeanors	362	358	434	357	369	285	220
Non-Traffic Violations	64	43	45	19	19	41	9
Traffic Misdemeanors	111	82	101	109	158	132	125
Traffic Violations	353	565	464	589	610	890	899
Municipal Code Misdemeanors	0	3	-	-	-	-	-
Ordinance Violations	92	19	16	5	14	27	12
Other (Parking & Miscellaneous)	0	0	3	19	11	10	4
Sub Totals:							
Misdemeanors	473	443	535	466	527	417	345
Violations	509	627	528	632	654	968	924
Total Cases Filed	982	1,070	1,063	1,098	1,181	1,385	1,269

**CHART 2: CLEARANCE RATE**



	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19
<b>Filed</b>	907	1,149	1,063	1,139	1,181	1,385	1,269
<b>Disposed</b>	982	1,070	1,081	1,192	1,129	1,276	1,332
<b>Clearance Rate</b>	108%	93%	102%	105%	96%	92%	105%



# BUSINESS LICENSE REPORT

City Department Approval: 08/13/2019

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

Signature: Jaw  
Date: 8/13/19

## RESIDENT BUSINESS – RENEWAL 2019

- |                          |                    |                  |
|--------------------------|--------------------|------------------|
| <input type="checkbox"/> | *DAVID LOGGINS LLC | REMODEL PLUMBING |
|--------------------------|--------------------|------------------|

## RESIDENT BUSINESS – NEW 2019

- |                          |                              |                                |
|--------------------------|------------------------------|--------------------------------|
| <input type="checkbox"/> | GRILL'N FAST & FURIOUS       | FOOD CART                      |
| <input type="checkbox"/> | NOTARY NIGHT 'N' DAY         | NOTARY MOBILE                  |
| <input type="checkbox"/> | *VITAL NUTRITION NETWORK LLC | ONLINE VITAMIN/NUTRITION SALES |

## NON-RESIDENT BUSINESS - 2019


- |                          |  |                              |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | AIR PRO HEATING & COOLING LLC          | HVAC SYSTEMS                 |
| <input type="checkbox"/> | OLSON ASPHALT MAINTENANCE LLC          | SEALCOATING/STRIPING COMPANY |
| <input type="checkbox"/> | OLSON NURSERY & LANDSCAPE              | LANDSCAPE/IRRIGATION         |
| <input type="checkbox"/> | PROTEK SYSTEMS, LLC                    | ELECTRICAL CONTRACTOR        |
| <input type="checkbox"/> | STUDIO SIGNS & PICTORIAL DISPLAYS INC. | SIGN PAINTING                |

## MISCELLANEOUS - 2019

- |                          |                               |                     |
|--------------------------|-------------------------------|---------------------|
| <input type="checkbox"/> | COLUMBIA RIVER AUTO GLASS LLC | ADDRESS CHANGE ONLY |
|--------------------------|-------------------------------|---------------------|

\*Denotes In-Home Business

# 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>	21 August 2019	
<b>Subject:</b>	July Public Works Department Activity Summary	

## Engineering

1. Completed first plan review for two new subdivisions.
2. Submitted annual Marine Board expense report for Sand Island and Columbia View docks & restrooms.
3. Working on design and specifications for a waterline replacement project.
4. Received and reviewed preliminary plans for the N. Vernonia sidewalk replacement project.
5. See complete report.

## Parks

In addition to mowing, watering street trees, cleaning restrooms, and collecting garbage:

1. Repaired, painted, and constructed new picnic tables.
2. Prepared Columbia View Park and assisted with the July 4<sup>th</sup> fireworks and other activities.
3. Repaired showers that had been vandalized at Columbia View restrooms.
4. Sprayed weeds and poison oak in multiple parks and rights-of-way throughout town.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 160 defective registers; being replaced under warranty.
2. Worked on improvements to Highway landscape strip.
3. Installed new storm drain in McCormick Park.
4. Investigated possible leaking waterlines around property at 15<sup>th</sup> & Columbia – no leaks.
5. Assisted with reservoir inspection.
6. Serviced and/or made repairs on 39 vehicles and/or equipment.
7. Responded to five after-hours call-outs.
8. See complete reports.

## Water Filtration Facility

1. Produced 56.4 million gallons of filtered drinking water, an average of 1.82 million gal/day.
2. Mostly routine operation this month.
3. Received parts to start working on replacement of the rack feed control valve system.
4. See complete report.

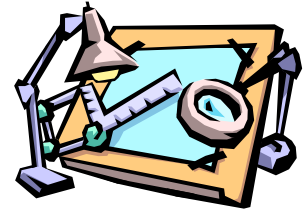
## Waste Water Treatment Plant

1. Stuck sensor caused outflow valve to stick. Lagoon level dropped over 2 feet. Replaced sensor.
2. Cleaned SolarBees.
3. Replacing and retrofitting some electrical fixtures to reduce energy consumption and costs.
4. Responded to three call outs.
5. See complete report.



## Engineering Department Status Report

14 August 2019



### DEVELOPMENT PROJECTS

#### St. Helens Place Apartment Project

Status unchanged: 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

The final touches are being completed including testing of all the new infrastructure and finishing up the curb and sidewalk installation. They will be planting trees along Sykes Road later in the fall to help ensure survivability.

#### Columbia Vet Clinic

Clearing of vegetation was started and the Contractor has encountered a great deal of ground water flowing into the site. They are currently working on a mitigation plan. Public Works crews spent time verifying that none of the water was from leaking waterlines. This source was eliminated and the Developer has brought a new geotechnical engineer to the project.

#### Elk Ridge Estates Phase VI

Hallelujah! After five long years, the plat was recently signed and the subdivision can be recorded.

#### Hanna's Place Development

Plans were submitted, reviewed, and returned to the Engineering for corrections. No major changes were needed and the revised plans are expected to be resubmitted within a couple of weeks.

#### CCMH Frontage Improvements

Held a pre-construction meeting for roadway and sidewalk improvements along McNulty Way in front of the Columbia Community Mental Health facility.

#### Potential Gable Road Apartment Project

A Planning application has been submitted for this project. More information to come.

#### Potential Development at McNulty & Industrial Way

Attended a pre-application meeting for development of the property located at the corner of McNulty Way and Industrial Way.

#### New Middle School Project

Work is still speeding along to complete work on the Middle School to a point that it can be occupied. Because efforts are concentrated on completing the building and getting it ready for the students later this month. Best of luck to them! The remainder of the public improvements, including street widening and new sidewalk construction, will be done once the grounds are substantially complete and safe.

### SANITARY SEWER AND STORM DRAIN PROJECTS

#### Greystone Estates Sanitary Sewer Relocation

Construction is wrapping up on the sanitary sewer construction and relocation for this future subdivision. Plans for the public improvements for the full development were recently submitted and the initial review is complete. The subdivision consists of 78 lots and has been approved for townhomes.

## **STREET AND TRANSPORTATION PROJECTS**

### **Gable Road Improvement Project**

Construction continues for this joint Columbia County – City of St. Helens project. Two-way traffic is now open between the highway and the entrances to Safeway and the bank/McDonald's etc. One-way westbound traffic continues through the rest of the project, ending at the Columbia Blvd. intersection. Work will progress from the east end of the project and continue towards the west. Gable Road on the west side of Highway 30 is currently under the jurisdiction of Columbia County and the project is being done through an ODOT grant with the Columbia County Public Works Department as the lead agency. The finished product will include new sidewalks, widened roadway with bike lanes, and pedestrian crossing improvements.

### **N. Vernonia Road Sidewalk Project**

The preliminary design was presented to staff shortly before the last City Council meeting. The original intention of the project was to construct sidewalks in accordance with the preferred cross section for a Collector Street, which places the sidewalk away from the roadway and adjacent to the right-of-way line. In this situation, the proposed location would require removal of approximately 54 mature trees. To further complicate the issue, multiple utilities are located within the area that would typically be designated as the landscape strip, making it impossible to plant new trees. After discussion with City Council, the Project Engineer will be adjusting the sidewalk away from the property line so that it will be curb-tight for the majority of the alignment. This will vastly reduce the number of impacted trees and possibly provide more area for planting additional trees. The Engineer will be revising their scope of work to include these new project elements. Stay tuned.

### **Wayfinding Installation Project**

The smaller, single, post-mounted blades and poles have been ordered and will be installed by City staff as part of the City's matching grant contribution.

### **S. 1<sup>st</sup> Street and St. Helens Street Improvement Project**

At the August 7 City Council Meeting, the Council approved use of some unappropriated funds to be used to complete the S. 1<sup>st</sup> & St. Helens Streets safety improvements. This is excellent news and in the next week Engineering will be completing the scope of work with the engineering consultant, Kittelson and Associates. Not only will the needed safety improvements be completed, but the intention of the project is for the new intersection to serve as the gateway into the downtown waterfront area with much improvement aesthetics.

### **Annual Street Striping Project**

This project has been completed.

### **Habitat for Humanity Sidewalk**

No update for this small project: 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**

### **2MG Reservoir Rehabilitation Project**

The Contractor completed a diving inspection of the liner at the end of July. They have submitted a preliminary work plan to complete more patching. We are checking into the City's options and how to compel them to take further action however, the City will work with them as they continue to work through the repair and/or replacement of the deficient liner.

### **Various Waterline Improvements Project**

Staff has been working on the design and specifications of three waterline replacements on N. 7<sup>th</sup>, N. 9<sup>th</sup>, and N. 11<sup>th</sup> Streets. These locations have undersized mains as identified in the most current Water Master Plan and should be upsized to provide better water service and allow for compliant fire hydrants in those areas.

## **MISCELLANEOUS PROJECTS AND ACTIVITIES**

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

There were four Right-of-Way and/or construction permits and two plan review permit issued in July 2019: NW Natural, 1 permit for a new service; one to Comcast for a new service; one to Century Link for line improvements; one to PGE for pole replacement on Kaster Road; and two plan review applications for Hanna Place subdivision and Greystone Estates subdivision.

### **Miscellaneous Projects**

Submitted the annual expense report to the Marine Board for maintenance of the dock facilities and the restrooms on Sand Island and at Columbia View Park. Spoiler alert – the City still spends a great deal of money on maintain these facilities. This year the total expenses were \$63,442 of which \$16,200 are Marine Board grant funds.

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

Continue to work 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

Engineering Staff hosted a presentation and tour for the APWA Water Resources Committee on the Godfrey Park storm drain project.

Attended monthly Parks Commission meeting.



## Parks Department for June 2019



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

July was a very busy month for the Parks Dept.  
Weed-eated as much as possible  
Repaired several sprinkler problems at McCormick Park  
Sprayed poison oak at Campbell, McCormick and Knob Hill Parks  
Mowed the waterfront for the 4th of July fireworks  
Helped with the preparing of the 4<sup>th</sup> festivities  
Transported the fireworks and equipment to Sand Island  
Moved porta-potties to the water front  
Reconnected the sprinkler system at Grey Cliffs Park  
Repaired 2 mowers  
Removed fireworks equipment from the Island  
Weed-eated along Columbia Blvd.  
Sprayed weeds and blackberries at Cascades Property  
Sprayed hornets at Campbell Park  
Pressure washed the dugouts at McCormick Park  
Removed the garbage from the Veterans Memorial construction area  
Installed a lid over the sewer pump at McCormick Park shop  
Moved the abandoned scoreboard to Public Works recycling pile  
Sprayed rights-of-way  
Pressure washed the mower shed at McCormick Park  
Washed all Parks Dept. vehicles  
Moved picnic tables for Mardi Gras

Removed Flying Eagle dugout canoe from the trailer to use at Mardi Gras  
Cleared the 7<sup>th</sup> Street ditch  
Watered street trees twice a week  
Cleaned and rearranged the Parks main office  
Sprayed the infields at McCormick and 6<sup>th</sup> St. Parks  
Raked out the playground chips at Columbia View Park  
Removed "Stonehenge" from the warehouse at the Industrial site  
Repaired sprinklers at Columbia View Park  
Dealt with Vandalism at Columbia View showers  
Repaired the showers at Columbia View restrooms  
Removed the heavy cut grass at the 6<sup>th</sup> Street and McCormick Park ballfields  
Repaired the main entrance door at the parks shop  
Installed new TP dispensers at Columbia View Park  
Installed a new air conditioner at the Park shop  
Painted benches in all the parks  
Built new picnic tables and repaired old ones  
Dealt with an accident at McCormick Park that took out the fence at the BMX track  
Put in new sprinklers for the memorial flower bed  
Hooked up the sprinkler system behind the Veterans Memorial  
Edged the sidewalk at Columbia View Park  
Painted the horseshoe pits at McCormick and Godfrey Parks  
Painted the sign posts at 6<sup>th</sup> Street Park

## **Public Works Work Report**

### **July 2019**

#### **Water Dept:**

Replaced 160 radio read registers  
Read meters and heavy users  
Weedeated at reservoir  
Worked on highway strip  
Repaired hydrant on Pittsburg Rd. by Meadowview Dr.  
Repaired four leaks on service line at Forest Park Apts.  
Installed new service at 100 blk. of S. 16<sup>th</sup> St.  
Installed new service at 17 Bradley St.  
Replaced shut-off on N. 16<sup>th</sup> St.  
Replaced shut-off at 2654 Columbia Blvd.  
Helped at reservoir with inspection and filling  
Repaired two leaks on 200 blk. of S. 14<sup>th</sup> St.  
Installed new services at 175 & 177 S. 2<sup>nd</sup> St.

#### **Sewer Dept:**

Located storm line at 204 N. 17<sup>th</sup> St.  
Installed storm drain at McCormick Park  
Worked on highway strip  
Pumped water down at Bailey Property at 15<sup>th</sup> St. & Columbia Blvd.  
Located and marked sewer service on S. 10<sup>th</sup> St.  
Made tap for storm line at 174 Bradley St.  
Made one sewer and two storm taps at 2566 Columbia Blvd.

#### **Call-Outs**

Barricades for police for shooting  
Door open to mechanical room at McCormick Park  
Alarm at shop – may have been a deer in the yard  
Water leak at 59650 Barr Ave. – on owner's side  
Alarm at shop – didn't find anything

#### **Miscellaneous:**

Swept streets  
Mowed ROWs  
Marked 104 locates  
Checked wells & reservoirs daily

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

### July 1<sup>st</sup>

Shop Moved more items to the Boise yard and hauled scrap iron to the public works to put in the scrap bin also hauled away old pallets to public work  
PW #19 took the truck to Boise  
Keith Gone

### July 2<sup>nd</sup>

PW #20 Filled the DEF tank with fluid  
Parks Checked on the equipment

### July 3<sup>rd</sup>

Shop Removed the grass out in the parking lot  
Brett Vacation

### July 5<sup>th</sup>

Parks Removed the shaft on a weed eater  
Brett Vacation

### July 8<sup>th</sup>

PW Took a saw apart and cleaned the air filter and the inside of the saw checked the plug for spark  
Test ran and it didn't make it very long before it seized up  
PW Removed the bar from a chain saw found that the chain had been run very loose and  
Bought a new chain  
PW #70 Caged the air brake cans so that it can be towed away from the public works shop  
PW Talked to Drake's about having the water tanker and the green van towed away from public works

### July 9<sup>th</sup>

Office Computer work and filled paper work  
PW Worked on a chain saw  
Shop Took more old parts and old equipment to the Boise yard

### July 10<sup>th</sup>

PW Repaired a weed eater  
Shop Cleaned up outside  
Parks Checked on the equipment

### July 11<sup>th</sup>

PW #54 Took the truck to Portland to have a tool box installed  
PW #33 Scanned the truck for codes found three inactive codes, cleared the codes and will wait to see if they come back  
PW #20 Installed two new fuel filters  
WWTP #62 Installed new spark plugs



July 12<sup>th</sup>

Shop Cleaned the restroom and shop sink

PW Looked at and helped clean up a large tree that fell on a fence at Haw street

July 15<sup>th</sup>

PW Sharpened a chain saw

PW #71 Installed a new battery

PW Gathered up bids for two new trucks and took them to City Hall

Pw Put together ball hitch for the equipment trailer

July 16<sup>th</sup>

PW Moved Trailers to the Boise Property from public works

Parks Installed new mower blades on the brush hog

July 17<sup>th</sup>

Office Computer work Filled paper work

Shop Cleaned the work benches and the upstairs bench

Parks P23 Complaint of no throttle found that the throttle cable was broken and ordered a new one

July 18<sup>th</sup>

PW #16 Filled DEF with fluid

PW Sharpened a saw

Parks Checked on the equipment

July 19<sup>th</sup>

Brett Vacation Day

July 22<sup>nd</sup>

WWTP Fabricated a handle for a scraper that is used at the pump stations

PW #16 Looked at the suction hose on the flusher ordered a new one

PW Helped clean up an area at a building on the Boise paper property

Keith Vacation

July 23<sup>rd</sup>

PW #16 Went to Portland and picked up an 8" X 26" suction hose for the flusher installed it on the truck

Parks #5 Brake fluid leak, filled the reservoir with fluid brought the truck to the shop for an inspection

Keith Vacation

July 24<sup>th</sup>

Parks #5 Inspected the brake lines and module and found that the are both leaking removed the pan that covers the fuel tank and cleaned the debris for the cover, cannot install the module because the truck has to be reprogrammed sent the truck to Emmert for repairs

Parks Checked on the equipment

City Hall Union Meeting

Keith Vacation

July 25<sup>th</sup>

Office Computer work Filled paper work  
PW #70 Removed license plates  
PW Helped put up a sign off of Gable Rd  
Keith Vacation

July 26<sup>th</sup>

Shop Cleaned the restroom and shop sink  
PW #18 Washed the pickup  
PW #55 Replaced the gutter broom  
PW Looked at the reader board batteries checked the water in the batteries  
Parks #23 Replaced the throttle cable modified the dash so the throttle lever would fit  
Keith Vacation

July 29<sup>th</sup>

Brett Vacation

July 30<sup>th</sup>

Brett Vacation

July 31<sup>st</sup>

Brett Vacation



**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 July 2019

Water Production: 56.4 million gallons, which averages 1.82 million gallons per day

**Week 1** Produced and sent June OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

**Week 2** Chlorine ordered for next week.

**Week 3** Received chlorine. Received monthly reagents for chlorine monitoring system and changed out chemicals on the units.

**Week 4** Filling reservoir for contractor divers checking for leak in tank, 2 well operation.

**Week 5** Received the parts to complete the assembly of our rack feed control valve system. Now to recruit PALL to come up to help us get the units installed on the racks. PALL technician will be on site next week to install and commission the component on the isolated rack. Slow and steady, but we are moving forward. Received chlorine delivery.

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

## **WWTP Monthly Operations and Maintenance Report**

**July 2019**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 7/1-Arne here replacing electrical plug on Secondary building.
- 7/19-Came in and found Secondary lagoon level 2.5 feet lower than normal. Level reading normal but valve open 100%. Shut off flow, called DEQ and called Buell Calibrations. They came out and found the level sensor “stuck”. Ordered a new sensor. Valve back open on 7/26.
- 7/26-Let lagoon level to 27.25 and opened valve to 5% to start flow. Will slowly raise lagoon back to 27.5.
- 7/27-Bioassay sampling.

### **Primary System Report**

- 7/5-Cleaned SolarBees

### **Pump Stations**

- 7/3-PS#7-Spread gravel around new asphalt.
- 7/12-PS#9-Painted bollards.

### **Sodium Hypochlorite System**

- 1860 gallons used this month.
- 1509 gallons used last month.
- 7/3-Hypo pump air locked. Flushed line and will keep an eye on.

### **Call-outs**

- 7/13-1635-PS#7-High wetwell alarm. Aaron in. Generator had not run, level normal. Watched station cycle and saw nothing abnormal.
- 7/26-0325-Secondary Building alarm. Aaron in. Reset and nothing obvious. Left plant and alarm went off again. Still nothing wrong. Turned off that channel in Mission and will check in morning.
- 7/28-1730-Call from hauler that back shop door was open. Stewart in. Everything else locked up and alarm was on.

### **Plant**

- 7/1-Peak Electric here retrofitting light fixtures
- 7/8-12-Drillers on site for Maul Foster. Two bore holes above lagoon and four on dyke.
- 7/9-Roger here to replace boards on back of building.
- 7/15-Cleaned North contact tank.
- 7/30-GRI drillers here for more studies for Maul Foster.

**Pretreatment**

- 7/22-Issued Notice of Violation for missing monthly report.

**Other**

- 7/8-New WWTP Utility worker, John Savage, started.
- 7/10-Quarterly sampling
- 7/11-Monthly dissolved copper testing.
- 7/16-Collected and shipped out OSU research samples.
- 7/18-Buell Calibrations on site for biannual calibrations.

**Next Month**

- Install new mag meter in septage receiving station.
- Install new level controller and alarm float for Secondary lagoon level.