



CITY COUNCIL WORK SESSION

Wednesday, May 20, 2020

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

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

1. **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
[052020 Memo to Council re LOS Award.pdf](#)
 - 3.B. Annual Report from Library Board
[Library Presentation 2020 \(1\).pdf](#)
 - 3.C. Introduction of Port of Columbia County Small Business Developer Mark Ellsworth
 - 3.D. Introduction of Columbia County Economic Team Interim Executive Director Paul Vogel
 - 3.E. Review "If I Were Mayor..." Student Contest Entries
[2020 If I Were Mayor Contest Submittals.pdf](#)
 - 3.F. Storm Drainage Fees Discussion - Matt
[Council Memo re Storm Drainage Fees.pdf](#)
 - 3.G. Review Proposed New Rank of Police Corporal - Brian

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.**

[CAS - Police Corporal.pdf](#)

3.H. Update on Summer Events Planning

3.I. Discussion regarding Reopening the City

4. Department Reports

4.A. Public Works Department Report

[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.

Zoom Meeting Options -

<https://zoom.us/j/94708859920>

Meeting ID: 947 0885 9920

Dial by your location: 1-669-900-6833

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.**

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council
From: Kathy Payne, City Recorder
Date: May 20, 2020

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 May 20 Council work session.

25 Years

Hired as a Utility Worker I in 1995, **Dave Elder** has risen through the ranks over the past 25 years, serving as a Water Operator, Field Supervisor/Safety Coordinator and Public Works Supervisor, where he currently serves the City of St. Helens. Dave has been an integral member of the Public Works team over the quarter-century he has worked here.

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

ST. HELENS PUBLIC LIBRARY BOARD

PRESENTATION TO THE ST.
HELENS CITY COUNCIL

MAY 20, 2020



St. Helens Library Board 2019-2020

- ▶ Becky Bean
- ▶ Lisa Beardslee
- ▶ Patrick Birkle
- ▶ Dan Davis
- ▶ Melisa Gaelrun-Maggi,
Vice Chair
- ▶ Amanda Heynemann,
Chair
- ▶ Margie Stanko
- ▶ Steve Topaz, City
Council Member



- ▶ Maker Space
- ▶ Book Club
- ▶ Social Media
- ▶ Trunk or Treat
- ▶ MakerFest
- ▶ Access for Spanish Speaking Patrons
- ▶ NaNoWriMo



Maker Space

- ▶ The St. Helens Public Library's makerspace will provide a permanent home for the library's Make It! program which offers STEM, creative art, and do-it-yourself programs for elementary school age youth. As the resources of this space are enhanced, the offerings will include equipment, programs, and expanded hours to serve older youth and adults to aid their skill development and creative endeavors.
- ▶ Library Board to tour Multnomah County Rockwood branch to see an operating Maker Space



Maker Space



Book Club

- ▶ The book club is held in the Library every other month on the 3rd Thursday at 7pm and is hosted by Board Members Melisa Gaelrun-Maggi and Lisa Beardslee.

St. Helens Public Library **Book Club**

Thursday, March 19th, 2020
7:00 pm in the library



*Facilitated by members of the SHPL Board.
If you have questions, please contact
Melisa Gaelrun-Maggi: mgaelrunmaggi@gmail.com
and Lisa Beardslee: lisaabeardslee@gmail.com*

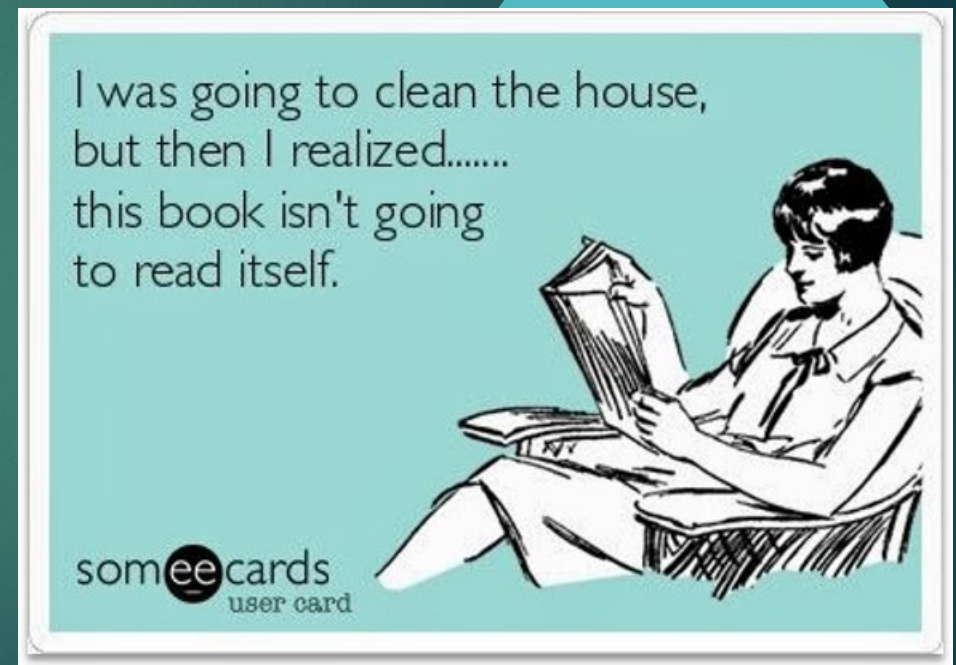
Register at the circulation desk
if you'd like to receive email updates

We each read a book of our choosing that follows a theme; for this gathering it is **NATURE** or **THE ENVIRONMENT**. Discover a book that puts you in touch with your natural side: explore the hidden valleys, the vast forests, or the rocky beaches. Investigate resource-depleted dystopias or the cure for our ailing planet. Select any work that touches you: fiction, biography, history, or any other form of nonfiction. During an informal discussion we'll all share our thoughts about our book and author. We look forward to hearing if you would recommend your selection.

Ask for the book club collection at the circulation desk if you need suggestions. However, don't feel limited to these selections: get creative!

Communication Committee & Social Media

- ▶ The Communications Committee has been focusing on the library's social media content.
- ▶ Communications Committee has been working with the City's Communications Officer providing fun and uplifting content.
- ▶ Board Members Becky Bean and Melisa Gaelrun-Maggi attended a talk on Marketing Media in order to implement better branding and promotions.
- ▶ Board member Melisa Gaelrun-Maggi also attended a library marketing class



2019 City of St. Helens Trunk or Treat

- ▶ Library staff and board members participated
- ▶ Community outreach
- ▶ Board Members Melisa Gaelrun-Maggi, Lisa Beardslee, and Patrick Birkle tended the booth.
- ▶ Candy, coloring pages, library event flyers, and bookmarks were handed out to the over 100 children who visited the event.

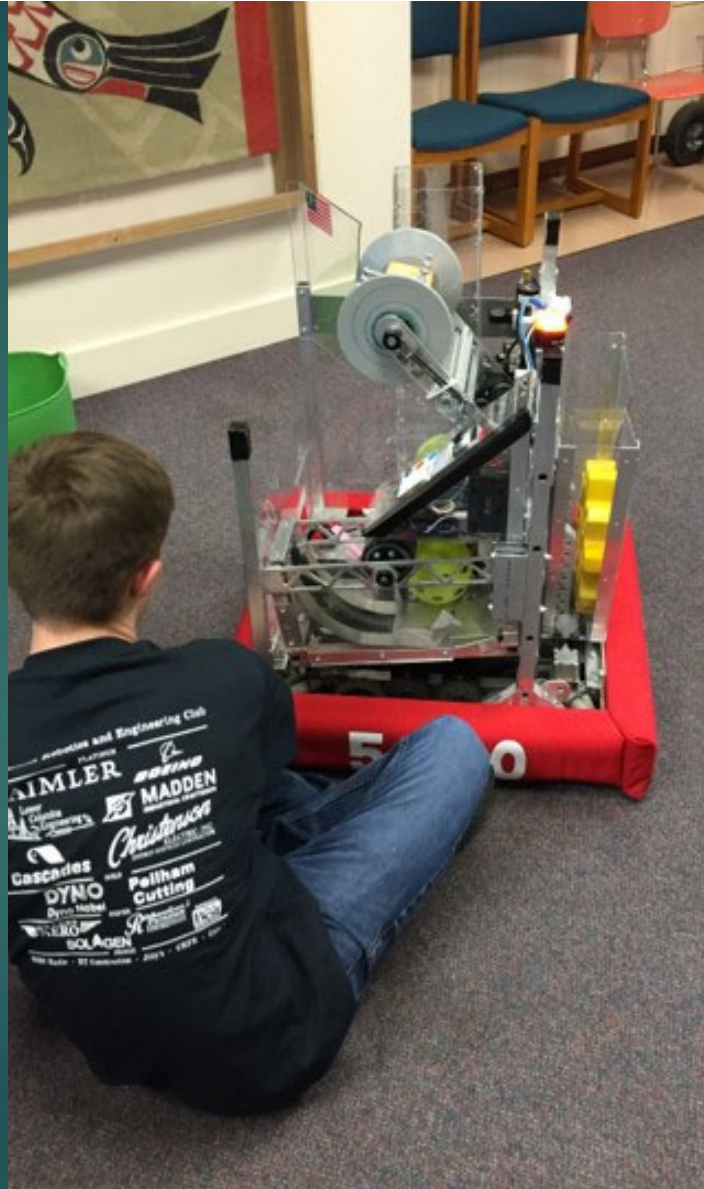


MakerFest

- ▶ Community involvement with local artists and SHREC
- ▶ Library Board members contributed with other activities and general volunteering



MakerFest



MakerFest



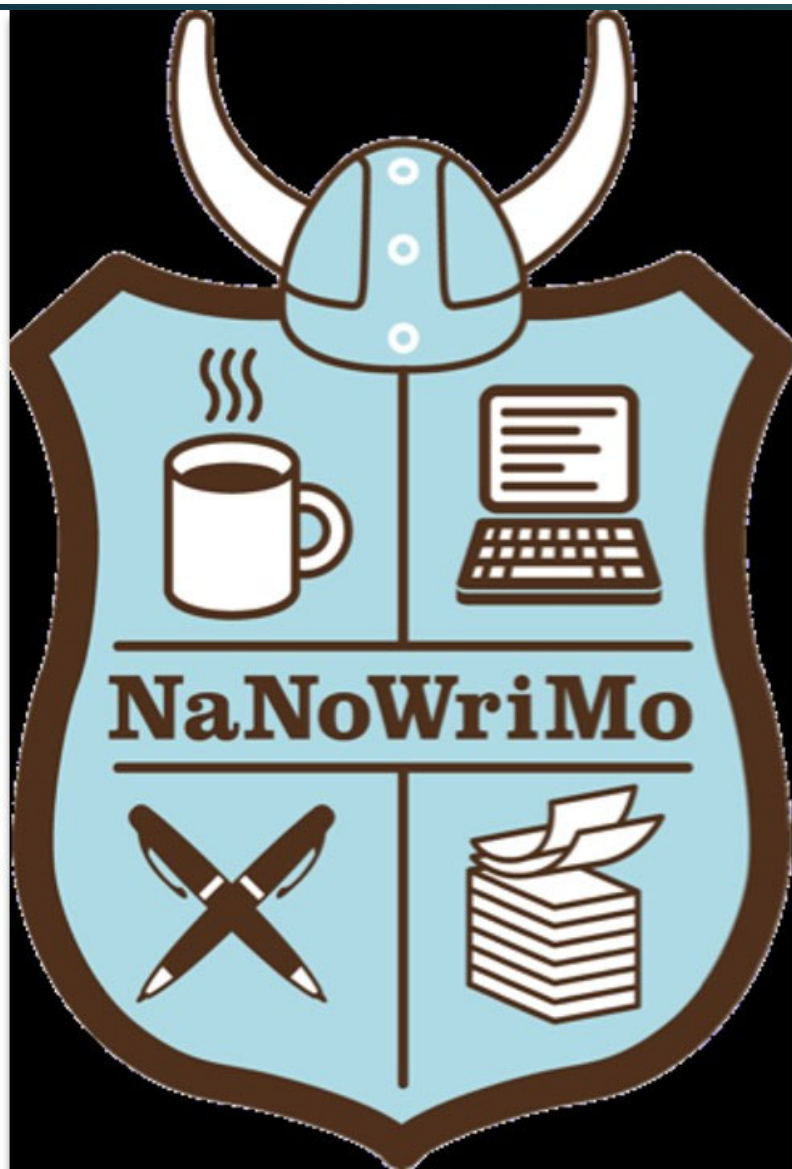
MakerFest



Access for Spanish Speaking Patrons

- ▶ Library's Access Committee has been working on providing library information in Spanish
- ▶ Many library brochures and program fliers have been updated to show bi-lingual changes





NaNoWriMo

- ▶ National Writing Challenge is an annual event where participants from around the world commit to writing a 50,000-word novel during the month of November.
- ▶ Starting in 1999 as a challenge between friends, NaNowriMo has since grown into a global writing marathon with hundreds of thousands of participants each year.
- ▶ The St. Helens NaNoWrimo region routinely places in the top 10 average words written per participant – that's not just the top 10 nationally, but the top 10 in the world.
- ▶ Board member Becky Bean serves as the municipal liaison for the St. Helens region.

Library staff efforts during pandemic

- ▶ Library staff have quickly shifted gears during the covid-19 shutdown
- ▶ Offering online community resources
- ▶ Also offering online fun activities for families, students, and children



Looking forward

- ▶ Library board subcommittees will continue meeting and working toward their current goals.
- ▶ Touring Maker Spaces in Oregon
- ▶ Continuing to support the library staff with their current programs



CITY OF ST. HELENS



IF I WERE MAYOR STUDENT CONTEST

**Do you have innovative or
creative ideas to improve
St. Helens? Tell us and you
could win \$100!**

Poster contest: Grades 4-5

Essay contest: Grades 6-8

Digital media contest: Grades 9-12

Contest Deadline May 11, 2020

Application at www.ci.st-helens.or.us/news



If I Were Mayor...

Student Contest

2019-2020



**The Oregon Mayors Association and your city invite you to enter the
"If I Were Mayor..." contest.**

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win a prize worth \$500!

LOCAL CONTEST DEADLINE: _____

Contest Rules:

GENERAL RULES:

- All submissions must be accompanied by a completed entry form. All forms for students under age 18 must be signed by the student's parent or guardian. Entry forms may be photocopied.
- Only one submission per student will be accepted at the state level.
- Previous statewide winners may participate, but are not eligible to receive a prize in the same category (grade level) they previously won in. They are eligible to receive a prize in a new category.
- State level submissions become the property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likenesses of each student.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

POSTERS:

- The poster contest is open to students enrolled in grades 4 and 5 or being home-schooled at the same grade level for the 2019-20 school year.
- Poster size must be a minimum of 17" and a maximum of 28" in height or width.
- Students are encouraged to be creative and may use any art medium (e.g., poster paints, felt pens, colored pencils, pastels, crayons, three-dimensional art, etc.). The poster may be in color or black and white.
- The student's name and a daytime phone number or email address for their parent or guardian must appear on the back of the poster.

ESSAYS:

- The essay contest is open to students enrolled in grades 6 through 8 or being home-schooled at the same grade level for the 2019-20 school year.
- Essays must be 500 to 1,000 words in length and typed.
- The student's name and a daytime phone number or email address for their parent or guardian must appear at the top of the essay.

DIGITAL MEDIA PRESENTATIONS (video, PowerPoint, Prezi, etc.):

- The digital media presentation contest is open to students enrolled in grades 9 through 12 or being home-schooled at the high school level for the 2019-20 school year.
- Presentations must be one to three minutes in length and may be submitted on disk or emailed.
- The student's name and a daytime phone number or email address for their parent or guardian must be written on the disk or disk sleeve.

First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held August 6-8 in North Bend.



IF I WERE MAYOR

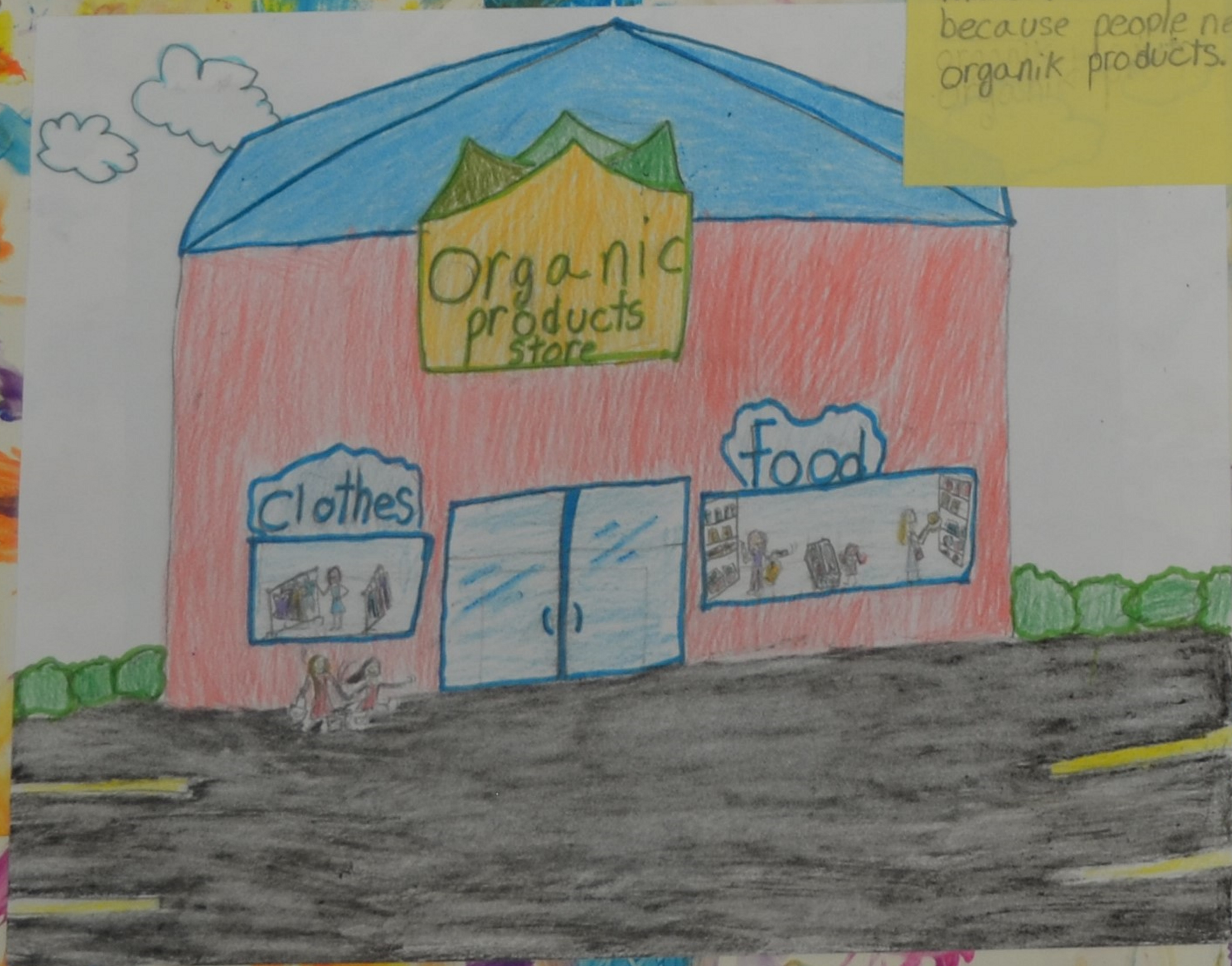


If I were mayor I would make the price of houses go down because there's a lot of people coming to St. Helens, I'd make the price of the houses go down also because jobs don't pay enough money for people to buy houses.



If I were mayor I would send people to build a roller skating rink, because people like exercising and having fun, it can also help you with getting distracted, it would also have a restaurant at the side.

If I were mayor I would send people to build an Organic store, everything there would be organic because people need organic products.



If I were mayor, I would hire people to build a mall, the mall would have a grocery store, beds, clothes, shoes, flowers, jewelry, dog food, pet stores, bakeries, restaurants, arcades, toys, carousels, St. Helens souvenirs, ice cream shop, popcorn shop, Lego store, video game store, books stores, board games store, phones and tablets store. Those are all the things people need, that's why I would build a mall.

A COMMUNITY BAKESALE

If I were the Mayor, I would have a community bakesale. We could have the community bakesale in McCormick park. We would put advertisements online and in the newspaper for volunteers to donate baked goods and help sell them. The bakesale could be open on a weekend in the month of July. The money from the bakesale will be donated to people who serve us, such as firefighters, policemen, E.M.T.S and paramedics to spend as they please, such as, equipment, a breakroom, or even just snacks. The reason this is one of the things I chose is it is a way for us to thank the people who serve us.



A LITTER PICK UP COMPETITION

If I were the Mayor, I would set up a litter pick up competition. The competition would be whoever can pick up the most litter in our community. I would set a date in July on a Saturday. People can register individually or as teams ahead of time. The competition will start at 9:00 A.M. They can pick up litter anywhere in our community. They will have four hours. They will have to come back by one o'clock and have their trash weighed. Then the volunteers can weigh the litter in each bag and whoever's bag weighs the most, will get a prize. The prizes will come from donations from businesses. There will be prizes for 1st through 5th places. The reason I decided for this to be one of my ideas is because it is a way to motivate people to pick up litter from our community because there is too much litter everywhere.



IF I WERE THE MAYOR

BY OLIVIA M. FANTUS



GROWING A COMMUNITY GARDEN

If I were the Mayor, I would grow a community garden. I would name it the Garden of Grace. We would grow the community garden in McCormick park. We can put up advertisements on the internet and Facebook for people to volunteer to help grow the garden. The money for the seeds and the fertilizer will come out of the city funds for the first year. All years after we will have sales to sell the produce one weekend a month and that will cover the costs for the garden each year. The rest of the produce will go to the volunteers and the food bank. The reason I chose this as one of my ideas is because it is a good way for people to be outdoors, it will be educational for kids, and it will be good for people who do not have enough money for fresh food. They can volunteer and earn fresh produce for themselves.



TO BUILD A HOSPITAL IN ST. HELLENS

If I were the Mayor would build a hospital in St. Helens. We could build it on an unused area of land in St. Helens. The money for the hospital will come from taxes and donations. The reason I chose this to be one of my ideas is because we need a hospital closer to home, so in an emergency people can get to the hospital sooner, it might even save lives.



wheelchair teter totter



Here are a few examples of the type of equipment I would make sure we have.



Swings also gently develop muscle strength and fine motor skills.

I would make sure to also have handicap accessible swings and playground

If I were Mayor of St. Helens, I would put swings in parks that currently don't have them.

Balancing on a swing seat can strengthen the core.

<https://www.rpsoftexas.com/swinging-benefits-children>

When people are excluded from things, it makes them sad and then bad things can happen.



What would I do if I were Mayor?

Although I obviously don't have experience being a mayor, I have lived in St. Helens for six years now. So, I believe I have an idea of what is happening in St. Helens and what can improve our town. That being said, what would I do if I was Mayor of St. Helens. There are three main projects I would set my resources to. First, I would advocate for the Eisen Schmidt pool to be renovated. Second, I would implement a public shooting range. Third, I would put in a better spray park.

I love the water, so pools have always been a special and fun place for me. I think our local pool is not the best it could be. Our pool comes across as unwelcoming and outdated. The Eisen Schmidt pool was built in 1939 and was converted to an indoor pool in 1982. Improvements could include an updated heating system, cleaner and more private locker rooms, and bigger and better slides. I know my family and I are not the only ones who would benefit from a cleaner and more modern pool.

A pool renovation would benefit the community in several ways. More people would visit the Eisen Schmidt pool throughout the year, bringing in more money. Kids and adults alike would be more excited to swim, exercise, and learn about water safety. The pool would be better equipped to teach CPR, life guard and water safety classes, which would be very beneficial to the community.

I've grown up in a family that supports the second amendment and my dad has always taught me to be safe with guns, but not afraid of them. I like to go shooting, but we have to find a safe place on public lands, that can be far away. A public shooting range would be a good thing to implement in St. Helens.

Most citizens of St. Helens are very woodsy people who own guns. Not only would a shooting range be a recreational activity for the St. Helens, it could be an opportunity to promote gun safety to children and adults.

I was excited when it was announced that a spray park was going to be installed on the Columbia river front. But when I saw it, I can't help but say I was disappointed and still am. While I've had some fun there, now that I'm older it seems small. Even though I understand the city only had so much money and space for the spray park the size of it is a problem. It is too small for more than a couple kids to enjoy at once, especially older kid. The majority of people who use the park, are younger kids because it was not aimed towards children of all ages. If I were Mayor, I would implement a bigger and more engaging water park for all ages.

A bigger improved spray park will benefit our community. I believe it would continue to provide jobs to people involved in furthering the project. It would give children of all ages a fun thing to do on a sunny day, and it would increase the value of living in St. Helens.

I love St. Helens but just because something is not broke does not mean you can't make it better. I believe the three projects I chose would make St. Helens a safer and a more enjoyable place to live, and if I were Mayor that would be my priority.

If I Were Mayor...

I peeked from behind my bedroom door to see my stuffed animals from where they sat on bed, waiting excitedly for the introduction to come. In the corner of my room was the mirror that I had practiced in front of all my life to become mayor. I looked down at the notecards that I wrote my speech on, suddenly nervous. I took a deep breath and started it off, "Ladies and gentlemen, please welcome the next candidate running for mayor. [REDACTED]!"

"My name is [REDACTED]. I paused and started to feel the same fiery passion I felt whenever I practiced, making me more determined than ever to share this with everyone here today. "I am eight-years old and am a third grader. I love my friends and teachers and I love my mom and dad. I have always wanted a dog. I have two brothers, making me the middle child and I love them even when they are being annoying. I have had the dream of being a mayor ever since I was an itty-bitty child, so this chance is fulfilling those dreams!" I stopped talking to find my family watching me.

At dinner that night, they continued to bring it up.

"[REDACTED], that was absolutely amazing!" my mom beamed.

"Yeah [REDACTED]! It was really good!" [REDACTED] commented.

Through the years, I found different dreams that I thought I liked and went ahead and saved them with my first of being mayor.

By the time I turned 25, I was finished with my schooling and in my third year teaching in my hometown, St. Helens, Oregon. "Hmm. Well, it looks like it's time to go over Martin Luther King's "I Have A Dream" speech." I commented. "What should I do for the engaging portion?"

"I guess I haven't had a debate in a while. I think I'll do just that!"

"Yes, Joseph?"

"Ms. [REDACTED]? What was your dream?"

"When I was a very little girl, my dream was to become the mayor of this town. To help St. Helens become a better version of itself and to help those who couldn't help themselves. When my family saw me practicing my big speech, I was so embarrassed. I put it away. Even though they encouraged me, I knew that not everyone would. I know it's a stupid dream, but it was my dream back then."

"No Ms. [REDACTED], it isn't a stupid dream! It is the exact opposite!"

"Yeah!"

"That's what I was thinking!"

"Ms. [REDACTED], it makes so much sense now!" Anne cut in. "You've always been so passionate. It wasn't the passion of a teacher, but a leader. A mayor!"

I searched the boxes in my closet when I finally came upon my dream box. I shifted through the many years of dreams until my fingers touched the notecards from 17 years back. I could feel the passion flowing through me again and knew that I was doing the right thing.

The night of the actual election and speeches, I had the scene from when I was just a little girl play out before me.

I pulled back the curtain to find people seated in the audience. Among them, much to my benefit, were my students. They had told me earlier that week that they were going to be there. They wanted to support me the whole way.

"Good evening everyone! As you already know, my name is [REDACTED]." I paused and (just as I did as a little girl) stole a quick glance at the words that were about to come out of my mouth, leaving me with the same burning passion. "I am a teacher at St. Helens Middle School, I love every single child that has ever walked through those doors-no matter how difficult they may be! I have four siblings and an old family dog, [REDACTED], whom I love dearly. I love my step-dad, [REDACTED], my mom, [REDACTED] and my dad, [REDACTED]. I have lived here most of my life and I appreciate my childhood." I let this information sink in. "I tell you this because I want you to understand that if I were mayor, I would do my job and help this community. But I also want to be your friend instead of only being known as your superior. I want you to understand that I *want* to help. That I'm not here for the paycheck or to be in control. Ever since I can remember, I've wanted to be mayor, so I could help the community become an even safer place than it is now, to help those who can't help themselves." I made sure to make eye contact with as many people as I could to emphasize my point. The next statement was so sincere that I couldn't fake it if I tried. "If I were mayor I would make sure that people who have the least, be the most recognized. I won't settle for anything less. I will have as many fundraisers necessary to make sure their children go to school with the supplies and clothes they need. I plan to do whatever I can to make it possible for everyone to have shelter over their heads." I was on the verge of tears from the emotion coming through my speech. "If you hear anything tonight, I want you to hear this. Your children are my children. Your family is my family. *I want to help you.* Never forget that. Thank you for coming tonight. You have no idea how much it means to me that you came." I stepped back from the podium and disappeared behind the curtains. Whatever happened next didn't matter. I followed my dream. Even if I didn't win. *I followed my dream.* And that was all I ever dreamed from the beginning.

If I Was a Mayor Contest

Do you know about the Waterfront downtown? It would be a great place to make a theme park. It would also, be a great way to make a lot of money for the town. Tourist would spend a lot of money on hotels in St. Helens and tickets to enter the theme park. If I was the mayor of Saint Helens, I would make a theme park at the Waterfront downtown because it could have rollercoasters, a skate park, games, and a pet park.

First of all, if I was the mayor of Saint Helens, and I made a theme park downtown at the Waterfront, I would have rollercoasters. It would be fun way to use up that giant, empty space. You would be able to ride on fast, crazy rollercoasters for excitement, or slow rollercoasters to enjoy the view of the water. I would make it very safe and it would have all kinds of different rides.

Second of all, if I was the mayor of Saint Helens and I made a theme park downtown at the Waterfront, I would make a skate park. A skate park would be a fun way to exercise. There could be an indoor skate park while it rains, and a outdoor skate park for when the weather is good outside. There would be ramps for the experts and a large, flat terrain for the beginners. You could chat with friends and skate. There would be enough room for everyone!

Third of all, if I was the mayor of Saint Helens and I made a theme park downtown at the Waterfront, I would have games. There could be a large building filled with games!

Not just arcade games, but also carnival games. If it was raining out, this would be a very fun thing to do. Also, this would be the perfect birthday party location.

Forth of all, if I was the mayor of Saint Helens and I made a theme park downtown at the Waterfront, I would have a pet park. A pet park would be a great place to have fun with your pet. Also, there could be a pet daycare attached, so you could have fun at the theme park, while your pet, has fun at a pet park. There would be many fun activities your pets could do and people could be hired to take care of your pet.

In conclusion, if I was the mayor of Saint Helens and if I was able to make a theme park downtown at the waterfront, I would make it have rollercoasters, a skate park, games, and a pet park. First of all, I would include a rollercoaster to have good views of the water and for an exciting ride. Second of all, I would include a skate park as a good way to exercise and have fun. Third of all, an arcade-like building would be the perfect birthday party location. Forth of all, if you wanted to have fun without taking care of your pet, you could drop it off at a pet daycare or have fun with it at the pet park.

CITY COUNCIL MEMO
STORM DRAINAGE FEES

In late 2019, the City Council adopted unanimously new municipal code changes to our Storm Drainage section of our code in Ordinance #3246. Within these changes were modifications to the fee structure that you were made aware of and specifically accounts that were, in the past, exempt from the stormwater fee. When a rate study was completed, you received feedback from the consultant and recommendation from him and staff to begin this charge more uniformly to all customers who had utility accounts. The key discussion point was that although you may not have a stormwater drain on your specific property, the fee structure should be built with the entire system in mind, meaning that everyone drives on the roads and that it is in the citizens' interest of creating a system-wide uniform fee structure in which everyone participates in helping pay for the management of the entire system.

Staff began that process as directed, locating many accounts, and reviewing each one on an individual basis. The following categories and number of accounts were found:

TYPE OF PROPERTIES	# of Properties	NOTES
Inside City both Road & Address	96 accounts	City Road & City Address
Inside City Road, Address outside	5 accounts	City Road, Outside UGB
Inside City Address, Outside Road	22 accounts	City Address, County Road
Outside City Road and Address	166 accounts	Accounts have City Water

Stormwater flat fees were assessed on this month's previous utility bills. The City has received a number of complaints regarding this fee, specifically directed to the last category of accounts; accounts that do connect to our City water, but their address is outside of the city limits boundary and the road of the property is under county jurisdiction.

City staff is seeking direction from the City Council regarding the municipal code originally agreed upon with Ordinance #3246

A couple reminder notes:

- The current Stormwater fee is a flat amount of \$11.71 for residential properties; commercial accounts are based on the amount of impervious surface on the property.
- Out of the 166 accounts with outside Road/Address, all but 6 are residential properties receiving the flat \$11.71 per month stormwater fee from the City.

Staff recommendation:

Staff is recommending removing charges/fees from the 166 accounts that are outside city limits but continue billing accounts that all reside within city limits. This will have a negative financial impact on the Storm Fund future, but we believe it is the most appropriate action to take.

Council Action Sheet



To: Mayor and City Council Members

From: Brian Greenway, Police Chief

Date: May 13, 2020

Subject: Creating New Rank (Police Corporal)

Background

The St. Helens Police Department needs additional supervisors within the department. Effective police supervision is crucial for the career development of officers as well as the mission of the agency. To be an effective police supervisor, one must hold a range of responsibilities. Police supervision is more than just giving orders, making decisions, controlling officers and the hand of discipline. In fact, an effective police supervisor envisions his or her subordinates as major assets to help the department thrive. Patrol officers most directly impact our community's perception of the St. Helens Police Department because our patrol officers meet community members more often than higher ranks do. Sergeants/Corporals are the ones who manage and direct those daily contacts between our officers and community members. Sergeants/Corporals also serve as a two-way conduit of information between agency leaders and rank-and-file officers.

Sergeants/Corporals play a critical role in creating the "culture" of our police agency—the customs, traditions, attitudes, and overall approach of officers toward our agency's goals and mission. Sergeants/Corporals also mentor their officers and help them learn how to make decisions. Sergeants/Corporals are responsible for ensuring accountability of their officers, and for knowing their officers and detecting any problems in their behavior. In addition, sergeants/corporals play an essential role in providing hands-on management of critical incidents in the field. The leader's role is particularly important in those situations in which the potential for the use of force is high. Sergeants/Corporals are counted on to promote the coordination, teamwork, and decision making that are important to the safe and effective resolution of high-profile, high-stress encounters.

Recommendation

I am recommending the approval of the rank of Police Corporal for the St. Helens Police Department. Creating this rank can be done at zero cost to the city. SHPD will make internal changes within their current operating budget to allow for a slight pay increase to compensate for the added responsibility that will be tasked for this new rank. Creating this rank will allow for the following:

- Strengthens our internal communication process in ensuring our agency goals and mission are continuously message out and accomplished.
- Increases our ability to coach, mentor and train our current officers.

- Allows for succession planning to the next rank of sergeant by being able to have direct input in what the expectations of our leadership is.
- Strengthens our internal teamwork and provides another layer of accountability with our agency.
- Provides for a developmental position to introduce and apply supervisory principals to aspiring career professionals.
- Allows for an increased presence of leadership and supervision on high-profile, high stress encounters and tourist events.

Attachments: Police Corporal Job Description

City of St. Helens

Job Title: POLICE CORPORAL
Department: Police
FLSA Status: Non-Exempt
Union: No
Date Created: May 20, 2020
Wage Scale: Police Corporal

GENERAL PURPOSE

The functions of a Police Corporal are similar to that of a Police Officer with additional duties as an assistant supervisor or as a shift commander in the absence of a Sergeant. The Police Corporal is distinguished from the Police Officer by its focus on shift leadership and coordination, and oversight of officers during field operations. While incumbents are normally assigned to patrol, all functional areas of the law enforcement field, including investigation, administration, and training are included. A Police Corporal is also expected to perform field duties relating to response to emergencies, general and direct patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform supervisory tasks; in a community-oriented, problem-solving approach to policing.

SUPERVISION RECEIVED

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

Acts in the stead of a supervisor when needed and performs internal inquiries/investigations as directed,

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Serves as first level supervisor in the absence of a Sergeant for an assigned shift. Prepares and administers briefings; assigns patrol areas. Supervise and direct sworn staff and non-sworn staff and activities on assigned shift. Conducts personnel and equipment inspections.
- Reviews reports, records and cases submitted by other police personnel to ensure the accuracy, completeness and thoroughness of reports, initial and/or follow-up investigations of criminal incidents.
- In coordination with the Sergeant, delegates work assignments, projects, and programs. Monitors workflow; and reviews work products, methods, and procedures, as directed.
- May serve as a Field Training Officer.

- Responds to major crimes, accident scenes, and emergencies; assumes initial command. May act as incident commander until such time as relieved by higher ranking officer.
- Advises supervisors on deployment of personnel during emergent responses.
- Oversees the preparation of shift reports.
- Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws/ordinances, and Department policies.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspects, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.
- Participates in investigating criminal law violations occurring within the City limits, obtains evidence and compiles information regarding these crimes, prepares cases for filing of charges, testifies in court, and related activities.
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers on other shifts or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Municipal Prosecutor's Office regarding cases, policies, and procedures, as needed and assigned.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.

PERIPHERAL DUTIES

- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

General:

- a. Must be 21 years or older at the time of employment;
- b. Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state;
- c. Felony convictions and disqualifying criminal histories are not allowed;
- d. Must be a U.S. citizen;
- e. Must be able to read and write the English language;
- f. Must be of good moral character and of temperate and industrious habits.

Education and Experience:

- a. Must possess an Intermediate Police Certificate;
- b. Must have a minimum of four years of police experience;
- c. High school diploma or equivalent supplemented by enrollment in college vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field.

Necessary Knowledge, Skills and Abilities:

- a. Knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- b. Knowledge of principles of supervision, training, and performance evaluation;
- c. Advanced knowledge of Microsoft Office Suite;
- d. Skilled in operating the tools and equipment listed below;
- e. Ability to supervise assigned staff; ability to provide effective leadership to staff; ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the City's geography.

SPECIAL REQUIREMENTS

- a. Ability to meet Department's physical standards.

SELECTION GUIDELINES

Formal application with the Chief of Police; review of education and experience; appropriate written testing, and oral interviews, if applicable. Following offer of position, applicant must successfully pass a medical examination by a physician selected by the Department, psychological testing by a practitioner selected by the Department, and physical

agility testing showing the person meets Department standards, if applicable; final selection; or as appointed by the Chief of Police.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, extendable baton, handcuffs, breathalyzer, pager, first aid equipment. Modern office equipment.

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, taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl or run; the employee may occasionally be required to engage in physical altercations to take, or maintain control of suspects or prisoners; the employee will be required to wear a duty belt weighing up to or exceeding twenty pounds for extended periods of time.

The employee must occasionally lift and/or move more than 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

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 **Police Corporal** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____


Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	20 May 2020	
Subject:	April Public Works Department Activity Summary	

Engineering

1. Started construction of new waterlines on N. 7th, N. 9th, & N. 11th Streets.
2. Reviewed proposals, interviewed, and selected a consultant for the sewer & storm master plans.
3. Received bids and awarded the contract for the sewer rehabilitation project.
4. Participated in a pre-application meeting for expansion of the Rainshadow Labs facility.
5. See complete report.

Parks

In addition to mowing, general parks maintenance, and collecting garbage:

1. So much mowing!
2. While the restrooms are closed, utilized the time to repair, repaint, clean, and restock.
3. Continue to disinfect common areas as much as possible.
4. Repaired broken tables; replaced tables.
5. See complete report.

Public Works Operations & Maintenance

1. Assisted waterline contractor with water shut offs for hot taps.
2. Continuing to work on improving Hwy 30 landscape strip.
3. Installed storm drain extension and catch basin on S. 10th Street.
4. Completed construction of "bridge" over wetland area on S. 5th Street Trail project.
5. Serviced and/or made repairs on 53 vehicles and/or equipment.
6. Responded to 6 after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 38.3 million gallons of filtered drinking water, an average of 1.24 million gal/day.
2. Howie retired effective May 1! Advertised for his replacement, although Howie will be impossible to replace.
3. Putting together information regarding the necessary SCADA update for operation of the WFF.

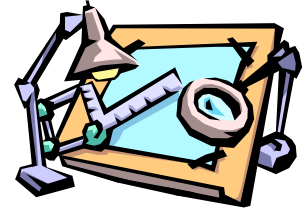
Waste Water Treatment Plant

1. Recycled old work barge from the lagoon.
2. Dealing with issues with the aerators in the primary lagoon.
3. Made site visits for the pretreatment program to Letica and Orgrotech.
4. Completed bioassay and copper BLM testing.
5. See complete report.



Engineering Department Status Report

12 May 2020



The restrictions implemented in March by the City, County, and State due to the COVID-19 pandemic have remained in place through April. Although contractors and Public Works employees continue to work, various safety precautions have been instigated including social distancing, restricting the number of people that can be in a vehicle (one is preferable, or two is acceptable if it is the same two people in the same vehicle), increased frequency of hand washing, mandatory hand sanitizer in vehicles, also have soap and clean water available on job sites if possible or required if hand sanitizer is not available. Private contractors and City employees are required to follow these rules.

In addition to the above requirements, the staff at the City Shops are working a staggered schedule to reduce the number of people that are in the building before each shift and during breaks and lunch. This makes it possible for them to maintain social distancing protocols. The WWTP and WFF staff are working altered schedules to reduce the amount of time that they would be in close proximity to each other since they are working within a lab and/or office environment more frequently than the Operations staff at the Shops and at the Parks Department.

DEVELOPMENT PROJECTS

Rainshadow Labs Expansion

Participated in a pre-application meeting with Planning Dept. and other key staff, members of the Port of St. Helens, and representatives of Rainshadow Labs regarding a possible expansion and construction of a new building with offices adjacent to their existing site on Port Avenue.

BUILD Grant

Worked with Jenny Dimsho, Associate Planner, and Kittelson & Associates on layouts and cost estimates for the 2020 BUILD Grant application. If successful, the grant will assist with construction of the S. 1st Street and Strand Street extensions in to the veneer property.

Greystone Estates Subdivision

Continuing to make progress: Construction continues to move forward on the 80-lot subdivision located between Kelly Streets and Commons Drive. The Developer is on track to complete the new sanitary sewer, storm drain, water, and streets by mid-2020.

St. Helens Place Apartment Project

The public improvements have been completed for this project. The Developer has received temporary occupancy for a few of the apartment buildings and the remainder continue to progress rapidly.

Columbia Vet Clinic

All public improvements are complete. Progress on the building is continuing.

Hanna's Place Development

The public improvements are now for this 10-lot subdivision on N. 15th Street, north of St. Helens Street. We expect to close out this project within the next few weeks.

N. 9th & Wyeth Street Development

The majority of work on this project is complete with the exception of paving. The waterline work being done by the City in the same area is also complete.

Control Solutions Development at McNulty & Industrial Way

The revised ADA ramps have been submitted and the plans are ready to approve. The Developer has indicated they are ready to start on the frontage improvements and new storm drain construction.

New Middle School Project

Final approval of all required improvements, public and private, is anticipated soon.

Potential New Retail Store at Violette's Villa Property

The Land Use application submitted in March for a new Grocery Outlet store on the property across from the new Legacy Health building will be going to the Planning Commission for review on May 12. Once approved, the Developer will be required to relocate an existing public sanitary sewer main to accommodate their site plan and complete additional public improvements.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The Contractor has completed the sidewalks along both sides of the Gable Road. There are a few areas where the curb and/or ADA ramps do not meet specifications and will have to be redone by the subcontractor who installed them. Once this is done, the Contractor can pave, install the new rapid flashing beacon at the pedestrian crossing by the high school, install the legends and striping, and the project will be complete.

N. Vernonia Road Sidewalk Project

The final plans have been submitted and are being reviewed. The biologist from the US Dept. of Agriculture has been on site to inventory any potential nesting birds as required by the Migratory Bird regulations. Even with meandering the sidewalk between curb-tight and using a landscape strip, there will still be multiple trees removed to accommodate the sidewalk construction.

S. 1st Street and St. Helens Street Intersection Improvement Project

This project has been included in the current BUILD Grant application as a potential funding source.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

The survey has been complete and we have held the official project kick-off meeting with the Project Manager and Designer. They are now looking into possible wetland impacts and how those can be avoided. The project will construct sidewalk along the easterly side of Columbia Boulevard between Gable and Sykes Roads. There are also pedestrian safety improvements planned for the Sykes/Columbia intersection and the crosswalk near McBride Elementary School. Plans are expected to be completed by September 2020 and work conducted as soon as the weather allows in early 2021.

WATER SYSTEM PROJECTS

2MG Reservoir Rehabilitation Project

The Contractor is working with two different lining companies to install the alternate liner product at no cost to the City.

N. 7th, N. 9th, and N. 11th Waterline Improvements Project

This project has progressed at lightning speed. The Contractor is finished with N. 9th and N. 7th Streets, and is nearly complete with the work on N. 11th Street. The new waterlines replace undersized mains on these streets and new fire hydrants are also installed on all three streets.

SANITARY SEWER AND STORM DRAIN SYSTEM PROJECTS

2020 Sanitary Sewer Rehabilitation Project

This project to make repairs to multiple manholes and sections of pipe was awarded at the April 15th Council Session and work is scheduled to start on May 18 and last for approximately 4 to 5 weeks. The work will be done at multiple locations around the city.

Sanitary Sewer and Storm Drain Master Plan Project

Proposals were received from three qualified consulting firms for the Sanitary Sewer and Storm Drain Master Plan updates. Staff reviewed and interviewed all three firms and, although all 3 were well qualified and there were positive aspects to each of their proposals, Keller and Associates was finally selected as the most responsive firm. Staff is now working on finalizing a scope of work and fee, and the final contract will be submitted to the Council for approval in June.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Blazers Moda Assist Program

Although we were fortunate enough to win this grant, the final amount is not yet known due to the impacts of COVID-19 on the NBA season. When we learn of the total grant amount, we will use those funds to purchase all-inclusive playground equipment to augment the new play structure for McCormick Park.

Right-of-Way and Construction Permits

There were four permits issued in April - 2 for NW natural for new subdivisions; 1 to Maul Foster for site assessment drilling; and 1 to Comcast for a new service.

Miscellaneous Projects

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

Management staff has spent a considerable amount of time discussing and implementing the COVID-19 protocols. There has been a lot of coordinating with various departments to ensure the safety and well-being of all of our employees to the best of our capabilities.

Training Workshops and Committee Meetings

Participated by video in the monthly Columbia County Traffic Safety Commission meeting.



Parks Department for April 2020

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

Reminder that the Parks Staff is currently down one position that has not been filled, and we are unable to hire the usual group of temporary summer workers plus the community service workers are not able to assist due to COVID-19 restrictions.

Mowed, mowed, mowed and mowed some more

Cleaned and restocked all the restroom storage rooms

Hauled tree and leaf debris to the tree farm

Inventoried our supplies

Spread tables out for social distancing

Disinfected as much as possible

Painted inside the McCormick Park restrooms

Repaired mowers several times

Repaired broken tables

Replaced the picnic table at the McCormick Park dog park at Heinie Heumann dog park

Fertilized McCormick Park ballfields

Top dressed McCormick Park ballfields

Fertilized the lower lawn areas at McCormick Park

Restocked all dog bag dispensers bi-weekly

Prepared the automatic doors for installation at Columbia View

Public Works Work Report

April 2020

Water Dept:

Read meters and heavy users
Replaced service at 145 N. 7th St.
Dug up 10 meter boxes set by contractor and put in correctly in sidewalk
Replaced sample station at N. 15th & St. Helens St.
Put riser on hydrant & replaced valve box in front of it at N. 15th & St. Helens St.
Did shut-down for C&M Excavation on S. 9th St.
Replaced shut-off at 464 S. 6th St.
Cleaned up grass area in front of shop by gate
Weed-eated around stone wall on Spains Hill and pressure washed it
Worked on highway strip across from Walgreens
Took 6 loads of tree debris to tree farm from highway strip
Cut out old blow-off at reservoir and reset valve box
Hauled pallets from Boise to Stimpson Bldg.
Limbed and cut trees on highway across from EZ Car Wash
Helped take seats out of auditorium at library & took to Stimpson Bldg.
Replaced meter lid at Eisenschmidt Pool
Cut asphalt for all services on N. 11th to prepare for tie-in to new main
Hauled a load of old irrigation line from highway strip
Made tap and tied in new service at 585 S. 11th St. and repaired French drain
Hauled asphalt and dirt from police basketball court
Did data logs at 345 S. Columbia River Hwy. & 255 N. 5th St.
Did a lot of weed-eating around town

Sewer Dept:

Worked on S. 10th St. storm project 16 days
Cleaned ditches for County
Wire located storm at 364 S. 7th St.
Cleared ROW on N. 2nd St.
Hauled rock to WWTP
Worked on storm on S. 20th St. & Dubois Ln.
Moved bench for library

Building Maintenance/Other

Worked on walkway on 5th St Trail project
Fixed sliding door at shop
Installed v-loks for sign installations
Painted at the library 18 days
Replaced burned out bulbs in light at S. 18th St. & Old Portland Rd.
Painted on streets
Changed locks on garbage area at Rec Center

Call-Outs

Emergency locate for sewer repair at 174 Macarthur St.

Water wouldn't shut off at 464 S. 6th St.

Sewer manhole mortar blocking outfall & backing up customer at 2404 Columbia Blvd.

Light bulb out at four-way at Sykes Rd. & Columbia Blvd.

Turned off water for repair at 195 N. 12th St.

Picked up dead deer at 2838 Columbia Blvd.

Miscellaneous:

Swept streets

Marked 89 locates

Checked wells & reservoirs daily

April 1st to 30th

April 1st

PW #52 Finished up the water pump

April 2nd

Brett Vacation

Shop Mowed grass

April 3rd

Brett Vacation

Library Welded up a cart

April 6th

Shop Cleaned shop floor and started cleaning the parts room

PW #30 Jump started the pickup on 9th street four-way flashers left on to long

PW Installed a cotter pin in the handle of the hydrant meter

April 7th

PW #10 Flat tire on 15th street, picked up the compressor from public works and filled the rear tire on the backhoe took the compressor back to public works and called superior Tire to come back out to fix both rear tires again.

Parks #53 Replaced all four tires and a full service also installed new stickers on the doors

April 8th

PW #18 Installed new stickers on the truck

PW Added oil to the pressure washer engine

PW #8 Picked up the dump truck from Betts spring in Portland and brought it back out delivered it to The shop

PW #76 Checked for codes found nothing, delivered the truck to the job site

April 9th

PW #15 Ordered a new inside door handle mechanism for the driver side door and installed it, also installed new stickers on the doors

PW #78 Repaired a hydraulic leak on the hydraulic line going to the hammer.

April 10th

PW #21 Repaired the dump handle controller on the dump truck

Parks Bobcat of Portland delivered a new tool cat looked over the unit

Shop Cleaned the restroom and shop sink

April 13th

Parks #11 Installed new stickers on the machine and assigned it a number also installed numbers.

Parks #4 Traced the wiring for the mower deck lift found a wire that had been broken in the loom, Repaired the wire and test ran the mower deck lift, works fine.

April 14th

PW #16 Filled DEF Fluid
PW #78 Helped exchanged the hammers on the excavator
PW Installed primer pumps on two push mowers

April 15th

PW Gathered up the fire extinguishers out of the equipment at the public work shop and from the Joint maintenance facility
PW #78 Tightened up a hydraulic hose on the hammer
Parks Checked to see if the parks department needed any help with anything

April 16th

PW Repaired two chain saws
PW #78 Installed a new bit into the hammer removed bolts holding the shield on and reinstalled The shield

April 17th

Brett Vacation

April 20th

PW #22 Started the Mack and moved it from the Stimpson building to the other building at public works
PW Picked up an extension for a removing the chairs at the Library

April 21st

Shop Cleaned the tire dunk tank and parts washer
PW Repaired a weed eater
PW #30 Started a service

April 22nd

PW #30 Full service removed and installed new stickers
PW Checked on the equipment
Parks Checked on the equipment

April 23rd

PW #21 Repaired the chain going across the back of the box on the dump truck
PW #33 Made up a new chain for the box on the dump truck

April 24th

Shop Cleaned the restroom and shop sink, Took out the garbage's
Brett Vacation after 10 AM
Keith Vacation after 10 AM

April 27th

PW #78 Installed a new bit in to the hammer
City hall Put air in a tire
Parks #7 Started a service

April 28th

Parks #7 Full service and installed new stickers on the doors

Parks Went to the parks shop and talked to Thad to see if they were in need of any help, they didn't need help

Parks Installed a new air hose on the hose reel in the parks building

PW #21 Installed a new clearance light on the box of the dump truck

Shop Mowed the grass

April 29th

PW Repaired a weed eater Looked at the chain saws and the rest of the weed eaters

Parks #12 Looked at the mower deck for a possible vibration found nothing greased the mower deck and test ran again seems to be fine

Parks Repaired a weed eater

Parks Brought a push mower to the shop for repairs

April 30th

PW Worked on the Weed Eaters again replaced two blade style heads.

PW Helped Roger with the paint machine it was plugged up, removed the bottom of the pump and cleaned out the debris also cleaned out the suction hose. Ran water threw the pump and flushed the system

PW Went to Scappoose and bought a new weed eater installed the proper head on it

PW #23 Looked at the road side mower checked the hub on the mower deck found that the grease fitting had been broken. It will have to be taken apart to be repaired at a later date.



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

April 2020

Water Production: 37.8 million gallons, which averages 1.26 million gallons per day

Week 1 Produced and sent March OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Charging all units to keep batteries full, (fork lift, hi-lift, riding mower). Howie and Guy on split work schedule during corona virus quarantine, one operator at a time in the facility. Have a professional window cleaner contracted to remove hard water stains from office window next week. Sheri has new chlorine analyzer reagents for us.

Week 2 Window cleaning contractor on site removing hard water stains from office windows, my goodness what a difference. Took him 7 hours to complete the task, but the results are amazing! Thank you Detric, you did a great job! Extinguishers scheduled for inspection Thursday of next week

Week 3. Transported extinguishers over to City shops sweeper shed. Communicating with the electrical contractor about where we are with the replacement of the raw water VFD controller and in the formulation of the bid for bringing in the upgrade, programming and commissioning the new SCADA PLC system that operates and controls the WFF.

Week 4. Contacted State and let them know I am retiring at the end of the month and that I will not be the DRC for the City of St Helens as of May 1, 2020. Giving thought to what routines need to be put down on paper to assist in guiding a newly hired operator into this facility, this is not going to be an easy transition!

Week 5 Howie's last week of being one of the City's WFF operators. Contacted American Security Alarms and provided them with a new "first responder" call out list for fire and security monitoring of the WFF. Seems to be some "chaos" disrupting the WFF process, Guy did not expand on what he found that caused the problem, but had to have the WFF shut down so he could do some work on a pressure transmitter. Turned out the Rogers technician set the compressor limits too low causing the plant to shut down, Guy was able to remedy the situation quite quickly.

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

WWTP Monthly Operations and Maintenance Report

April 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 4/3-10-Removed old work barge from lagoon and took to transfer station.
- 4/5-Used air compressor to clear blockage from sample line in building.

Primary System Report

- 4/25-Both SolarBees in alarm. Checked GFCI's and power to units. Seemed ok.
- 4/25-Aerator #6 in alarm. Will run for a bit then trip.
- 4/26-Found rags wrapped around impeller of #6. Cleaned up and running.

Pump Stations

- 4/15-PS#11-Pump 1 failure alarm. Checked on it and pump operated fine. The checkvalve arm was not raising enough to trigger the switch. Adjusted the spring and will see.

Sodium Hypochlorite System

- 1856 gallons used this month.
- 2239 gallons used last month.

Call-outs

- No after hour call-outs for April.

Plant

- 4/21-Columbia NW here to install air cleaner/purifier. Seems to work well. Fewer odors from septage haulers.
- 4/22-Cleaned South contact tank.
- 4/27-Burglary alarm set off in shop by Stewart but fire alarm was reported to American Security. They were supposed to have fixed it earlier this year. Called them and they will be here on the 28th.
- 4/28-Changed Millipore water filters.

Pretreatment

- 4/27-Talked to Orgrotech about process water discharge options.
- 4/30-Site visit to both Letica and Orgrotech.

Other

- 4/3-Cleaned up tarp and other debris dumped by the trestle.
- 4/6-10-Bioassay testing
- 4/8-4-wheeler sprayer motor came apart. Remounted and works fine.
- 4/13-DR4000 lamp failed. Replaced and working good.

- 4/16-MSA Altair atmosphere monitor sensor failed. A new sensor would cost almost as much as a new unit. Ordered a unit.
- 4/23-Copper BLM testing on river.

Next Month

- Try to get back to normal.
- Quarterly sampling.