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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, March 18, 2015, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Randy Peterson
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

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. | Visitor Comments | 1:00 p.m. |
| 2. | Discuss Request from St. Helens Community Foundation – <i>Bob Salisbury</i> | 1:05 p.m. |
| 3. | Staff Recommendation to Cap Business License Late Fees - <i>Crystal</i> | 1:15 p.m. |
| 4. | Discussion on Senior Center Request to Extend Lease | 1:25 p.m. |
| 5. | Discussion on Street Right of Way Vacation Procedure – <i>Jacob</i> | 1:40 p.m. |
| 6. | Discuss Issue Regarding Nuisance Properties - <i>Terry</i> | 1:50 p.m. |
| 7. | Technical Advisory Committee Recommendation on Cascades Reserve Allocation - <i>Sue</i> | 2:05 p.m. |
| 8. | Public Hearing Process on Appeal of Weed Abatement Action - <i>Jon</i> | 2:15 p.m. |
| 9. | FY2015-16 Budget Preparation Update - <i>Jon</i> | 2:25 p.m. |
| 10. | Department Reports | 2:40 p.m. |
| 11. | Council Reports | 3:00 p.m. |
| 12. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:20 p.m. |
| 13. | Other Business | |
| 14. | Next Work Session Items | |
| 15. | Upcoming Dates to Remember: | |
| | <ul style="list-style-type: none"> • March 18, Council Work Session, 1:00 p.m., Council Chambers • March 18, Council Regular Session, 7:00 p.m., Council Chambers • March 19, Library Board, 7:15 p.m., Columbia Center Auditorium | |
| 16. | Future Public Hearing(s)/Forum(s): | |
| | <ul style="list-style-type: none"> • May 20, Public Hearing, 6:00 p.m., Municipal Code Amendments | |

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.



Spring Clean Up / Earth Day

Saturday, April 18, 2015

8:00 am - Noon



Drop Sites at 3 Convenient Locations:

St. Helens High School – Scappoose High School – Columbia City School

Need some help with your Spring Cleaning? We accept your old appliances, scrap metal, yard debris, newspapers, old furniture, solidified latex paint cans, unwanted items, etc. **Again** this year **Habitat for Humanity** will be onsite to accept donated items such as, new and gently used residential building materials, appliances, fixtures and home furnishings. Call Habitat for Humanity at 503-366-1400 if you have questions.

R&E Recycling will pay for scrap vehicles. Ask Ryan at Scappoose site for details.

Car Load	\$ 5.00	Car Batteries	\$ 2.00
Pick-Up Load	\$10.00	Appliances	\$ 5.00
Trailer Load	\$15.00	Refrigerators / AC Units	\$10.00
		Yard Debris after 2 loads	\$ 5.00
Tires* (Cars and Pick-Ups)	\$ 2.00	Tires* (Commercial Trucks)	\$ 4.00

***TIRES OFF RIMS ONLY – No Tires on Rims will be accepted.**

NO Sod
NO Lumber
NO Burn piles
NO Painted wood
NO Wet garbage
NO Yard debris in plastic garbage bags
NO Construction debris



This is a community event made possible by the following organizations:

- Beaver Bark
- City of Columbia City
- City of Scappoose
- City of St. Helens
- Columbia Co Community Corrections Dept.
- Columbia Co Land Development
- Columbia Co Rotary Club
- Columbia Co Transfer Station
- Habitat for Humanity
- Hudson Garbage Service
- Hudson Portable Toilet Service
- Junk It Store It
- Les Schwab Tire Center – Scappoose
- Les Schwab Tire Center – St. Helens
- R & E Recycling
- Scappoose Community Club
- Scappoose School District
- SCC Chamber of Commerce
- SHEDCO
- St. Helens Lions Club
- St. Helens School District
- Stan's Refrigeration
- Waste Management

Yard debris, trees & limbs
FREE for first 2 loads
 \$5 each additional load

**DONATIONS
 APPRECIATED**

**NO COMMERCIAL
 TRUCK LOADS**

NEED HELP?

Junk It Store It will again pickup your yard debris or junk. Please call to schedule an appointment **PRIOR** to the event.

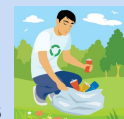
JUNK IT STORE IT
503-397-5865

SHEDCO-St. Helens Economic Development Corporation

CLEAN UP Event



Houlton Area to Old Towne in St. Helens
 Meet at Courthouse Plaza at 9 am – for assignments
 some tools provided, ok to bring your own
 Coffee, water and light snacks provided for volunteers



Look up their **Facebook** event page for more information: "SHEDCO's Annual Spring Clean Up".

See reverse for disposal of
Hazardous Household Waste materials
Columbia County Transfer Station
Sat. June 27, 2015 / 8:00 am - Noon

HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT
SATURDAY, JUNE 27, 2015
8:00 AM - NOON

Acceptable Hazardous Waste Materials:

- Thinners and solvents, paint spray cans, auto & marine paint
- Pesticides, herbicides, fertilizers and poisons
- Household cleaners, disinfectants and detergents
- Light ballasts
- Ammunition
- Propane tanks and bottles
- Pool and spa chemicals
- Art and hobby chemicals
- PCB's
- Gasoline/diesel/fuels
- Antifreeze
- Batteries
- Fireworks / flares
- Mercury thermometers



**HAZARDOUS DISPOSAL
IS FREE OF CHARGE**

Items NOT accepted:

- ⊘ Radioactive materials
- ⊘ Household trash / empty containers
- ⊘ Latex or acrylic paint
- ⊘ Used oil
- ⊘ Explosives
- ⊘ Bio medial waste
- ⊘ Asbestos
- ⊘ Prescriptions/over the counter medications
- ⊘ Business hazardous waste from small (SQG) or large

Items accepted for free during regular business hour at the Transfer Station:

Accepted Products (maximum container size is 5 gallons, original can & label):

- ✓ Stains and shellacs
- ✓ Wood coatings (containing no pesticides)
- ✓ Primers, undercoatings and sealers
- ✓ Deck coatings and floor paints (including elastomeric)
- ✓ Lacquers, lacquer sanding sealers and lacquer stains
- ✓ Melamine, metal and rust preventatives
- ✓ Used oil
- ✓ Swimming pool paints (single component)
- ✓ Medical sharps (in a sealed, puncture-proof container)
- ✓ Varnishes and Urethanes (single component)
- ✓ Waterproofing, sealers and repellents: concrete masonry and wood (no tar or bitumen-based)
- ✓ Exterior and Interior Paints: latex, acrylic, water-based, alkyd, oil-based and enamel (all types of finishes and sheens, including textured coatings) – **NO SPRAY CANS, NO LEAKING CANS**

Toxic.Free.Home.



**THE COLUMBIA COUNTY
TRANSFER STATION**

1601 RAILROAD AVENUE
ST. HELENS OR 97051

Regular Business Hours:
Monday – Saturday / 8:00 am to 5:00 pm

Participate In Your Local Household Hazardous Waste Roundups

*If you have any questions about hazardous items collected
call 503-366-2613 or 503-397-7207.*



COUNCIL ACTION SHEET

To: Mayor and City Council
From: Crystal Farnsworth, Communications Officer
Subject: **Business License Late Fees**
Date: March 5, 2015

BACKGROUND

The City of St. Helens currently assesses a late renewal fee for those businesses that fail to renew an annual business before February 1st of the license year (established by Res. 1520). The late fee is assessed at \$20.00 per month after February 1st with no cap.

The base fee for a resident business license is \$55.00 per calendar year. After three months of a delinquent status, a license would accrue a late fee of \$60 (more than the cost of the yearly renewal fee). When delinquent for one year, the late fees equal \$220 (four times the cost of the original license fee).

Business licenses are renewed on a calendar year schedule. Renewal notices are sent to businesses in October or early November with a due date of December 31. A one-month grace period is given before late fees are assessed on February 1. At least a week prior to the first late fee being assessed, any business that has provided the City with a valid email address receives an email reminder of the grace period deadline. City staff has also utilized the Gazette, e-Newsletter, and social media to remind businesses of the upcoming deadline. After February 1, a late fee is assessed on all past due licenses and a late notice letter is mailed. On March 1, any remainder resident business licenses that are still delinquent are assessed another late fee and a final notice letter is mailed.

RECOMMENDATION

In order to promote a more business-friendly environment (in line with Council Goal 4 – Facilitate Economic Development Activities) and help facilitate compliance with local business license rules, City staff proposes setting a cap on late fee accruals of three months per calendar year (\$60 per year).

ATTACHMENTS: Late Fee Jurisdiction Comparison

LATE FEE COMPARISON				
Jurisdiction	Base Fee	Late Fee	Cap	Notes
City of Scappoose	\$55/year	10%/month	No	Council has waived fees & late fees for resident businesses for the last four years
City of Sherwood	\$75/year	\$5/month	No	Currently looking at capping late fee accruals in March (late fees start accruing in January)
City of Tualatin	\$55/year	10% first month, 20% each month thereafter	No	after late fees begin to accrue, City does not pursue collection of outstanding late fees
City of Cornelius	\$35/year	20%/month	Yes - not to exceed 100% of the base fee	
City of Troutdale	\$70/year	\$25	Yes - One time fee	
City of Gladstone	\$100/year	\$10/month	No	Starts accruing March 1
City of Happy Valley	\$100/year	None; Citation through municipal court, approx. \$500		



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Street right-of-way vacation procedure
DATE: March 10, 2015

At the last street vacation request before the council, there were some questions from the Council as to why the Planning Commission was providing recommendations to the Council for these matters. In many years of reviewing right-of-way vacation requests, a recommendation from the Commission was not a regular aspect of the process.

This changed sometime after St. Helens Marina Vacation request in 2012 (file VAC.1.12), where the Council asked for a recommendation from the Commission. Since 2012, staff has treated a recommendation from the Commission for vacations as par for the course.

The key question here is whether or not the council would like a recommendation from the Commission for all street vacation requests before the hearing before the Council or just on a case-by-case basis as determined by the Council.

With regards to law, the City's codes say little about street vacations and nothing about process to review them. Thus, we base our process and decisions on ORS Chapter 271. ORS Chapter 271 does not require Planning Commission recommendation, though it doesn't say it's prohibited either.

Reviewing the powers and duties of the Planning Commission per SHMC 2.08.080 (attached), making a recommendation to the Council on right-of-way vacation requests seems to fall within something appropriate for the commission, albeit, not necessarily mandatory.

2.08.080

2.08.080 Powers and duties.

The commission shall have the powers and duties, which are now or may hereafter be assigned to it by charter, ordinances or resolutions of this city and general laws of this state. Those duties and powers shall include but shall not be limited to the following:

(1) Conduct studies appropriate to an understanding of area development and its significance to the public interest.

(2) Develop and maintain comprehensive plan proposals for recommendation to the city council.

(3) Develop specific plans for selected areas or functions as indicated by studies and other evidence of community need and recommend plan adoption, if appropriate.

(4) Investigate and make recommendation regarding the implementation of the comprehensive plan as adopted by the city council.

(5) Prepare and periodically review land development regulations including but not limited to zoning, subdivision and land partitioning and make recommendations to the city council.

(6) Consult and advise with public agencies and private citizens on ways to carry out the comprehensive plan.

(7) The commission shall review and submit recommendations to the council regarding any proposed major (e.g., merger, consolidation or dissolution involving the city) or minor (e.g., annexation or withdrawal of territory to or from the city) boundary changes.

(8) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public hearing or other public facility proposals, and transportation or right-of-way plans. Report as to the program's conformity with the comprehensive plan.

(9) Review, conduct hearings on, report on, perform delegated functions with respect to, and make recommendation regarding subdivision, partitioning, public building and new street proposals and approve those meeting city and state standards with such requirements or conditions as are found appropriate under the regulations.

(10) Review and act on land use control ordinance change proposals, contested cases, and discretionary permits as provided by the land use control ordinances.

(11) Approve plats or deeds dedicating land to public use within the city.

(12) Recommend and make suggestion to the city council and to all other public authorities concerning laying out, widening, extending, parking

and location of streets, sidewalks, and boulevards, relief of traffic congestion, betterment of housing and sanitation conditions and establishment of zones or districts limiting the use, height, area and bulk of buildings and structures.

(13) Recommend to the city council and all other public authorities plans for regulations of the future growth, development and beautification of the city in respect to its public and private buildings and works, streets, parks, grounds and vacant lots and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of all public utilities, harbor, shipping, and transportation facilities.

(14) Recommend to the city council and all other public authorities plans for promotion, development and regulation of industrial and economic needs of the community in respect to private and public enterprises engaged in industrial pursuits.


(15) Encourage development, advertise opportunities, make economic surveys and study needs with respect to promoting and strengthening industrial growth and employment conditions.

(16) Perform such other functions as the city council may request.

(17) Do and perform all other acts and things necessary or proper to carry out the provisions of this chapter.

(18) Study and propose in general such measures as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the city and of the area six miles adjacent thereto within the urban growth boundary of the city. (Ord. 2197 § 8, 1978)

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	1 April 2015	
Subject:	Cascades Reserve Allocation	

Background:

At the March 11, 2015 Technical Advisory Committee (TAC) meeting with Cascades and City staff, the issue of Cascade's reserve allocation was discussed. As anticipated, the loading from the mill has increased from the 2014 figures because of the addition of a second paper machine. Last year the reserve was set at 38.2%. Data for the past year shows that the actual loading increased to an average of 52.9% (see table).

2014-15

	BE BOD Ave lbs/day	PE BOD Ave lbs/day	Total Ave lbs/day	BE %	PE %
Mar-14	5473	2164	7637	71.66	28.34
Apr-14	494	2069	2563	19.27	80.73
May-14	357	1625	1982	18.01	81.99
Jun-14	581	1333	1914	30.36	69.64
Jul-14	723	1134	1857	38.93	61.07
Aug-14	645	869	1514	42.60	57.40
Sep-14	1412	1036	2448	57.68	42.32
Oct-14	1032	1519	2551	40.45	59.55
Nov-14	7258	1572	8830	82.20	17.80
Dec-14	771	2053	2824	27.30	72.70
Jan-15	2412	2252	4664	51.72	48.28
Feb-15	1097	2221	3318	33.06	66.94
Totals	22255	19847	42102	52.9	47.1
Averages	1854.58	1653.92	3508.50	52.9	47.1

Recommendation:

Adjust the Mill reserve to 52.9% per the recommendation of the TAC. This number is based on the average loading from the Mill compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Operation and Use Agreement. Per the agreement, Boise (Cascades) pays either the reserve minimum or for actual loading, whichever is higher.



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: March 18, 2015

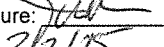
Business License Reports attached.

Suggestion Boxes Report attached.

BUSINESS LICENSE REPORT

City Department Approval: March 2, 2015

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

Signature: 
Date: 3/2/15

RESIDENT BUSINESS - 2015

*CREATION STATION	BABYSITTING
*GREAT HEIGHTS HYPNOTHERAPY LLC	CLINICAL HYPNOSIS
*HUMBLE PIE	MANUFACTURER
*KENNETH KONDRASKY CONST.	HOME REPAIR
*NATURALIST CARPET CLEANING CO.	CARPET/TILE CLEANING
*SIGNS 4 U	SIGN POST MANUFACTURING
*SLOPPY DOGS	HOT DOG CART & VENDING MACHINES
*STARBOUND	ENTERTAINMENT SVCS/DJ/KARAOKE/ETC.
BLACKBIRD CATERING	CATERING
COLUMBIA COUNTY HABITAT FOR HUMANITY	CONTRACTOR
COLUMBIA RIVER MANDREL BENDING, LLC	AUTOMOTIVE REPAIR/MUFFLER
CUSTOM FAB INC.	DUCTILE IRON PIPE FABRICATION
DONILU MCGINNIS	SECONDHAND MERCHANDISE
EL TACO MAN	FOOD CART/TRAILER
EXCEPTIONAL SMILES	DENTIST
G & C AUTO REPAIR	AUTO REPAIR SHOP
LADY J'S BOUTIQUE	WOMEN'S CLOTHING RESALE
MARKS JAMIE	MASSAGE THERAPY
OUR SISTER COMPANY	ONLINE & RETAIL SALE OF PRODUCTS
PATRICIA FORBES	SECONDHAND MERCHANDISE
ROBERT L. SALISBURY, ATTORNEY AT LAW PC	ATTORNEY'S OFFICE
TETRASKELE INC	T-SHIRTS/GAMES/MERCHANDISE
WILLIAM P.E. MOORE DMD LLC	PEDIATRIC DENTAL CLINIC

NON-RESIDENT BUSINESS - 2015

AAFAB, LLC	GENERAL CONTRACTOR
ALL ABOUT DRYWALL, INC.	DRYWALL
ANNETTE NOELCKE	CLEANING/ORGANIZING/PAINTING HOMES
AUTO-CHLOR SYSTEM OF OR	COMMERCIAL DISHWASHERS SERVICE/LEASE
BLACKBURN & ALLEN	PROPERTY RESTORATION

*Denotes In-Home Business

CARLSON'S HEATING & A/C INC	HVAC
CRYSTAL BRIGHT SERVICE LLC	JANITORIAL
DREAMHOUSE ELECTRIC LLC	ELECTRICAL CONTRACTING
DTS SYSTEMS, INC.	FIRE LIFE SAFETY
HARDER MECH.CONTRACTORS INC.	GENERAL CONTRACTOR
LOVELL CONSTRUCTION INC.	RESIDENTIAL CONSTRUCTION/CONTRACTOR
RICH MILLER LANDSCAPE SERVICE	LANDSCAPE MAINTENANCE
SOUTHWEST WALLBOARD CO.	DRYWALL CONTRACTOR
STANLEY C KENNEDY ENTERPRISES, INC.	CONSTRUCTION, FIRE & WATER RESTORATION
TEA TIME LLC	TEA SHOP AND SUPPLIES

MISCELLANEOUS - 2015

MEDICLEAN, LLC	COMMERCIAL CLEANING, 7-DAY
BEAR'S DEN	THRIFT STORE – CHANGE OF ADDRESS
HAPPY GARDEN CHINESE RESTAURANT	RESTAURANT – CHANGE OF OWNERSHIP

Suggestion Boxes

City Hall – 1st Floor Lobby/2nd Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby

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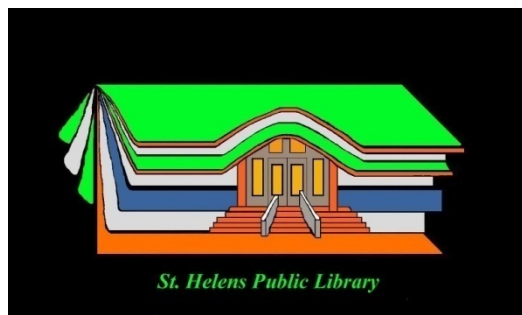
None received.

City Hall – Water Department Lobby

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
3/2/15	Please consider answering the phone on the day after you shut off people’s water service. I had to leave work to come and pay a bill that I didn’t even know was overdue.	Answer the phone!	No	None	None	3/18/15	Jon	N/A	3/3/15

Library

Date Received	Comment	Suggestion	Response Requested?	Name and Contact Information	Overall Customer Service Rating	Date to Council for Review	Staff Assigned	Staff Follow-up Actions	Date Closed
3/3/15	A few days ago I watched part of the children’s story hour. It was fantastic – really put a smile on my face.	Keep the children’s program going.	No	Dave Albin	Great	3/18/15	Margaret	N/A	3/3/15



March 6, 2015

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Library Assistant Position Open: Our longest serving library assistant, Elisa Mann, will have her last day at the Library on March 19th. She has also served as Library Board Secretary and more recently as the Secretary for the Safety Committee. Elisa is pursuing her graduate studies in Library Science at the University of Washington. Her customer service skills are outstanding and she will be deeply missed by our staff and patrons.

A job posting for this position will be in the March 11th edition of The Chronicle.


Book Sale and Plant Sale: Mark your calendars!! The Friends of the St. Helens Public Library will host a two day sale in the Columbia Center lobby on Friday, April 10th from 10:00am – 5:00pm and on Saturday, April 11th from 10:00 – 2:00pm. The St Helens Garden Club will join them on the Columbia Center porch on Saturday with a plant sale from 9:30-2:00pm.

Calendar of Events:

- | | |
|------|--|
| 3/7 | Ukulele Instruction Continues, 10:00am-Beginners, 11:00am-Continuing |
| 3/11 | Teen Gaming Night, 4:30-6:15pm |
| 3/12 | Every Child Ready to Read Workshops for Parents, 5:00pm |
| 3/13 | Babysitter Training, 4-6:30pm |
| 3/14 | Ukulele Instruction Continues, 10:00am-Beginners, 11:00am-Continuing |
| 3/14 | St. Helens Writers' Guild, Noon-2:00pm |

- 3/17 Teen Book Group, 5:00pm
- 3/17 Columbia River Native Women with Pat Courtney Gold, 7:00pm
- 3/18 Teen Advisory Board, 4:00pm
- 3/18 Teen Gaming Night, 4:30-6:15pm
- 3/21 Ukulele Instruction Continues, 10:00am-Beginners, 11:00am-Continuing
- 3/27 Engineering Challenge, 3:30pm
- 3/28 Ukulele Instruction Continues, 10:00am-Beginners, 11:00am-Continuing
- 4/10 Friends of the Library Book Sale, 10:00am -5:00pm
- 4/11 Friends of the Library Book Sale, 10:00am -2:00pm
- 4/11 St. Helens Garden Club Plant Sale, 9:30-2:00pm

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Neal Sheppard Interim Public Works Co-Directors	
Date:	18 March 2015	
Subject:	February Status Summary	

Engineering

1. Received bids and made a recommendation for award for the Godfrey Park Storm project.
2. Assisted with storm drain extension projects being constructed by Public Works crews.
3. Completed project documents for two street paving projects and put both out to bid.
4. Assisted WWTP with projects in various stages.
5. See complete report.

Parks

1. Repaired then replaced repeatedly vandalized toilet paper holders in Columbia View restrooms.
2. Cut up and removed downed trees from McCormick, Godfrey, and Heinie Heumann Parks.
3. Started mowing at all parks and grounds far earlier in the year than normal.
4. Placed chips around play equipment at parks.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 59 standard water meters with new radio read meters, plus installed 1 new rr meter.
2. Worked on storm drain extensions on N. 7th and S. 6th Streets.
3. Responded to nine after hours call-outs.
4. Repaired a difficult water leak on the main at Marshall and Bradley Streets.
5. See complete report.

Water Filtration Facility

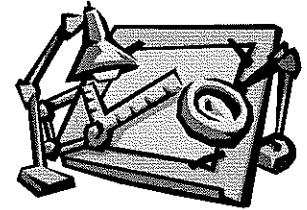
1. Flushed membrane racks of fines to extend life of filtering system.
2. Worked with Public Works staff to replace a failed pressure regulating valve.
3. Worked on preliminary 2015/2016 budget for the water plant.
4. See complete report.

Waste Water Treatment Plant

1. Removed auger from headworks to replace brush.
2. Calibrated flow meters for contact tank.
3. Installed new pump at Lift Station No. 5.
4. Tested portable lift station at Storm Lift Station No. 6 to draw down puddle.
5. See complete report.

Engineering Department Status Report

11 March 2015



DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

Portions of the sidewalk adjacent to Hankey Road have been constructed. The Developer's Preliminary Plat approval will expire in May and it does not appear that they will be anywhere close to having the improvements complete. They have taken steps to apply for a time extension for the development through the Planning Department.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

Bids were opened on March 3 with a recommendation to award to James W. Fowler Co. made to the Council on March 4. The contracting process is underway and expected to go smoothly. Work may start as early as April. More details on the proposed schedule will be available in the next few weeks.

Wastewater Treatment Plant Septage Metering Station

The Contractor experienced a failure during his testing of the equipment and is working to correct the issue.

Sanitary Lift Station No. 7 Upgrade Project

A Request for Qualifications has been issued for a consultant to provide plans and specifications to meet DEQ standards for review and approval. A selection is anticipated by mid-April. The upgrade will include new energy efficient pumps and modifications to the dry well and control panel to improve functionality and reliability.

South 6th Street Storm Drain Extension

City Public Works crews have been working on extending storm drain service from Plymouth Street up S. 6th Street towards Tualatin, east of the Armory. This area has been consistently muddy during wet weather and creates drainage issues for local residents and on the streets. Once the project is complete, that portion of S. 6th Street can be added to the future street paving list. Engineering staff is assisting with location, alignment, and grade of the extended system.

North 7th Street Storm Drain Extension

This is another small storm drain project being constructed by the Public Works crews, extending service from Lemont Street to the south on N. 7th Street. The roadway at the intersection is currently a gravel surface because of lack of storm drainage. This area could also eventually be paved, providing better connectivity between N. 7th and N. 6th Streets. Engineering staff is assisting with location, alignment, and grade of the extended system.

WATER SYSTEM PROJECTS

Telemetry System Upgrade

The majority of installation is complete and the Contractor is working on programming all of the various components. Training on the new system is expected to take place in March or early April.

2014 Watermain Replacement Project

The Contractor, Pacific Excavation, Inc., is ready to mobilize and start work on March 16th. They will be starting with the two crossing on St. Helens Street, at N. 14th and N. 16th Streets, then moving over to N.

17th Street, south of Wyeth. They expect to have the project fully completed by the end of April, but the construction time will depend on how much rock excavation is encountered.

STREET AND TRANSPORTATION PROJECTS

2014 St. Helens Street Overlay Project

This project was let for bids on March 11, with a bid closing date of March 31. The project will consist of grinding the travel lanes and repaving St. Helens Street between 13th Street and Milton Way. The parking lanes will be treated with a fog seal to make a consistent visual appearance. Work is specified to be completed by July 31.

Eisenschmidt Lane Overlay and Sidewalk Project

This project was let for bids on March 10, with a bid closing date of March 31. The project will consist of construction a new 6-foot wide sidewalk along the north side of Eisenschmidt Lane and repaving between S. 12th Street and the pool parking lot. Work is specified to be completed while school is out of session for the summer.

Various Street Improvement Projects

Other street improvement projects currently in some stage of design are:

- *Crack sealing, street preservation project
- *Continued paving of gravel streets

Right of Way and Construction Permits

There were no Right-of-Way permits issued by the Engineering Department during the month of February.

MISCELLANEOUS PROJECTS

Courthouse Docks Utility Improvements

The final plumbing is being completed and the pedestals are being programed to provide water and electrical service to individual outlets located on each pedestal. Services will not be activated until the appropriate outlet/water service has been paid for through the centralized pay station near the gangway.

Parks Department for February 2015

Daily duties were performed; which includes cleaning restrooms, garbage pickup and Island maintenance.

Removed leaves from Campbell Park

Repaired a vandalized toilet paper dispenser @ Columbia View

Keyed the locks on the Islanded restrooms

Trimmed a tree on Aubuchon

Cut up and removed downed trees in McCormick & Godfrey

Removed a hazard limb at Godfrey

Added gravel to our parking area at McCormick

Hauled parks debris to the tree farm

Cut up and removed downed trees in Heinie Heuman

Pruned trees and bushes at the Library

Put new gravel on the walking paths at McCormick

Hauled two Deer to the tree farm

Replaced T.P. dispensers at Columbia View

Removed a broken board from the bleachers at Campbell

Repaired swing at Godfrey

Trimmed trees on the HWY strip

Placed an obstacle (jump) in the off leash area at McCormick

Placed new chips under the swings at Godfrey and McCormick

Started rehabbing the Tee-Ball fields at McCormick

Started mowing everywhere

Cleaned the flower beds at the Police department

Repaired the Mechanical Room door that was vandalized at Campbell

Graffiti at the skate park

Painted and repair picnic tables

Public Works Work Report February 2015

Water Dept:

Replaced 59 meters with radio reads
Installed 1 new radio read
Replaced shut-off and meter box at 390 S. 9th St.
Poured concrete around hydrant on Hankins Dr.
Replaced service at 434 Grey Cliffs Dr.
Leak detection on 300 blk N. 2nd St.
Worked on meter maintenance report
Read meters
Turned off and on 83 delinquents
Poured concrete at 390 S. 9th St.
Read heavy user meters
Repaired leak on main at Marshall/Bradley St.
Cleaned valve boxes @ Columbia Blvd., Bradley St. & Shore Dr.
Replaced meter box on S. 12th St.
Helped on S. 6th St. storm project

Sewer Dept:

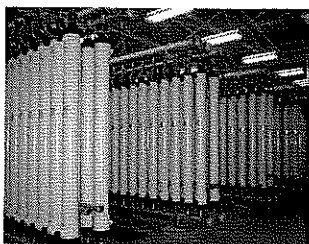
Worked on S. 6th St. storm project
Sewer plug at 364 N. 10th St.– on owner's side
Built berm on 100 block of Little St for storm water diversion
Located sewer lines on S. 5th & S 6th Sts.
Jetted sewer main on N. 7th St.
Installed manhole on S. 8th St.
Jetted and located storm lines on Pittsburg Rd.
Located sewer laterals for N. 7th storm project

Call-Outs:

Flooding in back yard at 260 Wyeth from neighbor's sump pump
Turned water on for delinquent at 196 S. 15th St.
Turned water on for delinquent at 314 N. 9th St.
Alarm would not set at shop after smoke testing
Broken sewer – neighbor damaged lateral with a fence post – private problem
Water off for plumbing problem at 34970 Burt Rd.
Water on after leak fixed at 34970 Burt Rd.
Leak at Marshall & Bradley St.
Water off for plumbing repair on Pittsburg Rd.

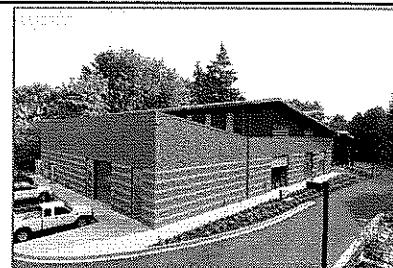
Miscellaneous:

Swept streets
Marked 48 locates
Checked wells & reservoirs daily



City of St. Helens – Public Works Water Filtration Plant

PWS 00724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration February 2015

Facility Journal

Week 1 Produced and on fire extinguishers. FY2015 budget expenditure to repair the Caustic and Chlorine

sent January OHA reports to the State. Performed monthly check Sent sewer readings to Columbia City public works. Working on worksheet. Requested additional funds to replenish an unexpected WFF sewer pump station and additional chemical funding for our chemical account.

Week 2. Received our Chlorine chemical delivery. Monthly change out of chlorine analyzer reagents. Tim and Scott J. and Guy are setting up rigging and preparing for a major WFF shutdown next week to replace the failed ClaValve system isolation valve. Tim and Guy are flushing out membrane racks to help extend the life of the modules. They tend to load up with the river gypsum and mica fines and this creates problems with the filtration process. This is a preventative maintenance procedure that we came up with on our own, there is no other microfiltration system that performs this task, and from all appearances it is working quite well and is adding life to our membrane system.

Week 3 Received our Caustic chemical delivery. Coordinated with City shops to top off the city reservoirs for Thursday morning so we can shut down the water treatment plant and the WFF portion of the distribution main so we can replace the failed valve on the ClaValve system. The job went very smoothly and we were back on line just before noon. Great job and big thank you to Tim, Scotty and Guy for everything they did to make this task a success. Friday, Tim removed and replaced the failed chlorine metering pump, it just up and stopped delivering chlorine into our drinking water system earlier in the week. We put the auxiliary “back up” pump in service during the week. To make this job come together, we took the other new, smaller, metering pump we acquired 8 years ago, that we put into spare parts inventory, and plumbed it into service. Now we are in the process of rebuilding the failed smaller pump we have been using for 8 years, then we will put this rebuilt pump into spare parts inventory. Next week we hope to replace the failed WFF sewer pump. Met with Neal and Sue and went over FY2015 budget schedule, so far so good. Thank you Jon and Shelly for your input and assisting me to understand the funding process, and also I want to express my appreciation for the input I receive from Neal and Sue.

Week 4 Tim working on various plumbing upgrades due to the chlorine and caustic eating through the glue joints after 9 years of constant use.

Respectfully submitted,
Howie Burton and Guy Davis,
City of St. Helens – Public Works Filtration Facility Operators

WWTP Monthly Operations and Maintenance Report

February 2015

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 2/2-Pete Koss here to replace broken coil in aerator #24's bucket.
- 2/19-Sample pump slowing. Used air compressor to clean out lines.
- 2/24-Aerator #4-Found electrical wire loose. Retied and tried to pull more slack.

Primary System Report

- All normal monthly routines completed.

Pump Stations

- 2/2-PS#5-Removed spare pump and installed new one. New pump-120gpm.
- 2/3-PS#11-Pressure washed wetwell and cleaned floats.
- 2/7-PS#6-Connected portable lift station and pumped down puddle to keep from going in the street.
- 2/9-PS#2-Cleaned checkvalves.
- 2/26-PS#5-Backflushed checkvalves to try to get improved pumping.

Sodium Hypochlorite System

- 3136 gallons used this month.
- 3414 gallons used last month.
- 2/10-approx. 6000 gallons delivered.

Call-outs

- 2/7-Jacob called Aaron to get help pumping down puddle at #6.

Plant

- 2/2-Pulled wire to receiving station.
- 2/4-Calibrating contact tank flow meters.
- 2/11-17-Removing auger from washer/compacter in headworks channel 2 to replace brush.
- 2/13-Cleaned South contact tank.
- 2/17-SCADA computer hard drive crashed. Called Max and he came to replace bad drive and talk about ordering new computer.
- 2/18-Cleaned North contact tank.
- 2/23-Garage door quit working. Overhead Door came out and found bad relay.
- Pressure washed everything.

Pretreatment

- Worked on Annual Pretreatment Report. Sent out on the 25th

Next Month

- Get RFP out for PS #7 rehab project