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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, June 15, 2016, 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. Columbia Pacific Food Bank Request – *Casey Wheeler, Executive Director* 1:05 p.m.
3. Executive Session: ORS 192.660(2)(e) Real Property Transactions 1:20 p.m.
4. Annual Report from Municipal Court - *Jon* 2:20 p.m.
5. Review Request from Wings & Wheels 2016 2:30 p.m.
6. Discuss Forest Management Contract - *John* 2:35 p.m.
7. Discussion on Alcohol/Smoking on City Property (i.e. 4th of July Tailgating on Veneer Site) 2:40 p.m.
8. Discussion on Camping/Living in City Right of Ways 2:50 p.m.
9. Agreement to Use Right of Way for CCMH Project at 58464 McNulty Way - *Jacob* 3:05 p.m.
10. Review Budget Information for FY16-17 - *Jon* 3:15 p.m.
11. Review Pretreatment Specialist Job Description – *Sue* 3:20 p.m.
12. Department Reports 3:25 p.m.
13. Council Reports 3:45 p.m.
14. Other Business
15. Next Work Session Items
16. Upcoming Dates to Remember:
 - June 13, Parks Commission, 4:00 p.m., Council Chambers
 - June 14, Planning Commission, 7:00 p.m., Council Chambers
 - **June 15, Council Work Session, 1:00 p.m., Council Chambers**
 - **June 15, Council Regular Session, 7:00 p.m., Council Chambers**
 - June 20, Youth Council, 7:00 p.m., Council Chambers
 - June 21, Library Board, 7:15 p.m., Columbia Center Auditorium
 - June 28, Arts & Cultural Commission, 6:30 p.m., Council Chambers
 - June 30, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers
 - **July 4, Independence Day, All City Offices Closed**
17. Future Public Hearing(s)/Forum(s): None scheduled at this time.

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.



MEMORANDUM

CITY OF ST. HELENS

DATE: June 10, 2016

TO: John Walsh, City Administrator
City Councilors

FROM: Jon Ellis, Finance Director
Riki Frappier, Municipal Court Clerk

RE: Municipal Court Report FY 15/16 (Period Ending 6-8-16)

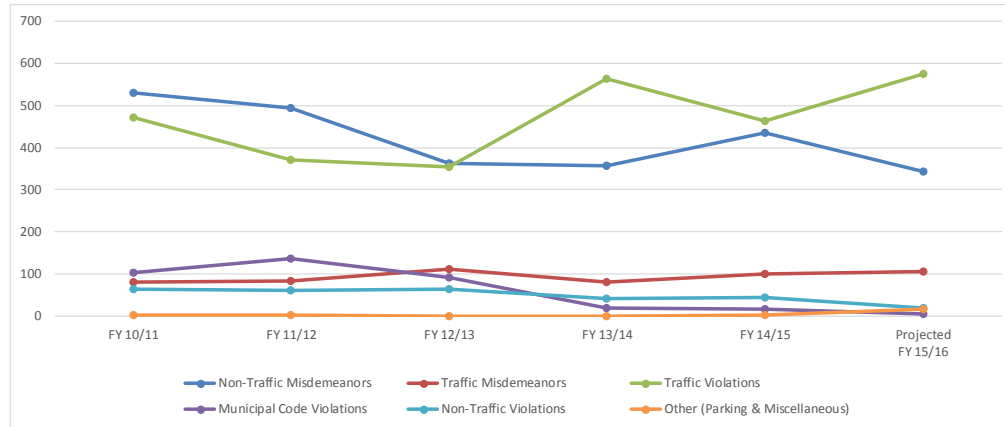
In Fiscal Year 2015-16 misdemeanor cases are down 16% or 86 cases year over year while violations are up 17% or 89 cases (reference Chart 1 of attachments). Staffing workloads are primarily driven by misdemeanors, while violations are less labor / court process intensive. The fluctuations in number and type of caseloads have a direct correlation to the Police Department's staffing and applicable turnover. Staff anticipates a rebound in misdemeanors filed when the Police Department is back to full staffing and new officers complete their required training.

Over this past year Court had to address staffing turnover as well. But with the hard work of dedicated staff, the steep learning curve was overcome and they even managed a significant reduction in case backlogs (reference Chart 3 of attachments). This effort was accomplished with minimal overtime resulting in an increase in fines collection year over year (reference Chart 2 of attachments).

The past year has brought with it a reassessment of the need for a Full Court software upgrade. With the continued support provided by the software provider and reassessing existing court processes, the drive to upgrade has been put on indefinite hold. The funding set aside in the budget has been subsequently redirected in the FY 2016-17 Approved Budget to assist in the funding of the self-insurance reserve that covers labor related opportunities that may arise that are not normally covered by our existing insurances. Some of the future changes that court is currently reviewing to help address the increase in court activity when the Police Department is back to full staffing are:

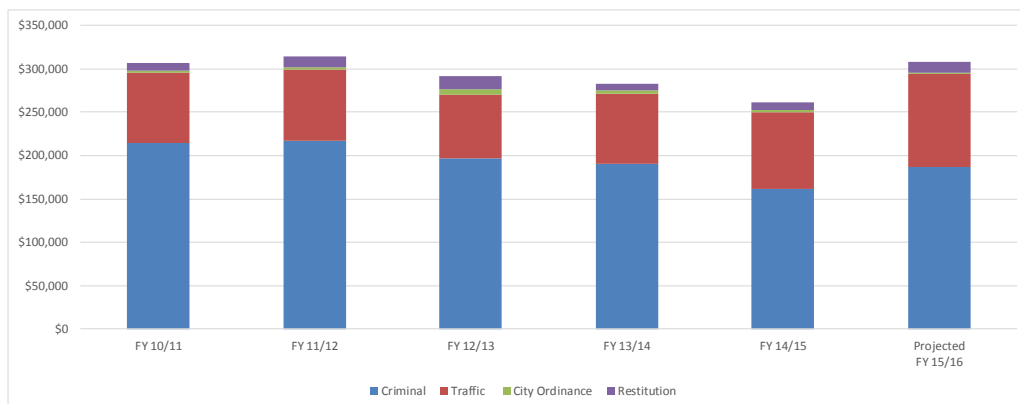
- Court Verifier - Looking at possibly contracting with the Circuit Court or CAT to review applications for court appointed counsel to determine if the defendants indeed qualify for assistance from the City for legal representation.
- Court Appointed Attorneys – In June, the City will only have 3 attorneys who are willing to represent indigent defendants at a reduced rate. To address this issue, staff will be reassessing the hourly rate for these services (which been locked at \$40 per hour for the past decade), and processing a Request for Proposals to identify and increase pool of attorneys willing to be appointed to represent indigent defendants.
- Revision of fees and payment plans - Update court fees and modify payment plan options to enhance collection of fines, costs, assessments, fees, and restitutions.
- Consider modifying Court general administrative operating hours in order to more efficiently and effectively utilize staff (proposal will be more fully vetted in Council Work Session).

Chart 1
St. Helens Municipal Court Trend
Number of Cases Disposed



Cases Filed	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Projected FY 15/16	Percent Increase / (Decrease)	Actual 6-8-16
Non-Traffic Misdemeanors	531	493	362	358	434	344	-21%	316
Non-Traffic Violations	63	61	64	43	45	20	-56%	18
Traffic Misdemeanors	82	83	111	82	101	105	4%	96
Traffic Violations	472	371	353	565	464	574	24%	527
Municipal Code Misdemeanors	4	1	0	3	-	-		
Municipal Code Violations	102	137	92	19	16	5	-66%	5
Other (Parking & Miscellaneous)	2	3	0	0	3	17	481%	16
Sub Totals:								
Misdemeanors	617	577	473	443	535	449	-16%	-86
Violations	639	572	509	627	528	617	17%	89
Total Cases Filed	1,256	1,149	982	1,070	1,063	1,066		978

Chart 2
St. Helens Municipal Court Trend
Gross Revenue Collected by Charge Type

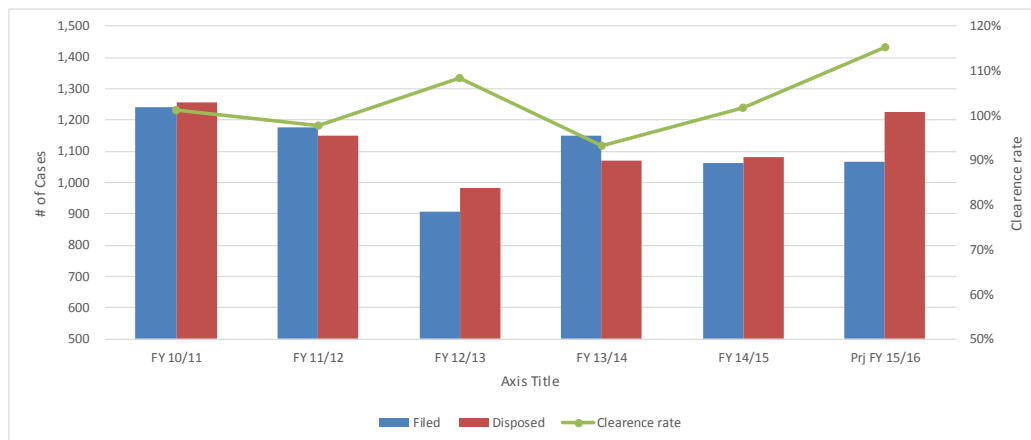


Charge Type	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Projected FY 15/16	Percent Increase / (Decrease)	Actual 6-8-16
Criminal	\$213,908	\$216,599	\$196,777	\$190,807	\$161,841	\$186,767	15%	\$171,417
Traffic	\$81,867	\$82,006	\$73,038	\$80,710	\$88,564	\$107,138	21%	\$98,332
City Ordinance	\$2,103	\$3,385	\$6,505	\$3,144	\$2,507	\$1,432	-54%	\$1,314
Restitution	\$8,346	\$12,672	\$15,198	\$7,775	\$7,837	\$13,133	69%	\$12,054
Total collected	\$306,223	\$314,661	\$291,517	\$282,436	\$260,748	\$308,470	18%	\$283,116

Gross Revenue data does not include payments posted to old court system due to inconsistent reporting capabilities.

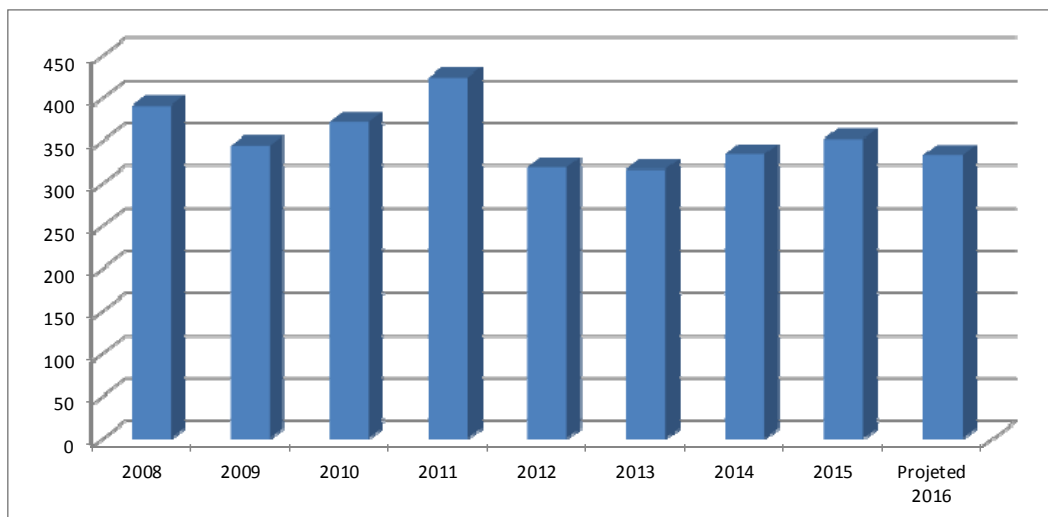
Fines/fees collected are further distributed based on ORS to State, County, and City

Chart 3
St. Helens Municipal Court Trend
Clearance Rate (Cases Filed Vs. Disposed)



	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	Prj FY 15/16	Act 6-8-16
Filed	1,240	1,175	907	1,149	1,063	1,066	978
Disposed	1,256	1,149	982	1,070	1,081	1,227	1,126
Clearance rate	101%	98%	108%	93%	102%	115%	115%

St. Helens Municipal Court Trend
Number of New Criminal Cases (Calendar Year)



Year	2008	2009	2010	2011	2012	2013	2014	2015	Projected 2016	2015 as of 6/8/15
# Cases	391	344	372	424	318	316	334	352	333	145
		-12%	8%	14%	-25%	-1%	6%	5%	-5%	

2012 - stopped charging Failure to Appear on Violations

These number are provided by the prosecutor's office. Each case will have one or more charges listed on the complaint. These numbers are generated on a calendar year basis rather than a fiscal year basis.

St. Helens Municipal Court Trend

Examples of Charges by Category:

Non-Traffic Misdemeanors: Assault IV, False Swearing, Escape III, Unauthorized Departure, Interfering with a Police Officer, Resisting Arrest, Endangering the Welfare of a Minor, Strangulation, Menacing, Recklessly Endangering, Sex Abuse III, Public Indecency, Child Neglect II, Theft II & III, Criminal Trespass I & II, Unlawful Entry into a Motor Vehicle, Criminal Mischief II & III, Forgery II, Fraudulent Use of Credit Card, Negotiating a Bad Check, Disorderly Conduct, Harassment, Sexual Harassment, Telephonic Harassment, Carrying a Concealed Weapon, Animal Abuse I & II, Animal Neglect I & II, Animal Abandonment, Failure to Report as a Sex Offender, Furnishing Alcohol to a Minor or Intoxicated Person, Possession of < 1 oz. Marijuana within 1000' of a School, Contempt of Court, Fleeing or Attempting to Elude, Failure to Appear on a Criminal Citation

Traffic Misdemeanors: DUII, False Information about Liability Insurance, Failure to Carry/Present a License, Using an Invalid License, Reckless Driving, Driving While Suspended - Misdemeanor, Failure to Perform the Duties of a Driver, Failure to Appear in a Violation Proceeding

Traffic Violations: Driving While Suspended - Violation, Driving Uninsured, Failure to Obey a Traffic Control Device, Failure to Renew Tags, No Operator's License, Failure to Yield to a Pedestrian, Failure to Yield to an Emergency Vehicle, Violation of Speed Limit, Careless Driving, Failure to Stop for a School Bus, Open Container in a Vehicle, Unlawful/Unsignaled Turn, Failure to Drive within Lane, Following Too Closely, Operating a Vehicle while Using a Mobile Communication Device, Refusal to Submit to a Breath Test, Operation of Vehicle without Required Lighting, Defective Equipment, Unreasonable Sound Amplification, Operation of Vehicle without Proper Fenders/Mudguards, etc.

Municipal Code Violations: Conducting Business Without a License, Prohibited Burning, Open Container of Alcohol in Public, Unlicensed Dog, Dog at Large, Aggressive Dog, Nuisance Violation, Scattering Debris, Keeping of Junk, Violation of Time Limits - Dock, Swimming from City Docks, Parking, Violation of Handicap Zone

Building Code Violations: Violation of Structural Specialty Code, Failure to Obtain Permit, Violation of Residential Specialty Code, Altered Use of Premises, Failure to Comply with Erosion Prevention and Sediment Control, Violation of Oregon Dwelling Specialty Code, Violation of Floating Structures Code, Occupancy Violation, Violation of Oregon Mechanical Specialty Code, Violation of Oregon Plumbing Specialty Code, Violation of Electrical Code, Sensitive Lands Violation, Tree Removal Violation, Failure to Obey the Final Order of the St. Helens Building Official

Minor in Possession: Minor in Possession of Alcohol or Minor in Possession of Alcohol by Consumption

Other: There are other charges not included in the above categories such as, Possession of Less than One Ounce of Marijuana - violation, Allowing Consumption of Alcohol by a Minor, State Revenue Payments, misdemeanor charges filed as violations

**City of St Helens
Municipal Court**

Fd	Dpt	Acct	FY 2015-16			
			Adopted Budget	Amended Budget	Actual 6-8-16	Projected 6-30-16
001	103	Municipal Court				
001	000	341000 Fines	205,000	205,000	198,570	200,000
001	000	344000 Court reimbursements	5,080	5,080	8,424	9,000
		Total Revenues	210,080	210,080	206,993	209,000
		Personnel services				
001	103	401000 Salary	87,790	114,790	84,698	92,630
001	103	401000 Overtime	-	4,000	5,330	5,400
001	103	415000 SSI taxes	6,750	6,750	6,883	7,130
001	103	416000 Retirement	18,370	18,370	18,743	19,580
001	103	417000 Workers comp	200	200	215	230
001	103	418000 Medical benefits	36,110	36,110	38,973	42,820
001	103	419000 Disability/life ins	420	420	368	420
001	103	422000 Longevity	360	360	180	360
001	103	424000 Unemployment	-	10,000	-	-
001	103	438000 VEBA	1,560	1,560	1,430	1,560
001	103	449100 Direct labor charge	12,560	12,560	15,264	26,640
001	103	471000 PF health	1,080	1,080	561	830
		Total Personnel services	165,200	206,200	172,645	197,600
		Materials and Services				
001	103	457000 Office supplies	1,000	1,000	1,191	1,200
001	103	465000 Jury / witness fees	1,700	1,700	310	620
001	103	473000 Miscellaneous	100	100	736	750
001	103	490000 Professional development	3,930	3,930	2,602	3,200
001	103	500000 Information services	16,900	16,900	15,407	15,800
001	103	511000 Reference materials	390	390	205	210
001	103	554000 Professional services	131,100	131,100	111,826	125,000
001	103	554100 Pro Tem Judge/Prosecutor	-	-	2,985	3,500
001	103	579100 Indirect cost allocation	30,630	30,630	26,954	30,630
		Total Materials and Services	185,750	185,750	162,216	180,910
001	103	Total Expenditures	350,950	391,950	334,861	378,510
		Net Expense	(140,870)	(181,870)	(127,868)	(169,510)

Honorable Mayor Randy Peterson
City of St. Helens
265 N. Strand Street
St. Helens, Oregon 97051

Dear Mayor Peterson and City Council,

I am emailing you regarding the ***Wings and Wheels 2016*** Community Festival sponsored by the South Columbia County Chamber of Commerce. I am reaching out to you to ask you to consider sponsoring this event.

This spectacular community Event held at the Scappoose Airpark features a unique set of attractions including airplanes, gyroplanes, classic car cruise in, motorcycles, military vehicles, race cars, model train exhibit, free flights for kids, music, vendors, kids' activities, food, brews and more! This year, we are adding a street dance to the mix, featuring the well know local band Hit Machine.

We anticipate over 2000 attendees at this September event.

The combination of activities and anticipated attendees provide a unique opportunity for exposure for your organization. Please take a moment to review the attached sponsorship information and take advantage of this great opportunity!

This is a great opportunity to showcase the south county and the future development of the St. Helens Waterfront as well as all the activity going on in our region.

Additionally, please let me know if your company is interested in providing and arrange an item, service, or gift certificate for our raffle. I will be happy to send you the donation form Please let me know if you have any questions.

Thank you for considering sponsoring ***Wings and Wheels 2016***.

Sincerely,

Scott Burge
Co-Chair
Wings & Wheels 2016

Cc John Walsh



CITY OF ST. HELENS PLANNING DEPARTMENT

M E M O R A N D U M

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Agreement to use right-of-way for CCMH project at 58464 McNulty Way
DATE: June 8, 2016

Though uncommon, occasionally we have a request or situation that involves the use of public right-of-way for abnormal purposes (e.g., when an older building encroaches into a right-of-way). In these instances, the City has used a **Temporary License, Indemnification, and Hold Harmless Agreement**, to allow such use.

Per discussions with CCMH, both their staff and client counts are on the rise and their off-street parking demand exceeds current supply at their 58464 McNulty Way facility. As such they wish to add parking where possible.

CCMH has obtained land use approval to expand their parking lot, however, it appears that most or not all of the expansion is within the McNulty Way public right-of-way.

Typically, “private improvements” such as off-street parking facilities are not allowed within the right-of-way. In this case there are a couple reasons why the Council may be accepting of such an agreement.

First, the right-of-way fronting the property is 100’ wide. The City classifies McNulty Way as a Collector Street, which requires a minimum of 60 feet right-of-way width. 100’ wide rights-of-way are only required for Major Arterial Streets such as US30.

Second, this is a public entity providing a public service. It’s easier to determine this sort of action is in the public interest when a public benefit corporation (CCMH) provides a needed public benefit to the community.

Reasons for the agreement include a way to allow a use of the currently unused right-of-way, while protecting the City’s interest in the future use of the same right-of-way. This is close to the Gable Road/McNulty Way intersection and it’s possible that the right-of-way could be used for intersection improvements in the future.

One potential downside to the agreement is risk. Allowing these improvements can make dealing with future issues more challenging.

The attached agreement is a draft and some changes are anticipated, though mostly for the exhibits. But because the Council only meets once per month in July and August, staff wanted to present this to the Council to weed out any issues and if consent for Mayoral signature is granted, to be able to get that once the document is finalized.

Note a letter from a neighboring property owner: Lower Columbia Engineering. They talk about sidewalks. As part of this agreement, the Council can require sidewalks along the entire frontage (as opposed to just the south side of the driveway).

If the Council agrees to this agreement, staff recommends that a condition of the agreement is to have street frontage improvements along the entire subject property’s McNulty Way frontage.

If the Council does not agree to this agreement, CCMH will need to restore the site to its original condition.

Attached: Aerial photo map noting area of work
 Plan showing situation before work started to occur (and approx. property line).
 Parking/ROW improvement plan
 May 31, 2016 Letter from Lower Columbia Engineering

 Draft Agreement



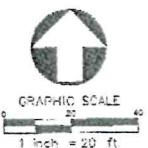
McNulty Way R.O.W.

PROPERTY LINE (NOT SURVEYED)

AREA OF CONSTRUCTION
SEE SP2

AREA OF
FUTURE CONSTRUCTION
SEE DETAIL 2/SP1

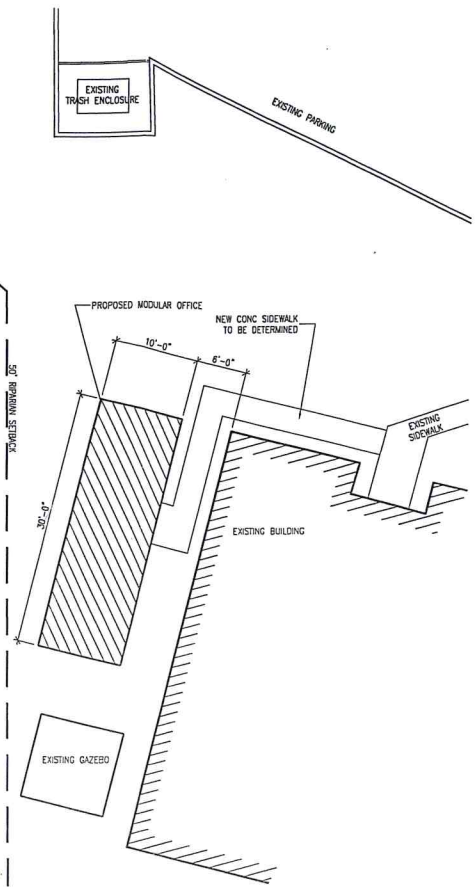
REFERENCE DRAWING:
2004 "AS - BUILT" RECORD DRAWINGS,
C1.0 - LAYOUT AND PAVING PLAN,
MAHLUM ARCHITECTS, AND MGH ASSOCIATES



THESE MODIFICATIONS ARE BASED ON THE
LAYOUT AND PAVING PLAN FROM THE
2004 "AS - BUILT" RECORD DRAWINGS
PROVIDED BY COLUMBIA COMMUNITY
MENTAL HEALTH, AKAAN ARCHITECTURE +
DESIGN LLC. AKAAN ARCHITECTURE +
DESIGN LLC CAN NOT VERIFY THE
ACCURACY OF SAID DRAWINGS. AKAAN
TAKES NO LIABILITY IN THE ACCURACY OF
THESE DRAWINGS AS NO SURVEY HAS
BEEN PROVIDED

2 LOCATION PLAN OF MODULAR OFFICE STRUCTURE
1/8" = 1'-0"

1 LOCATION PLAN
1" = 20'



AKAAN
architecture + design llc

101 ST. HELENS ST.
ST. HELENS, OR 97151
TEL: 503.388.3000 FAX: 503.388.3005

Columbia Community Mental Health
PARKING LOT MODIFICATIONS
58646 MC NULTY WAY, ST HELENS, OREGON 97151

SCALE:	AS NOTED
DRAWN BY:	-
CHECKED BY:	-
CAD FILE:	
DATE:	01/08/2015
REVISIONS	
Δ	DATE 01/08/2015
CONTENTS:	
LOCATION MAP	
SHEET NO:	

SP1

THESE MODIFICATIONS ARE BASED ON THE LAYOUT AND PAVING PLAN FROM THE 2004 "AS-BUILT" RECORD DRAWINGS PROVIDED BY COLUMBIA COMMUNITY MENTAL HEALTH. AKAAAN ARCHITECTURE + DESIGN LLC CAN NOT VERIFY THE ACCURACY OF SAID DRAWINGS. AKAAAN TAKES NO LIABILITY IN THE ACCURACY OF THESE DRAWINGS AS NO SURVEY HAS BEEN PROVIDED.

THIS LAYOUT SHOWS THE INTENT OF THE DESIGN. LAYOUT IS SUBJECT TO ACTUAL SITE CONDITIONS.



SCALE:	AS NOTED
DRAWN BY:	.
CHECKED BY:	.
CAD FILE:	01/08/2015
DATE:	
REVISIONS	
	DATE DESCRIPTION
1	10/2/2008 Rev. 2.1.



58640 McNulty Way
St. Helens, OR 97051

Phone: (503) 366-0399
www.lowercolumbiaengr.com

May 31, 2016

RECEIVED

JUN 01 2016

CITY OF ST. HELENS

Jacob A. Graichen, AICP
City Planner
City of St. Helens
PO Box 278
St. Helens, OR 97051

Re: Adjacent Land Owner Comments – Minor Site Design Review SDRm.5.16

Dear Jacob,

We have reviewed the Notice of Administrator's Limited Land Use Decision dated May 18, 2016 for Minor Site Design Review SDRm.5.16 and Sensitive Lands Permit SL.3.16. Based on this review, I have come up with comments that are summarized below.

My concern with the proposed improvements is that they do not include frontage improvements on McNulty Way that extend from the bridge to Gable Road. Of primary concern is that the public sidewalk will not be completed to connect the sidewalks that we built in front of our office to Gable Road. It seems as though this is the opportunity to get those sidewalks completed and at the best possible price.

City of St. Helens Municipal Code 17.152.030 (b) states: "*Development on site adjacent to non-standard street shall require improvement of street to applicable city standards*". While I appreciate that the city considers the extent of the proposed development when deciding whether or not to trigger this requirement, I feel that it is doing the public a disservice to not require completion of the sidewalks along McNulty Way. I cannot over emphasize how often CCMH staff and patients use the sidewalks that we constructed in front of our office. I am amazed at the large groups and continual pedestrian traffic that utilizes these improvements. It would be a shame and a safety concern if there is a gap between the improvements that we were required to build and future Gable Road system improvements.

I appreciate your consideration of these comments. Please don't hesitate to call with any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Andrew Niemi", is written over a blue horizontal line.

Andrew Niemi, P.E.
Principal Engineer

After Recording Return to:

LICENSOR / City of St. Helens

City of St. Helens

P.O. Box 278

St. Helens, Oregon 97051

(503) 397-6272

**LICENSEE / Columbia Community Mental Health
its successors and assigns**

Columbia Community Mental Health

PO Box 1234

St. Helens, OR 97051

**TEMPORARY LICENSE, INDEMNIFICATION AND
HOLD HARMLESS AGREEMENT**

THIS Temporary License, Indemnification and Hold Harmless Agreement ("License") is made and entered into this _____ day of _____ 2016 ("Effective Date"), by and between the Licensor, City of St. Helens, a municipal corporation of the State of Oregon, (hereinafter referred to as "City" or "Licensor"), and Licensee, Columbia Community Mental Health, an Oregon public benefit corporation ("Licensee").

RECITALS

WHEREAS, Licensee desires to add to its vehicular parking and relocate a transit stop as part of its facility at 58646 McNulty Way, St. Helens Oregon, located and being in the City of St. Helens, Columbia County, Oregon, more particularly described and shown in the attached and incorporated Exhibit A ("Subject Property"); and

WHEREAS, the improvements desired by Licensee are partially or entirely within the portion of the public right-of-way described and depicted on the attached and incorporated Exhibit B ("Right-of-Way"); and

WHEREAS, as a condition of approval for the improvements desired by the Licensee, in Site Design Review No. SDRm.5.16 ("Land Use Decision"), the City found that an agreement with the City is required to allow the encroachment into the Right-of-Way for a certain time period and with conditions; and

WHEREAS, Licensee desires to acquire permission from the City Council to use and occupy the Right-of-Way; and

WHEREAS, subject to full compliance with the terms and conditions of this License, the City consents to the encroachment, by means of this License, not to exceed the existing location; and

WHEREAS, the City finds such temporary license is in the public interest because the Licensee is a public benefit corporation providing a needed public benefit to the community.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, City, and Licensee do hereby agree as follows:

1. The above recitals are true, correct and contractual, and are incorporated herein by this reference.
2. Subject to the terms of this License, Licensee is hereby granted a temporary revocable license to occupy and encroach on, under and across the Right-of-Way.
3. The sole purpose for this grant of a License is to allow expansion of the Licensee's parking area, relocated bus stop and related improvements as shown on the attached and incorporated Exhibit C ("Improvements"). No other development or use is authorized or granted to Licensee by this License other than those uses currently existing in that portion of the Right-of-Way.
4. Licensee shall construct and maintain the Improvements in strict accordance with this License and the Land Use Decision. No departure therefrom may be made without the written consent of the City Administrator.
5. The Improvements, and their construction, maintenance and removal, may not interfere with or endanger any roadway features, other improvements or facilities, or the traveling public.
6. The construction, maintenance and removal of the Improvements must be done in accordance with sound construction practices and all federal, state and local legal requirements, including but not limited to St. Helens Development Code and Building Code limitations and permit requirements. Licensee must separately obtain any needed approval from any other government agency for relocation of the transit stop identified in the Land Use Decision.

7. If any damage is caused to the Right-of-Way, or any improvements thereon or adjacent thereto by reason of the construction, maintenance, or removal of the Improvements, the Licensee will reimburse the City for the full amount of the damages, upon demand by the City.
8. This License is valid for a period of 10 years from the date of execution, and shall automatically renew on an ongoing basis for an equal term unless terminated as provided for herein. This License may be terminated at any time by the City, in its sole and absolute discretion upon written notification of termination signed by either the City Administrator, the Community Development Director or a Councilor with the approval of the Council and personally delivered to the Licensee. Licensee shall then have sixty (60) days from delivery of the notice document to cease use of the Right-of-Way and restore the Right-of-Way to its condition at the Effective Date of the License (if no work had been done prior to obtainment of the Land Use Decision), as identified in the Land Use Decision. Licensee or Licenser may also terminate this License at any time, by providing written notice to City and removing the Improvements. In the event of termination, either party may record a commercially reasonable notice of termination of this License, in the real property records of Columbia County. The parties agree to cooperate in the preparation and recording of this termination document.
9. Should Licensee fail to remove the Improvements in accordance with the terms of this License, City may, at its option, declare that the Improvements are a nuisance and trespass and cause the removal and restoration to be fully carried out and performed. Licensee shall reimburse City for related costs and expenses within sixty (60) days of notice of such costs. City's cost to remove and restore, if unpaid, shall constitute a lien on the Subject Property. City may collect the amount due and payable in any manner provided by law.
10. If the City finds that the Licensee is in violation of any of the terms of this License, it agrees to notify the Licensee in writing of such violation and allow the Licensee thirty (30) days to cure such violation, before providing notice of termination to Licensee.
11. This License shall not be assigned or delegated in whole or in part, by operation of law or otherwise, without the prior written consent of the City of St. Helens, which consent may be withheld for any reason. Any such attempted assignment or delegation shall be void. It is personal to the Licensee, shall not be construed as granting any easement or property right, and does not run with the land.
12. Licensee hereby expressly agrees for themselves, and their successors and

assigns, to release and forever discharge the City of St. Helens and its officers, directors, agents, employees, successors, and assigns from any and all claims or causes of action which Licensee now has or which may hereafter accrue against the City of St. Helens, in connection with or arising out of use of the Right-of-Way or this License, including, without limitation, personal injury or death. Licensee, also expressly agrees to reimburse the City for any and all costs arising out of any omission, use, misconduct, or negligence that results in a violation of the terms of this License.

13. Licensee shall hold harmless, indemnify, and defend City, its officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not trial or appeal ever takes place) that may be asserted by any person or entity arising from, during, or in connection with Licensee's activities under this License and use of the Right-of-Way. City shall not be considered a party to any contract made by Licensee which concerns or relates to the use of the Right-of-Way. Licensee will promptly reimburse City for any and all expenses incurred by the City in defending any such claim or claims. Nothing in this section shall be construed to mean that the Licensee will indemnify and defend the City for any claim caused by or incidental to any neglect, carelessness or breach of duty on the part of the City. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the indemnification.
14. Licensee shall obtain and keep in force comprehensive general liability insurance, including coverage for bodily or personal injury, and property damage with limits not less than the limits of liability for cities as provided in the Oregon Tort Claims Act, as amended, but no less than \$750,000 for each claim and \$1,500,000 for each occurrence. City shall be named on such policy as additional insured.
15. This License supersedes all prior agreements, whether in writing or otherwise and any such prior agreement shall have no force or effect upon and after the date of execution of this License.
16. The terms in this License are in addition to, not in derogation of, all applicable federal, state, and local laws. All federal, state, and local laws apply to the fullest extent.
17. Any cause of action relating to this License shall be brought in the Columbia County Circuit Court.
18. If any term or provision of this License, or the application thereof to any

person or circumstance shall, to any extent, be held invalid or unenforceable for the remainder of this License, then the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected, and every other term and provision of this License shall be deemed valid and enforceable to the extent permitted by law.

19. The parties agree that this document may be recorded in the County Clerk's Records of Columbia County, Oregon. The party submitting the document for recording shall pay the recording fee.
20. Licensee's obligations to City, including but not limited to Licensee's obligation to pay the cost of removal and restoration, and Licensee's obligation to indemnify and defend City shall survive termination of this License.

IN WITNESS WHEREOF, the parties hereto have executed this instrument on the Effective Date.

LICENSOR

City of St. Helens, Oregon

LICENSEE

Columbia Community Mental Health

By: _____
Randy Peterson, Mayor

Licensee Signature

Printed name of licensee signature

*[Authorized by motion of the St. Helens
City Council on _____]*

ATTEST:

Administrator

[Acknowledgements Continue on Next Page.]

STATE OF OREGON)
) ss.
County of Columbia)

The foregoing instrument was acknowledged before me this _____ day of _____ 2016, by Randy Peterson as Mayor of the City of St. Helens, a municipal corporation of the State of Oregon, on behalf of the City.

Notary Public for Oregon
My commission expires: _____

STATE OF OREGON)
) ss.
County of _____)

On this _____ day of _____ 2016, personally appeared before me the above named Licensee, and acknowledged the foregoing instrument to be their voluntary act and deed, authorized by and on behalf of Columbia Community Mental Health.

Notary Public for Oregon
My commission expires: _____

Exhibit A
Subject Property

Exhibit B
Right-of-Way

Exhibit C Improvements



Memorandum

To: The Mayor and Members of the City Council
 From: Jon Ellis, Finance Director
 Subject: Continued Deliberations of City of St Helens Approved FY 2016-17 Budget
 Date: June 15, 2016

Request

Staff request the City Council further amend the Approved FY 2016-17 Budget to reflect carryforward appropriations for the telephone system replacement project of \$24,000 (offset by increased beginning fund balance).

Background

The City appropriated funds totaling \$50,000 in FY 2015-16 for the replacement of the antiquated telephone system. Due to unanticipated delays in acquiring telecommunication bids (infrastructure for new phone system), the project will not be completed until Mid-August. The remaining project budget at June 30, 2016 is \$24,000.

Proposed to Adopt
June 15, 2016 City Council Meeting

Budget Items	Uses				Sources		
	Appropriations	Contingencies	Ending FB	Total	Beginning FB	Revenues	Total
Proposed Budget	22,564,040	2,938,343	9,775,429	35,277,812	14,780,778	20,497,034	35,277,812
Total adjustments to proposed budget made 5-5-16	1,354,610	-	(533,610)	821,000	21,000	800,000	821,000
Total adjustments to proposed budget made 5-18-16	305,720	-	(5,380)	300,340	291,200	9,140	300,340
Errors to approved calculations - Posted to LB -1							
Over allocated for seasonal PT	780		(780)	-			-
				-			-
Approved Budget as of 5-18-2016	24,225,150	2,938,343	9,235,659	36,399,152	15,092,978	21,306,174	36,399,152
Adjustment for Overallocating For Seasonal PT	(780)	-	780	-	-	-	-
Modified on June 1, 2016	24,224,370	2,938,343	9,236,439	36,399,152	15,092,978	21,306,174	36,399,152
Resuested Carryforward of Phone Project 6-15-16	24,000	-	-	24,000	24,000	-	24,000
Proposed Adopted June 15, 2016	24,248,370	2,938,343	9,236,439	36,423,152	15,116,978	21,306,174	36,423,152

City of St. Helens

Job Title: PRETREATMENT SPECIALIST (Part-Time)
Term: This is a 1-year term-limited position
Department: Public Works
FLSA Status: Non-Exempt
Union: No
Date Revised: June 15, 2016

GENERAL PURPOSE

Coordinates with the City's Pretreatment Coordinator to help with the implementation of the City pretreatment program among various industrial/commercial users, other governmental agencies, and City staff.

Assists the Pretreatment Coordinator in performing industrial waste monitoring activities, conducts sampling, inspections, and surveys of industrial/commercial facilities to determine compliance with city, state, and federal pretreatment regulations. Maintains files and records necessary to document an effective pretreatment program.

SUPERVISION RECEIVED

Works under the direct supervision of the Wastewater Treatment Superintendent and Pretreatment Coordinator who outline program goals and objectives.

ESSENTIAL DUTIES

Assists the City Pretreatment Coordinator with the following:

- Coordinates pretreatment activities within the City and implements the City pretreatment procedures.
- Updates the City pretreatment program including development of the technical evaluation of Local Limits to ensure compliance with state and federal regulations.
- Maintains a current list of industrial users and issues industrial user survey and permit application forms. Provides assistance to industrial users in completion of such forms.
- Prepares permits and letters of notification for issuance to industrial users.
- Develops and maintains documentation necessary for the pretreatment program including inspection schedules and industrial user files.
- Performs inspections of industrial users including sampling, records review, spill plan review, facility inspection, and review of compliance schedules and history.
- Reviews industrial user compliance reports and investigates items of noncompliance. Maintains a list of industrial users determined to be in "significant noncompliance."
- Provides monthly reports of the pretreatment program status and immediate reporting of industrial user violations to the WWTP Superintendent.
- Operates and maintains monitoring equipment necessary to the pretreatment program.
- Prepares and serves enforcement documents to industrial users as directed by the WWTP Superintendent.
- Responds to complaints of spills, odors, and noxious fumes and provides technical assistance to City staff, police, and fire personnel to determine the source of such problems and to evaluate

potential impact and develop control strategy.

- Prepares pretreatment reports for submission to state and federal agencies as directed by the WWTP Superintendent.

PERIPHERAL DUTIES

- Provides periodic assistance to office staff and engineering staff as directed by the WWTP superintendent.
- Attends meetings with state and federal and other agencies as directed by the WWTP superintendent.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (a) Graduation from high school education or GED equivalent, supplemented by two (2) years post secondary college or technical training in biology, environmental science, chemistry, or a closely related field, and
- (b) Two (2) years of experience in a wastewater utility preferably in a pretreatment position, or
- (c) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (a) Ability to perform process control calculations; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the public; ability to understand and carry out written and oral instructions.
- (b) Must have a thorough knowledge of city, state, and federal pretreatment regulations and be capable of effective written and verbal communication with representatives of private industry and governmental agencies.
- (c) Must have a working knowledge of computer based word processing and data management programs.

SPECIAL REQUIRMENTS

Valid state driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, phone, calculator, computer and a variety of lab 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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment can be moderately loud in the field and quiet in the office.

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.

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.

I acknowledge that I have received a copy of the Pretreatment Specialist 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: _____

Employee Printed Name: _____

Manager Signature: _____

Date: _____



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: June 15, 2016

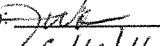
Business License Reports attached.

Suggestion/Comment Box Report attached.

BUSINESS LICENSE REPORT

City Department Approval: June 6, 2016

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

Signature: 
Date: 6/6/16

RESIDENT BUSINESS – NEW 2016

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 2Cs Vendor Mall
215 S. 1 st Street | Vendor Mall |
| <input type="checkbox"/> | Aero Investment Strategies dba Composites Universal Group
58144 Old Portland Rd, Bldg. B | Composite Manufacturing |
| <input type="checkbox"/> | *Melissa Kubitz LuLaRoe
59950 Isabella Ln | Mobile Clothing Boutique |

NON-RESIDENT BUSINESS - 2016

- | | | |
|--------------------------|--|------------------------------------|
| <input type="checkbox"/> | 4 Season Yard Maintenance | Yard Maintenance |
| <input type="checkbox"/> | A & J Custom Cabinets | Cabinet Maker |
| <input type="checkbox"/> | Advanced Heating & A/C Inc. | HVAC |
| <input type="checkbox"/> | Advanced Security & Fire | Fire Alarm |
| <input type="checkbox"/> | C & L Innovations LLC | Construction |
| <input type="checkbox"/> | CR Contracting LLC | Contractor |
| <input type="checkbox"/> | Carolyn Jenkins Painting | Maintenance Property |
| <input type="checkbox"/> | Ekstrom Construction | Contractor |
| <input type="checkbox"/> | Graphic D'Signs LLC | Construction |
| <input type="checkbox"/> | Mark S Electric | Electrical Wiring |
| <input type="checkbox"/> | Performance Building Products Inc. | Building Industry |
| <input type="checkbox"/> | R.A. Burke Construction | Concrete Sub Contractor |
| <input type="checkbox"/> | The Sankoz Corp. | Roofing Contractor |
| <input type="checkbox"/> | Shelly & Jessica's Naturally Clean LLC | Cleaning Service |
| <input type="checkbox"/> | Strauss Excavating, Inc. | Excavating & Underground Utilities |
| <input type="checkbox"/> | Universal Drywall, Inc. | Drywall Application/Finish |

RENTALS - 2016

- | | | |
|--------------------------|---------------------------|---------------------------|
| <input type="checkbox"/> | White Swallow Cabanas LLC | Rentals – House/Apartment |
|--------------------------|---------------------------|---------------------------|

MISCELLANEOUS - 2016

- | | | |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Artwork Construction LLC | 7-Day, Plumbing Contractor |
|--------------------------|--------------------------|----------------------------|

*Denotes In-Home Business

- | | | |
|--------------------------|-----------------------------|-----------------|
| <input type="checkbox"/> | Central Air Inc. | 7-Day, HVAC |
| <input type="checkbox"/> | Crouchley Plumbing Co. Inc. | 7-Day, Plumbing |

Suggestion Boxes

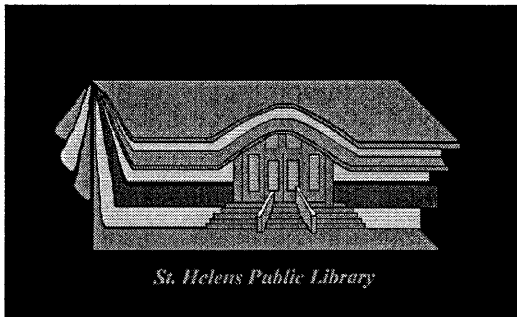
City Hall – 1st Floor Lobby/2nd Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby/ Water Department Lobby

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
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None received.

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
5/26/16	Help to buy an E-Reader.	Pay them more.	No	Connie Gayle McNeely	Great	6/15/16	Margaret	N/A	6/2/16



June 8, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Summer Reading Begins: Sign-up for summer reading for children, teens and adults will begin on **Monday, June 20**. Programs and prizes for all ages will occur throughout the summer. **Please see the event brochure following.**

Family Storytime: Beginning **Wednesday, June 22 at 11:15am in the Children's Room**, the Library will host a single weekly story time for families. Children ages 0-6 are invited to come with a parent or caregiver to join other families for stories, songs, fingerplays, movement and puppets.

Calendar:

6/20	Summer Reading Sign-Ups Begin
6/21	Library Board Meeting, 7:15pm, Auditorium
6/22	Weekly Family Story Times Begin, 11:15am, Children's Room
6/29	Friends of the St. Helens Public Library Meeting, 530pm, Armstrong Room
7/4	Library is Closed
7/19	Library Board Meeting, 7:15pm, Auditorium

EVENTS @ YOUR LIBRARY

St. Helens Public Library, 375 S. 18th St., 503.397.4544

June – August 2016

SUMMER READING EVENTS (Ages 0-18)

Paper Plane Flight School – All ages

Learn to make and fly new kinds of paper planes – or show off your own design! Whose plane will fly farthest, fastest, or most creatively?

Tuesday June 21, 3:00 p.m. - Courtyard

Family Storytime – Ages 0-6

Join other families for stories, songs, movement, fingerplays, puppets, and more. Children of all ages are welcome with a parent or caregiver.

Wednesdays, 11:15 a.m. starting June 22 - Children's room

Lego League – All ages

Visit us for unstructured LEGO play time with the Library's growing collection of donated LEGO sets. Duplo sets will be available for the younger children. *Close parental supervision for ages five and under is highly recommended.*

**Alternate Thursdays: June 23, July 7 and 21, August 4 and 18
3:30–4:30 p.m. - Hallway**

Teen Crafternoon - Ages 12-18

For those with or without artistic skill! Use upcycled materials to make mandalas and iridescent scratch-art creations.

Wednesday, June 29, 3:00 p.m. – Auditorium

Teen Gaming: Smash Bros. Tournament - Ages 12-18

Test your Super Smash Bros. WiiU skills against other players! Xbox One and PS4 games will be available for free play, too.

Thursday June 30, 3:30-5:00 p.m. - Auditorium

Fairy Festival – Ages 5+

Join us for a magical afternoon in the fairy realm! We'll have a short read-aloud from a Rainbow Magic book and then you can craft a wand, create a butterfly companion, and make a fairy light jar.

Friday July 8, 2:00 – 3:00 p.m. - Courtyard

Move Like a Mammoth – All ages

Can you pounce like a saber tooth cat, lift like a mammoth, or stroll like a giant ground sloth? Get moving as you discover how these and other amazing prehistoric animals ran, swam, leaped, climbed, and ate their way through Oregon's history. Explore fossils, bones and teeth while comparing ancient animals to those living in Oregon today. Presented by the Museum of Natural and Cultural History.

Thursday July 14, 10:00 a.m. – Auditorium

Teen Gaming: NBA 2k14 Tournament - Ages 12-18

Test your NBA 2k14 skills against other players! Wii U and PS4 games will be available for free play, too.

Thursday July 14, 3:30 – 5:00 p.m. - Auditorium



SUMMER READING EVENTS (Ages 0-18) continued

Minecraft Madness! – Ages 7+

Calling all Minecraft fans! Work together to build something awesome in Minecraft on our PS4 and Xbox. While you're waiting for your turn on a console, you can do Minecraft-themed crafts, play Minecraft-themed games, and build something in the real world!

Tuesday July 19, 5:00-6:00 p.m. – Auditorium

Teen Gaming: Mario Kart Tournament - Ages 12-18

Test your Mario Kart skills against other players! Xbox One and PS4 games will be available for free play, too.

Thursday July 28, 3:30 – 5:00 p.m. – Auditorium

MasterChef Junior: Desserts - Ages 10+

The competition will be fierce and the food will be tasty! Teams of four will be given sweet ingredients and three different challenges to complete together in a short amount of time. The victorious team will win a prize! Call the library to register. You can sign up as a team of four or just by yourself. Individuals will be assigned to teams the day of the event.

Friday July 29, 12:00 p.m. – 1:00 p.m. - Courtyard

Indoor Camping @ the Library – All ages

Bring your pop-up tent, indoor-safe lanterns, sleeping bags and pillows -- we're camping in the Library! Set up camp at 7pm when the library closes. The lights go out between 7:30 and 8:00 and the indoor campfires will be lit (er ... plugged in). Participants will be treated to snacks (in the library -- oh my!) and will read books, sing songs, and tell stories. *Children under 10 must be accompanied by an adult.*

Wednesday August 3, 7:00 p.m.-9:00 p.m. – Library

Border Collie International Performing Canine Team-All ages

A team of rescued Border Collies will entertain and educate through demonstrations of football, baseball, skits, and world-class Frisbee tricks!

Tuesday August 9, 12:00 – 1:00 p.m. - Courtyard

Teen Gaming: Just Dance Tournament - Ages 12-18

Test your Just Dance skills against other players! Wii U and PS4 games will be available for free play, too.

Thursday August 11, 3:30 – 5:00 p.m. – Auditorium

Summer Reading Party - All ages

The Library hosts an annual end-of-summer party for all families who participated in the Summer Reading Program. Join us in the courtyard at the Library for a prize raffle, food, and carnival/yard games.

Saturday August 13, 11am - 12:30pm - Courtyard

SUMMER READING SIGN-UPS AND PROGRAM REGISTRATION BEGIN JUNE 20

EVENTS @ YOUR LIBRARY

St. Helens Public Library, 375 S. 18th St., 503.397.4544

June – August 2016

SUMMER READING FOR ADULTS (Ages 18 +)

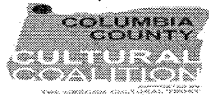
Collage with Barbara Lines

Artist Barbara Lines will engage participants with collage and paints using the Wabi-Sabi method of self-explorative art. It embraces imperfection and celebrates happy accidents so there are no mistakes and no pressure - only successful art.

REGISTRATION REQUIRED-LIMIT 20 PARTICIPANTS

Wednesday, June 22, 6:30-8:30 p.m. – Auditorium

This program was made possible by a grant from the Oregon Cultural Trust and the Columbia County Cultural Coalition



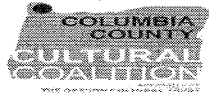
Mindful Doodles with Diane Dunn

Artist Diane Dunn will provide a guided approach to creative doodling that can be used as a tool for mindfulness and relaxation.

REGISTRATION REQUIRED-LIMIT 20 PARTICIPANTS

Wednesday, June 29, 6:30-8:30 p.m. – Auditorium

This program was made possible by a grant from the Oregon Cultural Trust and the Columbia County Cultural Coalition



Drum Creation Workshop with Lindsey King

A single-sided 10" drum is crafted using a wooden frame, a stretched rawhide head and lacing. The Drum Creation Workshop will enable twenty adults to make their own frame drum and beater over the course of two evenings. First, the moist hide is stretched and laced around the frame. After drying for a week, participants return to sand the hide surface and decorate it with painted designs if they desire. The uses of drums in tribal culture will be discussed and the workshop will include opening and closing drumming activities.

REGISTRATION REQUIRED-LIMIT 20 PARTICIPANTS

THIS IS A TWO-DAY WORKSHOP. YOU MUST BE ABLE TO ATTEND BOTH SESSIONS.

Wednesday, July 6 and July 13, 6:30-8:30 p.m. - Auditorium

This program was made possible by a grant from the Oregon Cultural Trust and the Columbia County Cultural Coalition



Essential Oils and Natural Medicine

Join Nicole Morrehead for an informative presentation on essential oils and natural medicine. You will learn how easy it is to incorporate these into your daily life and revolutionize the way you care for yourself.

Tuesday, July 12, 7:00-8:30 p.m.

FOR ADULTS (Ages 18 +) continued

Friends of the St. Helens Public Library Quarterly Art Show: Featured Artist Leslie Holl Hough

In 2015, the Friends of the St. Helens Public Library started hosting quarterly art shows at the Library to showcase Columbia County's creative community and bring creative people together to work as a group. With two art shows now under their belt, members of the Friends of the St. Helens Public Library plan to host art shows in February, May, August and November of each year.

During the month of August, the Library will host artwork by local artist Leslie Holl Hough.

On Display in the Library August 1 – August 31

Artist Talk – Leslie Holl Hough, Emerging Fused Glass Artist
Join us to hear artist Leslie Holl Hough talk about her artwork and creative process!

I am a lover of beauty.

Having been born and raised in North Portland and spending twenty-four years in Medford, I have happily migrated back to the northern part of Oregon, living in St. Helens with my husband, Larry, and our black lab, Maddie, for the past eleven years. After raising a family and setting aside my career in dental hygiene, I began searching for ways to bring more beauty and creativity to my life. I found it in fused glass.

I started working in fused glass at North Portland's Aquila Glass School (owned by St. Helens residents Don Bietscheck and his wife Tammy), and now work out of a small studio in my home. Fusing is a process of melting and shaping pieces of glass at very high temperatures using a kiln. I enjoy the interaction of science and artistry that bring unique qualities to each piece of glass work and I appreciate the influence that living in our unique environment of water, rock and woods has on my art. I am excited to share the beauty of fused glass with you this August when my work will be on display at the St. Helens Public Library.

Tuesday, August 2, 7:00 p.m.

Learn to Play the Ukulele

Tim Pardue of the Cowlitz Ukulele Association continues to teach Saturdays at the Library. Call the Library for more details.

Beginners: Saturdays, 10:00 a.m. – Auditorium

Continuing Players: Saturdays, 11:00 a.m. - Auditorium


St. Helens Writers' Guild

The St. Helens Public Library hosts the St. Helens Writers' Guild meeting each month. Open to all writers.

2nd Saturday each month, 12- 2:00 p.m. - Armstrong Room

SUMMER READING SIGN-UPS AND PROGRAM REGISTRATION BEGIN JUNE 20

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppeard, Public Works Operations Director	
Date:	15 June 2016	
Subject:	May Status Summary	

Engineering

1. Finalized contract with consultant to provide design services for the 2MG Reservoir Rehab Project.
2. Put Manhole Rehabilitation project out to bid.
3. Submitted grant application to Oregon Marine Board to replace dock ramp on Sand Island.
4. Worked with Developer to finish majority of public infrastructure in Elk Ridge Estates Phase 6.
5. See complete report.

Parks

1. Mowing time has greatly increased. Started watering street trees.
2. Completed restoration in McCormick Park near disc golf course. Planted native vegetation.
3. Spent time dealing with illegal campers and homeless camps.
4. Sprayed weeds and blackberries in parks, rights-of-way, library grounds, and along Highway 30.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 267 standard water meters with new radio read meters. Wow!
2. Assisted contractor at Elk Ridge Estates Phase 6 with water line testing on a few occasions.
3. Replaced sewer lateral at 115 MacArthur Street; part of I&I Lateral Program.
4. Started new storm drain extension on N. 9th Street.
5. Responded to 12 after-hours call-outs.
6. See complete reports.

Water Filtration Facility

1. Produced 42.3 million gallons of filtered drinking water, an average of 1.4 million gal/day.
2. Worked with State Pretreatment Coordinator to improve City's overall pretreatment program.
3. Programmed new worksheet into reports that will help access condition of membrane filters.
4. See complete report.

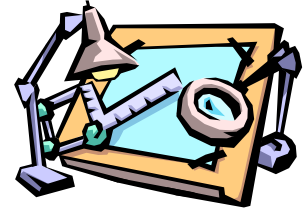
Waste Water Treatment Plant

1. Backup on headworks screen #2 found to be inmate clothing from jail.
2. Troubleshooting issue with process on Rack 5; may have to change out valve.
3. Pump at PS#4 tripped off and would not restart. Had to pull pump and found underwear wrapped around impeller.
4. Experiencing issues with the aerators; have been tripping with no obvious reason. Looking into issue.
5. See complete report.



Engineering Department Status Report

7 June 2016



WATER PROJECTS

2MG Reservoir Rehab Project

After approval of Kennedy Jenks Consultants by the City Council on May 4 for the 2 MG Reservoir Rehabilitation Project, staff met with them to complete the scope of work and prepare the personal services contract documents. The contract is complete and waiting for final signatures. Kennedy Jenks anticipates starting immediately. The objective of the project is to install a liner or a coating on the interior of the City's 1920's-era 2 million gallon water reservoir to preserve the useful life of the tank and help stop some minor leaking that is occurring.

DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

Alas, the deadline for completing the public improvement work to comply with their Preliminary Plat approval has now passed. Despite some last-ditch efforts by the contractor, they were not able to finish the project and obtain necessary approvals. They are very close to completing the project but will have to go back to the Planning Commission and get a new Preliminary Plat approval before moving forward with their final plat and being able to record the subdivision and start selling lots.

Sykes Road Development

The Developer is close to being finished with the work on the required public infrastructure. Most of the testing is complete so they should be ready to submit for acceptance in the next couple of weeks.

SANITARY SEWER AND STORM DRAIN PROJECTS

2016 Manhole Rehabilitation Project

A project to rehabilitate 48 sanitary sewer manholes was developed by the Engineering staff and is now out for bids. The project will utilize a variety of methods to clean, seal, patch, and line the various manholes to reduce inflow & infiltration and potential backups. Bids are due on May 14th, with an anticipated recommendation to award going to the Council on May 15th.

N. 9th Street Storm Drain Project

Work is currently underway on a storm drain extension from N. 8th Street to N. 9th Street. This section of N. 9th Street is one of the few remaining gravel roads in the City and lack of appropriate storm drainage has made it impractical to pave. Design and construction of this project is being done entirely in-house.

N. 13th Street Storm Drain Project

Another in-house storm project has been started on N. 13th Street. This is an underserved area with limited storm drain facilities. Because of pending new building on the block, the City is installing a short storm system extension that will provide better drainage for the area.

Godfrey Park Storm Drain Project

The project remains on hold while staff works out details with the Contractor to re-mobilize and complete the contract work. There is approximately 160 linear feet of 66-inch diameter storm pipe remaining to be installed.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The Columbia County Road Department is working out final detail of the grant documents with ODOT. The City will be partnering with the County to oversee all aspects of this large-scale improvement project. Construction of improvements on Gable Road between Highway 30 and Columbia Blvd. may begin as early as late 2017 and will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features.

Crack Sealing Street Maintenance and Preservation Project

CR Contracting, LLC of Bend, Oregon will be starting on this project the week of June 13th. A pre-construction meeting with the Contractor was held on June 6th. The Contractor expects to have the majority of the work completed by June 30th.

Right of Way and Construction Permits

There were four Right-of-Way and/or Construction permits issued by the Engineering Department during the month of May – Century Link; lot at 465 S. 8th Street; new driveway on Gable Road; and sidewalk replacement near Kozy Korner.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

The bridge abutments were constructed and the bridge will be put in place during the first part of June. Work was developed to ensure the least impact on the park and to stay out of the Ordinary High Water area. The new bridge will be located near the walking trails and parking lot, and provide safe and easy access to the disc golf course and additional nature trails on the south side of Milton Creek. The project was funded by a grant from Oregon Parks and Recreation with matching funds from the City, mostly in the form of staff labor and equipment.

Sand Island Dock Ramp Replacement Project

Staff has submitted a grant application to the Oregon State Marine Board (OSMB) and a permit application to the US Army Corps of Engineers to replace the damaged aluminum pedestrian ramp on the north floating docks at Sand Island. The existing ramp's hinge and support post have completely failed, causing the ramp to sit at an angle on one end of the dock. The constant motion of the floating docks has twisted the ramp to the point that on-site repairs are cost prohibitive. If successful, the OSMB grant will help fund the project. The Corps permit is necessary even though no in-water work is required for the replacement. Both processes are fairly time consuming and, if both are approved, work is tentatively scheduled for August 2016.



Parks Department for May 2016



Daily duties were performed which include cleaning restrooms, garbage pickup, Sand Island maintenance, watering street trees, general parks maintenance, ball field preparation, and still mowing, mowing and more mowing.

Removed trees and brush for the foot bridge @ McCormick

Removed a downed tree from Cascades

Sprayed blackberries and weeds on the HWY strip.

Repair the fence at Campbell

Filled the ditch across the creek @ McCormick and planted native plants and grass

Cleaned street tree pots

Repaired sprinklers at McCormick ball fields

Prepared Columbia View for 13 nights

Moved picnic tables and garbage cans to Columbia View

Put bark dust in the OPR flower bed

Repaired sprinklers at the OPR flower bed

Sprayed street right of ways

Sprayed weeds in the library courtyard

Moved dug out benches from 6th street to McCormick

Rototilled the water treatment plants flower bed

Power raked the ball fields

Restocked all the restrooms

Dealt with homeless campers

Moved garbage can back from Columbia View

Turned on all sprinklers

Public Works Work Report

May 2016

Water Dept:

Installed 267 radio read meters
Read heavy users
Installed shut-off at 430 Sunset Blvd.
Assisted sewer crew on Macarthur St. sewer lateral
Help contractor disinfect and sample new line at Elk Ridge
Replaced shut-off at 284 N. 4th St.

Sewer Dept:

Installed new water line at Campbell Park
Install new storm drain on N. 9th St.
Replace lateral at 115 Macarthur St.
Make new tap at 475 S. 16th St.
Repair lateral at 155 Kelly St.
Unplug manhole on Mango St. – bad grout

Call-Outs:

Splash Park not working
Alarm at Parks shop
Water off for plumbing repair at 365 N. 2nd St.
Car ran over signs at S. 10th St. & Old Portland Rd.
Alarm at PW shop
Water off for plumbing repair at 365 N. 11th St.
Car wreck at S. 6th St. & Old Portland Rd.
Water off for plumbing repair on S. 21st St.
Restroom problem at Campbell Park
Telemetry alarm at shop
Alarm at PW shop – bird trapped in bay
Dead cat at 16th St. & Columbia Blvd.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 60 locates
Checked wells & reservoirs daily



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Water Filtration Facility
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Water Filtration Facility Journal

May 2016

Water Production: 42.3 million gallons 1.46 million gallons per day

Week 1 Produced and sent May OHA reports to the State. Still using the original data collecting program XLReporter because the new HMI program has still not been configured to collect and publish our information in a format that we can use to send to the State at the end of the month. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Ordered Chlorine delivery for later this month. North Point correcting a feature in the HMI program that was hindering collecting data, then NP saved the work to the PLC SIM card.

Week 2 Ordered caustic delivery for later this month. Renewed our annual Ignition Total Care contract with Inductive Automation for our HMI program that allows one to see the movements of the water treatment facility process. Rented a “dingo” from Don’s rental and mowed the Salal along our entry driveway. Thad came over with the city rig that has the rototiller attachment and started turning under the ground for me. We are preparing the area to have shredded wood mulch to replace the Salal bushes we had in this area. North Point logged in to check the report feature of the HMI, found a small “glitch” in the programming and made the correction. He will log in later next week to check how the program is doing with collecting the data for us.

Week 3 Received Caustic delivery. Changed out Cl17 reagents. Rebooted my desktop computer and when it updated, I lost many of my installed programs, having to work with Center Logic to get them restored back into my computer. After getting my programs back, my files were still retrievable along with my data sheets for the WFF maintenance etc. (fortunately I back them up into a flash drive) I lost a few sheets of information I had been working on, but I am steadily restoring the info from other sources that I was creating them from. Be sure to back up all your work, everyday, to an outside source, never know when a computer will just loose it’s mind and give you back “stuff” instead of useable data. I would say I have gained back 95% of the work I had previous to my “restore” feature initiating. Did not expect the computer to restore to windows 10 when the city is still using windows 7. (Learned that from Max, I thought the city was upgraded to 10) Max said that it is problems like I have experienced that is holding them, Center Logic, back from upgrading the cities computers, so you don’t have the data and files lost or relocated somewhere else.

Week 4. Rack 5 acting up, troubleshooting the process and looks like we might be going to change out one of the valves in the process. Received a contract from PALL to install, commission and train us. Filled out the form and sent over for Neal to sign. Done. The contract is being processed and we should have the task of replacing one of the 5, obsolete, electronic positioners to one that is not obsolete. This positioner is a key player in the operation of the flow through the racks. The positioner they are upgrading is the one that has been giving us great grief for the past 2 years. We can get it to work, then it seems to “go on a field trip” and then comes back an plays well with others for a time. We are confident this new positioner will solve the problem.

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

WWTP Monthly Operations and Maintenance Report

May 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 5/12-Aerator #4 tripped. Reset and ran for a few minutes before tripping again. Called Pete and he found nothing obvious.
- 5/12-No sample from the Mill. The sample pump is not pumping water to the sampler. Used air to try to clean the line but it didn't work. Called the Mill to have them fix it and set up back up sampler on the dyke.
- 5/26-Bob Sanders here to fix boat motor on work barge.
- 5/26-Tried to pull wire to aerator #4 but due to wind and the wire being stuck, we stopped.
- 5/31-Aerator #3-Motor tripped. Reset and ran for a few minutes before tripping again.

Primary System Report

- 5/2-Repaired fiberglass damage to Boston Whaler.
- 5/13-SolarBee I in alarm and not running. Found back motor control cord. Ordered new one.
- 5/31-Installed new motor control unit on SolarBee H. Still has issues.

Pump Stations

- 5/6-PS#4-Pump #2 tripped and won't reset. Public works came down with backhoe and we pulled the pump. Found a pair of underwear wrapped around impeller.
- 5/6-Training at PS# 4, 8, and 9.
- 5/9-PS#9-Pump #2 high run hours. Back flushed to try to remove obstruction.
- 5/12-PS#1, 3, and 5-Public Works down to help clean grease and debris out of wet wells.
- 5/20-PS#1-Cleaned walls of wet well.
- 5/25-PS# 9 and 11-Public works crew down to help clean wet wells.

Sodium Hypochlorite System

- 1864 gallons used this month.
- 2066 gallons used last month.
- 5/16-Pinhole leak on north hypo pump. Fixed before put back in service.
- 5/18-Hypo delivery. Approx. 5100 gallons.

Call-outs

- No after hour call outs for May.

Plant

- 5/3-CRPUD here to install osprey deterrent on power pole leading to lagoon.
- 5/5-SCADA didn't print. Called Tom and he found a bad switch. Ordered new one.

- 5/16-Replaced last bulb in yard light above the contact tank.
- 5/16-Cleaned North contact tank.
- 5/18-Cleaned South contact tank.
- 5/22-SCADA didn't print again.
- 5/23-Sepatge receiving station plugged. Flushed with water and cleaned up site.
- 5/28-Headworks screen #2 backed up. Cleared itself but left mess everywhere. Found inmates clothes in front of the screen.

Pretreatment

- 5/3-Landfill inspection.
- 5/17-Went to Composites Universal to talk about potential processes and discharges.
- 5/18-Site visit and inspection at Transfer Station.
- 5/26-Met with Craig Allison with the Port of St. Helens to look at Composite Universal's site on port property.
- 5/26-Talked to Robert at ORPET about needing new sample point when Composite Universal starts operating.

Next Month

- Install Mission Alarm system at PS#4.