



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, May 18, 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. Employee Length of Service Awards 1:05 p.m.
3. Columbia Pacific Food Bank Request – *Casey Wheeler, Executive Director* 1:10 p.m.
4. Composites Universal Presentation – *Steve Ruege & Larry Hinman* 1:20 p.m.
5. Main Street Program 3rd Quarter Report – *Anya Moucha* 1:40 p.m.
6. Department Reports 1:50 p.m.
7. Council Reports 2:10 p.m.
8. Other Business
9. Next Work Session Items
10. Upcoming Dates to Remember:
 - May 17, Library Board, 7:15 p.m., Columbia Center Auditorium
 - **May 18, Council Work Session, 1:00 p.m., Council Chambers**
 - **May 18, Budget Committee Meeting, 6:00 p.m., Council Chambers**
 - **May 18, Council Regular Session, 7:00 p.m., Council Chambers**
 - May 23, Library Board Meeting, 7:15 p.m., Columbia Center Auditorium
 - May 24, Arts & Cultural Commission, 6:30 p.m., Council Chambers
 - **May 30, Memorial Day, City Offices Closed**
11. Future Public Hearing(s)/Forum(s):
 - June 1, 6:30 p.m., PH: FY2016-17 State Revenue Sharing & Budget

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
 For more information or for an application, stop by City Hall or call 503-366-8217.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: May 18, 2016

I am happy to announce that we have two employees who have reached big milestones in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the May 18 Council work session.

15 Years

Kathy Payne came to work for the City as a Planning Secretary in April of 2001. In December of 2002, she was promoted to Executive Secretary where she served until January 1, 2008 when she was promoted to City Recorder and still serves in that role.

10 Years

Keith Pendell began working for the City in May of 2006 as a Utility Worker I. In June of 2011, he was moved to Utility Worker II where he has served since. Keith is a great part of the City's Public Works team and his service is most appreciated!

Congratulations to Kathy and Keith, and thank you for your service!

Thank you.

Creating *Magic* on Main Street

SHEDCO UPDATES

Anya Moucha

DESIGN COMMITTEE

- Spring Clean Up 2016
 - New Planter Boxes
- Dog walk project



PROMOTIONS COMMITTEE

- Preparing for summer events
 - Kiwanis Parade
 - 4th of July
- Walk & Shop Map Update
- Ice Cream Cart



ECONOMIC VITALITY COMMITTEE

- Vacancy Report
- Let's Put Our Cities on the Map + Keep It Local Columbia County
- Better Business Series - LeTip

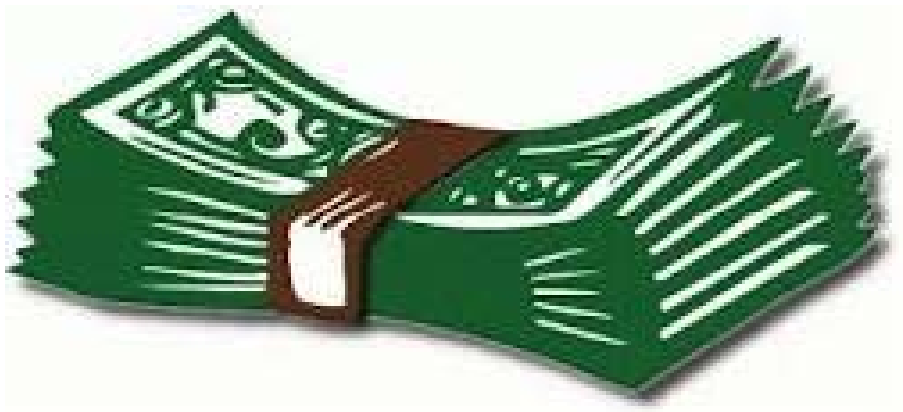


with **Google**



ORGANIZATION COMMITTEE

- New website in the works
- SHEDCO Intern
- Sustainable Funding
- Board Member Recruitment



THANK YOU



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: May 18, 2016

Business License Reports attached.

Suggestion Boxes Report attached.

BUSINESS LICENSE REPORT

City Department Approval: May 2, 2016

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

Signature: 
Date: 5/2/16

RESIDENT BUSINESS – NEW 2016

- | | | |
|--------------------------|---|---------------------------|
| <input type="checkbox"/> | Columbia County Speech & Language Svcs
1271 Columbia Blvd | Speech & Language Therapy |
| <input type="checkbox"/> | SLB Studio
215 S. 1 st Street | Vintage Booth |
| <input type="checkbox"/> | Strange Birds Coffee House, VB Holdings dba
1945 Columbia Blvd | Coffee Shop |

NON-RESIDENT BUSINESS - 2016

- | | | |
|--------------------------|-------------------------------------|----------------------------|
| <input type="checkbox"/> | Apex Crane & Rigging Inc. | Crane Rental with Operator |
| <input type="checkbox"/> | Comfort Flow Heating | HVAC Contractor |
| <input type="checkbox"/> | Harder Mechanical Contractors, Inc. | General Contractor |
| <input type="checkbox"/> | Modern Plumbing | Plumbing Contractor |

*Denotes In-Home Business

Suggestion Boxes

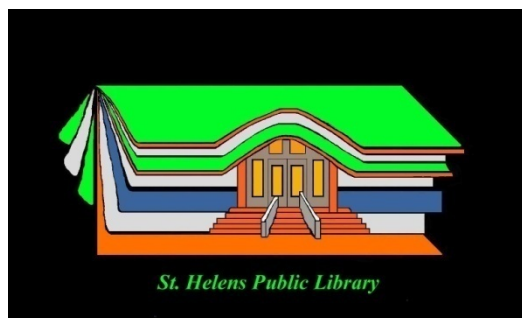
City Hall – 1st Floor Lobby/2nd Floor Lobby/ Council Chambers Lobby/ Municipal Court Lobby/ Water Department Lobby

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
4/27/16	Great resource. Thank you.	Keep up the good work.	No	D.A.	Great	5/18/16	Margaret	N/A	5/5/16



May 11, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report


Security Cameras to be Installed: Later this month, six security cameras will be installed at the Columbia Center and linked to the existing security system. The funds for this project were approved in the current FY15-16 budget.

Conversion of Cataloging Records: The Library's approximate 46,000 cataloging records will be converted to the new standard beginning on May 27 and will continue through the Memorial Day holiday. Cataloging of new items will not be possible during this time but it will not affect Library operations or patron access to the online catalog.

Calendar:

- | | |
|------|--|
| 5/11 | Lego Play Day, 330-430pm, Library Hallway |
| 5/12 | Artist Talk – Luanne Kreutzer, 7pm |
| 5/14 | Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium |
| 5/14 | St. Helens Writers' Guild, Noon-2pm, Armstrong Room |
| 5/16 | Youth Librarian Attends Early Childhood Team Meeting at the ESD |
| 5/17 | Writers' Workshop with Tricia Brown, 530pm, Auditorium |
| 5/17 | Children's Book Author Event with Tricia Brown, 7pm |
| 5/19 | Teen Game Night, 430-6pm, Auditorium |
| 5/20 | Youth Librarian Visits Lil' Learners Preschool |
| 5/21 | Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium |
| 5/23 | Library Board Meeting, Monday, 6:30pm |
| 5/25 | Lego Play Day, 330-430pm, Library Hallway |
| 5/28 | Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium |
| 6/1 | Library Board Annual Report to the City Council, 1pm |

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	18 May 2016	
Subject:	April Status Summary	

Engineering

1. Selected a consultant to provide design services for the 2MG Reservoir Rehab Project.
2. Received bids and awarded contract for the 2016 Crack Sealing Project.
3. Finalized plans and specifications for a sanitary manhole rehab project.
4. Completed US Army Corps of Engineers permit application for ramp repair project on Sand Island.
5. See complete report.

Parks

1. Spent majority of time mowing. Took over mowing/maintenance of Boise White Paper property.
2. Purchased appropriate street trees to plant along St. Helens Street and Eisenschmidt Drive.
3. Removed graffiti from Columbia View and Campbell Park restrooms.
4. Sprayed fields and power-raked 6th Street Park fields. Mounted memorial dedication sign.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 91 standard water meters with new radio read meters.
2. Potholed on N. 9th & N. 13th Streets to determine pipe depths for storm drain extension designs.
3. Repaired broken water line at dock – hit by a boat.
4. Responded to three after-hours call-outs; a reported water leak was someone draining a hot tub.
5. Fleet: Performed service, maintenance, and/or repairs on 50 various vehicles and equipment. Also assisted Parks with mowing grass.
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. Conducted a tour of the facility for preschool children from the Head Start program.
3. Programmed new worksheet into reports that will help access condition of membrane filters.
4. See complete report.

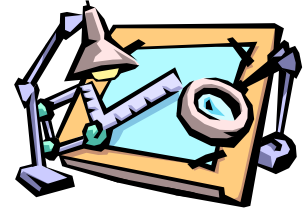
Waste Water Treatment Plant

1. Experiencing maintenance issues with a couple of the SolarBees. Ordering replacement parts.
2. Staff training at the various sanitary lift stations.
3. Cleaned the north contact tank; completed some minor improvements on the septage station.
4. See complete report.



Engineering Department Status Report

10 May 2016



WATER PROJECTS

2MG Reservoir Rehab Project

Staff reviewed proposals from three qualified engineering firms to provide design and construction services for the 2MG Reservoir Rehab project. Kennedy Jenks Consultants from Portland was selected by the group. After approval by the City Council on May 4, staff will now meet with them to complete the scope of work and prepare the personal services contract documents. 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

The Developer's contractor is scrambling to complete the remaining work on the public infrastructure before their preliminary plat approval expires at the end of May. The largest issue they have to work out is the water pressure. A portion of the new development will be in a higher elevation zone than the City's existing water system can serve with adequate water pressure. This issue has been known to the Developer from the beginning of the project and is noted on their approved plans. However, they have waited to the last moments to address the situation and may be forced to install a new water booster pump station to achieve the necessary operating pressures. If this is found to be the case, the time needed to design, review, approve, acquire, and install the pump station will push them past their Planning Approval deadline and force them to apply for a new preliminary plat approval. The Developer's engineer is working on the issue.

Sykes Road Development

The Developer continues to work on the public infrastructure to provide water, sewer, and storm drainage to three lots. They will also be constructing a private roadway/driveway.

SANITARY SEWER AND STORM DRAIN PROJECTS

2016 Manhole Rehabilitation Project

Engineering staff has completed the plans and specification for a project to rehabilitate 48 sanitary sewer manholes. The manholes have been identified as those with excessive leaking and/or plugging issues. The project will go out to bid in mid-May and will utilize a variety of methods to clean, seal, patch, and line the various manholes to reduce inflow & infiltration and potential backups. Work is not anticipated to begin until summer 2016.

S. 9th Street Storm Drain Project

Engineering and Public Works Operations have worked together to design 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 and lack of appropriate storm drainage has made it impractical to pave. The Operations crews will begin this project in early May.

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. 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

A contractor has been selected for this project through a competitive bidding process, CR Contracting, LLC of Bend, Oregon. Once contract documents are finalized, staff will conduct a pre-construction meeting with the Contractor and set up a schedule to complete the specified work.

Right of Way and Construction Permits

There were three Right-of-Way and/or Construction permits issued by the Engineering Department during the month of March – one ROW permit to NW Natural for new services to the Wirta partition on Sykes Road; one permit for sidewalk repair on S. 4th Street; and one permit to construct a new driveway approach and sidewalk on N. Vernonia Road.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

Engineering and Public Works Operations staff have developed a plan to install the bridge abutments in a manner that will least impact the park and 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.

Sand Island Dock Ramp Replacement Project

Staff is simultaneously working on a grant application for the Oregon State Marine Board (OSMB) and a permit from 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 March 2016



Daily duties were performed. Which include cleaning restrooms, garbage pickup, Island maintenance, general parks maintenance, and mowing, mowing and more mowing. Did we mention mowing?

Most of our time was spent mowing

Removed graffiti from Columbia View restrooms

Shopped for street trees

Helped install a gate into the library courtyard

Started mowing Boise paper property

Fertilized Columbia View

Removed graffiti from the restrooms at Campbell

Removed debris left from the flood

Repaired the backstop at Campbell field #1

Sprayed along the Highway landscape strip

Sprayed the infields at 6th Street

Mounted the Memorial sign at 6th Street

Power raked the infields at 6th Street

Filled a hole under the fence at Columbia View

Removed garbage (3800lbs) left by the homeless along the Columbia City bike path

Mower repairs

Painted McCormick restrooms

Repaired man door at the concession stand at McCormick ball fields

Picked up some street trees and plants

Public Works Work Report April 2016

Water Dept:

Installed 91 radio read meters
Read heavy users
Read meters
Turned off and on 29 delinquents – a record low!!!!
Assisted sewer crew on S. 1st St. storm project
Repaired leak at 455 N. 16th St.
Replaced shut-off at 105 Nimitz St.
Installed new service at 375 S 12th St.
Replaced shut-off at 454 S. 9th St.
Fixed broken water line at dock
Poured concrete at WWTP
Assisted Parks Dept. with trees
Replaced shut-off and moved meter box at Crestwood, lot #15
Replaced shut-off and poured concrete at 324 N. 6th St.
Replaced shut-off and poured concrete at 325 S. 2nd St
Replaced shut-off at 554 S. 10th St.
Delivered and picked up water trailer for decal wrap in Wilsonville

Sewer Dept:

Installed new storm drain and catch basins at S. 1st St. & Cowlitz St.
TVed sewer IF8 to IF9
Installed drain by hauler dump at WWTP
Potholed for storm project at Deer Island Rd. & N. 8th St.
Potholed for storm project at N. 13th St & West St.
TVed storm line at WWTP
Installed waterline at Campbell Park

Call-Outs:

Water leak on Allendale – was guy draining hot tub
Parks shop alarm – Pete responded
Pittsburg Rd. Mary Kiblan booster pump quit working

Miscellaneous:

Swept streets
Mowed ROWs
Marked 65 locates
Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Date: April 1st to 30th

April 1st

PW #2 Removed leaking hydraulic lines and took them to Longview to Woods Logging to have them rebuilt
Shop Cleaned restroom and shop sink
Keith Vac day

April 4th

PW #2 Full service
PW #33 Checked for an oil leak and found the filter loose
Parks Started fabricating up a gate for the library
Parks Checked out the Dixon mower for a fuel leak

April 5th

Parks Finished up on the fabrication of the gate
PW #32 Called on the parts for the turbo charger

April 11th

PW #33 Worked on getting parts for the turbo charger
Parks Raft went to the marina and took the battery out and ordered a new one
Parks #16 Replaced the battery
Parks #21 Replaced the battery
Parks #16 Replaced the belt and checked the electrical
Police S-7 Repaired the left front tire
Police S-6 Took to Emmert for repairs
Parks Finished up the gate for the library

April 12th

Parks #16 Cleaned connections and checked for a bad starter found nothing cleaned up the ground wires and started the machine works good now
Parks #17 Cleaned battery connections and repaired the arm rest
PW #33 Installed a new waste gate on the turbo charger test drove
PW Helped load the gate onto a pickup for the library

April 13th

Office Computer work
PW #76 Jump started the truck
Police S-14 Jump started the minivan and for a while to be able to get it back to the shop
Also charged the battery
Police S-21 Replaced the positive battery cable
Police S-17 Started the truck and ran for a while

April 14th

Police S-14 Tested the battery

Parks #17 Checked the belt tension replaced the belt

Parks Installed a new battery in the barge

PW #33 Checked all fluids and topped off and returned the truck to public works

April 15

Shop Cleaned bathroom and shop sink swept the floor

Police Started all the sent vehicles

Parks Checked on a mower

April 18th

Shop Mowed grass and also mowed grass across the street

Parks #17 Tested the Wiring going to the Electric clutch found that the clutch is bad

PW #29 Repaired the air conditioning

April 19th

WWTP Picked up the fire extinguisher at public works so Tom could look at them again

PW #23 Loaded the tractor on the trailer and brought to the shop for repairs removed wheel hub and what was left of the outer bearing

Parks #16 Ordered a clutch for the mower

April 20th

PW #72 Put air in the tires

PW #55 Took the truck to Eatons for a tire repair

Parks Talked to Bob about repairing the barge for Sand Island

Brett Doc App. 2hrs early

April 21st

PW #45 Installed a new tire

PW #55 Installed a new fill hose and repaired a tire

Parks Lubed up the steering cable and adjusted the throttle cable also installed a new battery

City Hall #11 Took vehicle to Emmert for repairs

April 22nd

PW #7 Repaired the tight front tire

Shop Cleaned the sink and also cleaned the restroom

April 23rd

PW #75 Greased the wheel bearings

Parks #5 Repaired the right front tire and started to install a new starter and found it to be the wrong one

Police S-7 Repaired tire

April 24th

Parks #5 Installed a new starter

PW #23 Installed a new spindle, bearings, hub also checked the other side

PW #31 Installed a new headlight

April 25th

PW #23 Delivered the road side mower back to Public works

PW #16 Looked at a suction tube for the flusher that has been damaged

Parks Looked up parts for the Toro Mower with Thad

April 26th

Parks Mowed Grass all day

April 27th

Shop Cleaned up shop and cleaned restroom and shop sink

Brett Gone two hours early



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



Water Filtration Facility Journal April 2016

Water Production: 42.3 million gallons 1.46 million gallons per day



Week 1 Produced and sent March 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. North Point finished working on our system and we will be finding another integrator to fine tune the report module portion of the new SCADA HMI system. Performed monthly check on fire extinguishers. Sent sewer readings to



Columbia City public works. Ordered Chlorine delivery for later this month. Received a classroom of pre-school students from the St Helens Head Start School. So many questions, and many answers. Ms. Dorry expressed how much they enjoyed their time touring our facility. They especially appreciated the fruit juice and Kellogg's berry bar snacks, rounded out their day at the St Helens WFF. They all received a work pouch that had Jumbo crayons, eraser, writing pad, pencils and a "happy sun face" decal. Later they had a class project and all made a picture of the water cycle using the "tools" they had in their pouch.

Week 2 Had a visit from Lucas Albrecht, PALL field technician. He is one of the technicians that helped set up the St. Helens WFF process. He is touring the Oregon facilities and providing additional training to some operators, such as Bend, Or, on how to operate the facilities, help them through some areas they might be having trouble understanding and show them some practical ways to maintain their systems. While he was here he found a few items on our own "wish they had done that here" list, made some improvements and provided an additional tool in our spreadsheet collection system that has been needed and is now included in all new installations to assist in seeing the "aging" of our membranes to help us know if the modules are getting tire and in need of replacement. Great to see an old friend and colleague again, so refreshing a time we had together.

Week 3 Received monthly chlorine delivery. Changed out Cl17 reagents. Our daily, monthly data collection spreadsheets quit working. Trouble shooting the causes and attempting to correct them. We are manually entering the daily values so we will have a report at the end of the month for the State. Rebooting our system, not accomplishing the task. Called NY to see if they would look into the problem we are experiencing.

Week 4. Northpoint has looked into our problem and corrected it for us and did not charge us a fee for their services! Big THANK YOU to Northpoint for their cooperation in solving this huge problem.

Respectfully submitted,

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

WWTP Monthly Operations and Maintenance Report

April 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 4/1-SolarBee E troubleshooting. Hardware Error. Brought control box in.
- 4/4-Stan's Refrigeration here to add Freon to bioassay fridge.
- 4/9-Bob Sanders here to look at boat motor and why it won't shift. He found nothing wrong.
- 4/10-Aerator #4 in alarm. Reset and running normally.
- 4/18-SolarBee technicians on site to trouble shoot E.
- 4/27-Bob Sanders back to take lower unit to his shop to fix.

Primary System Report

- 4/12-Cleaned SolarBees.
- 4/12-Took SolarBee H out of service. Ordered new bushing block.
- 4/21-Took boat out of lagoon and pressure washed to prep for repairs.
- 4/28-Installed new thrust block on SolarBee H

Pump Stations

- 4/8-PS#7-Pressure sensor partially floating. Removed rags and grease.
- 4/8-PS#9-Pump #2 extremely high run hours. Back flushed and will keep an eye on it.
- 4/18-PS#3-Garret with DND Electric out to install new Mission system. Main board was bad so had new one shipped out and installed on the 22nd.
- 4/28-Training on lift stations 2, 3, and 5.

Sodium Hypochlorite System

- 2066 gallons used this month.
- 3820 gallons used last month.

Call-outs

- No after hour call outs this month.

Plant

- 4/4-Tim Illias down to plumb in new drain for septage receiving station.
- Pressure washed everything.
- 4/15-Curt with Public Works down to pour concrete around new drain.
- 4/20-Replaced fan/motor on BOD incubator.
- 4/20-Replumbed septage receiving station.
- 4/20-Cleaned North contact tank.
- 4/25-SCADA didn't print for the second day. Restarted computer and installed updates. Working fine now.
- 4/29-Pete with McCoy here to work on secondary aerator bucket and to install new overhead lights around the plant.

Pretreatment

- 4/1-Letter to Armstrong regarding testing procedures.

Other

- 4/1-Citizen complaint about a loud noise near the plant. She wasn't sure where it came from and I informed her that we didn't have anything that would make that kind of noise.
- 4/5-11-Quarterly sampling.
- 4/26-Johnny took and passed his collections exam.

Next Month

- More training on lift stations