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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, April 20, 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. | Semi-Annual Report from IT Consultant Centerlogic – <i>Max Stahl</i> | 1:05 p.m. |
| 3. | Discuss Measure 5-251 Special Transit District – <i>Janet Wright, CCRider</i> | 1:15 p.m. |
| 4. | Request from St. Helens Community Foundation – <i>Bob Salisbury</i> | 1:30 p.m. |
| 5. | Request from Cycle Columbia County – <i>Bill Blank</i> | 1:40 p.m. |
| 6. | 3 rd Quarter Communications Report – <i>Crystal</i> | 1:50 p.m. |
| 7. | Review IGA with Columbia City for Building Department Services - <i>John</i> | 1:55 p.m. |
| 8. | Technical Advisory Committee Recommendation - <i>Sue</i> | 2:05 p.m. |
| 9. | Review Proposed Fleet Safety Program Policy - <i>Kathy</i> | 2:10 p.m. |
| 10. | Review Summary of Attorney Expenses – <i>Jon</i> | 2:20 p.m. |
| 11. | Discuss Potential Urban Renewal District - <i>John</i> | 2:30 p.m. |
| 12. | Department Reports | 2:50 p.m. |
| 13. | Council Reports | 3:10 p.m. |
| 14. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:30 p.m. |
| 15. | Other Business | |
| 16. | Next Work Session Items | |
| 17. | Upcoming Dates to Remember: | |
| | <ul style="list-style-type: none"> • April 18, Parks Commission, 4:00 p.m., Council Chambers • April 20, Council Work Session, 1:00 p.m., Council Chambers • April 20, Council Regular Session, 7:00 p.m., Council Chambers • April 26, Arts & Cultural Commission, 6:30 p.m., Council Chambers • April 28, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers • May 5, Budget Committee Meeting, 6:00 p.m., Council Chambers | |
| 18. | Future Public Hearing(s)/Forum(s): | |
| | <ul style="list-style-type: none"> • 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.

Memorandum

To: City Council

From: Kathy Payne, City Recorder

Date: April 20, 2016

Subject: 13 Nights on the River Fees Waiver Request & Request to Cover Insurance Cost

Attached is a letter we received from the St. Helens Community Foundation requesting the waiver of fees related to the 13 Nights Concert Series Special Use Permit. The total approximated fees to be waived equals \$940.00, as shown below:

Fee Type	Days	Fee Amount	Total
Park Reservation	14	\$40.00	\$560.00
Public Assembly		\$25.00	\$25.00
Engage in Commercial Activity		\$25.00	\$25.00
Amplify Sound		\$25.00	\$25.00
Use during hours of closure		\$25.00	\$25.00
Use of electrical connections	14	\$20.00	\$280.00
Total Special Use Permit Fees Requesting to be Waived			\$940.00

In addition, they are requesting that the concession agreement fees for 2015 and 2016 be waived. The following is the recent history of collection of these fees:

2011	\$1,297.00
2012	\$1,655.79
2013	\$1,762.75
2014	\$1,978.60

They are also requesting that the City cover the cost of their insurance for 2016, which in 2014 was approximately \$5,420 and in 2015 approximately \$4,400.



St. Helens Community Foundation

PO Box 1532

St. Helens, Oregon 97051

Building a Dynamic Community



March 15, 2016

Dear City Council,

I am writing on behalf of the St Helens Community Foundation to ask the City to waive the permit fees for 13 Nights on the River and also to donate the cost of annual insurance for The St Helens Community Foundation.

The Foundation continues to work with the City to provide non-profit status, banking services and insurance for City events like Halloweentown, 4th of July, Christmas Ships and others. This year we have added new partner groups such as the Foster Closet (clothing for foster kids); the Columbia Century Challenge (bicycle event on June 18); and the Ford Leadership Disaster Preparedness Fair on June 4. We also assist in vendor coordination and music for many events.

Sadly, the Foundation lost over \$6,100 in running the 2015 4th of July event. While this was a great financial burden which the Foundation had to bear on behalf of the City, we learned from the experience that we will now focus our efforts on what we do best – running 13 Nights on the River and helping local groups grow and prosper to make St Helens a better place to live.

This year will be the 12th Year for 13 Nights! With your help, we can keep this great 13 Nights tradition alive in our community and make Thursdays in the summer special for everyone in St. Helens.

Thank you very much for your leadership and we look forward to a great year.

Sincerely,

Robert Salisbury

President

St. Helens Community Foundation



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[Barlow Bikes](#) [Columbia County History](#) [Contact Us](#)

06-18-16



[Share Your Pictures
With Us!](#)

[Like us on Facebook](#)

Join us on an all new bike odyssey through the historic backroads of beautiful Columbia County in NW Oregon.

Choose between two loops for an exciting and challenging ride experience! The Century Plus at **110 mi & 7k feet** and the Metric Century Plus at **72 mi & 6k feet**. Conquering the dual challenge of the distance and the climbing will give you a ride to brag about! The Columbia Century Challenge is definitely not your run-of-the-mill century ride.

Are you in?



6 friends like this



Columbia Century Challenge

April 12 at 10:00am

"Nothing compares to the simple pleasure of riding a bike" – John F Kennedy

Register today at

<https://www.athletpath.com/columbia-century-challenge/2016-06-18>



2016 Columbia Century Challenge

REGISTER NOW!

Event Date:	Saturday June 18, 2016
Course opens:	6 AM and we would encourage those participating in the Century plus to leave no later than 7 AM. and those participating in the Metric Century to leave no later than 9 AM

Start/Finish Line:	Columbia View Park in historic downtown St. Helens. 275 Strand Street Saint Helens OR, 97051
Fee:	Early registration \$45 Day of event registration \$55

Columbia County features some great, bicycle-friendly backroads, from rolling roads through the old Oregon timberlands to farm roads through the open fields and pastures along the Columbia River, plus the unpaved historic Crown-Zellerbach trail (12 miles of which will be featured on the ride). Add charming rural towns, and you have the perfect backdrop for a fun and epic bike ride that has the potential to become an instant classic!

ADDITIONAL EVENT DETAILS

Organized by a local team of cycling enthusiasts and others committed to the Columbia County communities, the team is committed to ensuring a positive ride experience from start to finish. You can expect:

- Major rest stops along the route featuring hydration options, food/snacks, and restrooms in Vernonia, Clatskanie and Rainier.
- Additional rest stops ~every 15 mi.
- Services provided to riders:
 - free off-street parking near start/finish
 - fully marked route
 - detailed print and online route maps
 - portable restrooms along the route
 - free mechanical support
 - free SAG wagon support
 - route marshals at major intersections

- historical displays about the area at select locations along the route

RIDE OPTIONS

Check out the different route options!

COMMUNITY BENEFITS

All proceeds will be driven back into Columbia County to strengthen bike friendliness, cycling safety, and access (e.g. infrastructure like bike racks, signage, trail improvements, etc.) with the goal of reaping the **well-documented economic benefits of bike tourism** and health benefits of local bicycling! Your participation and support will help ensure this first annual ride sets a great precedent for long-term success!

This ride and the cycling improvements that will be achieved with the proceeds are **in honor of Phil Barlow**, who planted the seed for this concept and cared passionately about expanding opportunities for bicycling and making Columbia County a bicycling destination.

Volunteer!

We need many volunteers to both prepare for the event and on the day of the event to ensure success! Let us know if you are interested in helping out!

Sponsor the Ride!

We are seeking sponsors, direct and in-kind donations, and other partners. Let us know if you are interested in partnering!

QUESTIONS?

If you have any other questions, please contact Paul or Richard at info@columbiacentury.com or 971-225-6090

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[Columbia Century Challenge](#) [Registration](#) [Volunteer](#) [Sponsors](#) [Routes](#) [Barlow Bikes](#) [Columbia County History](#)
[Contact Us](#)

Communications Report

January to March 2016
Third Quarter – FY 2015-16

Prepared by Crystal Farnsworth
April 12, 2016



Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Gazette	e-Newsletter	Radio Spot	Media Advisory
January 2016	1	11	11		1		
February 2016	3	7	7		1		
March 2016	0	14	13		1		
Totals	4	32	31	0	3	0	0

Total Hours Worked by Category							
Category	e-Newsletter	Gazette	Press Release	Social Media	Photography	Miscellaneous*	Total
Hours	13	10.5	4.5	7.28	10.75	3.5	49.53

**Includes projects that do not fall under the standard list of duties, such as coordination with League of Oregon Cities to have tourism events featured in publication, photography, giving a Communications presentation, correcting community event calendar info in local paper, etc.

Department Allocations

Total Hours Worked by Department / Fund	
Administration	3.16
Boards/Commiss.	0
City Council	5.07
Communications*	24.07
Comm. Develop.	0
Emergency Mgmt.	0.49
Engineering	0
Finance	0
Library	5.16
Parks	2
Planning	0
Police	2.33
Public Works	5.5
Tourism	1.75
Training	0
Total Hours	49.53

*Category includes projects worked on for all departments, such as Gazette and e-Newsletter

Facebook Stats

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

Followers as of March 31, 2015: 2,991*

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

*On March 5, 2015, Facebook notified business pages that they were changing a Page's like counts which resulted in a dip in total page likes

Facebook Stats: Insights

Notifications

Insights

Publishing Tools

Settings

Help ▾

Last 28 days ▾

Export

People

March 16 - April 12

Women 25-34

Largest Audience (21%)

Mobile Devices

Most Common Device (64%)

Page Views

March 16 - April 12

541

Total Page Views ▼5%



Reach

March 16 - April 12

9,058

People Reached ▼64%

7,717

Post Engagement ▼13%

Actions on Page

March 16 - April 12

1

Total Actions on Page ▲0%



Videos

March 16 - April 12

71

Total Video Views ▼99%



Page Likes

March 16 - April 12

156

Page Likes ▲16%



Twitter

Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

As of March 31, 2015: 537

As of June 30, 2015: 540

As of Sept. 30, 2015: 670

As of Dec. 31, 2015: 756

As of March 31, 2016: 820

Activity Highlights

- KOHI Radio City Talk
- Library Events
 - Soup Night
 - Friends Book Art
- Job Openings
- Length of Service, Officer Swearing Ins, New Employees
- Coffee with a Cop
- Spring Gazette



On the Horizon

- **Summer Gazette**
- **Waterfront Redevelopment Open House**
- **Library events – Conversation Project, Author Events, Summer Reading**
- **13 Nights on the River**
- **4th of July**
- **C.A.T. Senior**
- **Spirit of Halloweentown**
- **C.A.T. Senior Survey Coordination**

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FOR 99¢. ACCESS INCLUDES EARLY, ENHANCED
AND EXCLUSIVE CONTENT.

TRY IT NOW!




San Francisco Chronicle

BART gets candid in Twitter exchange with angry riders


By Kale Williams | March 17, 2016 | Updated: March 17, 2016 12:32pm

2:46 PM




Warriors fans eager to see history, but most can't

2:15 PM



SF removing dozens of news racks in move to improve

1:07 PM



UC Berkeley to eliminate 500 staff jobs

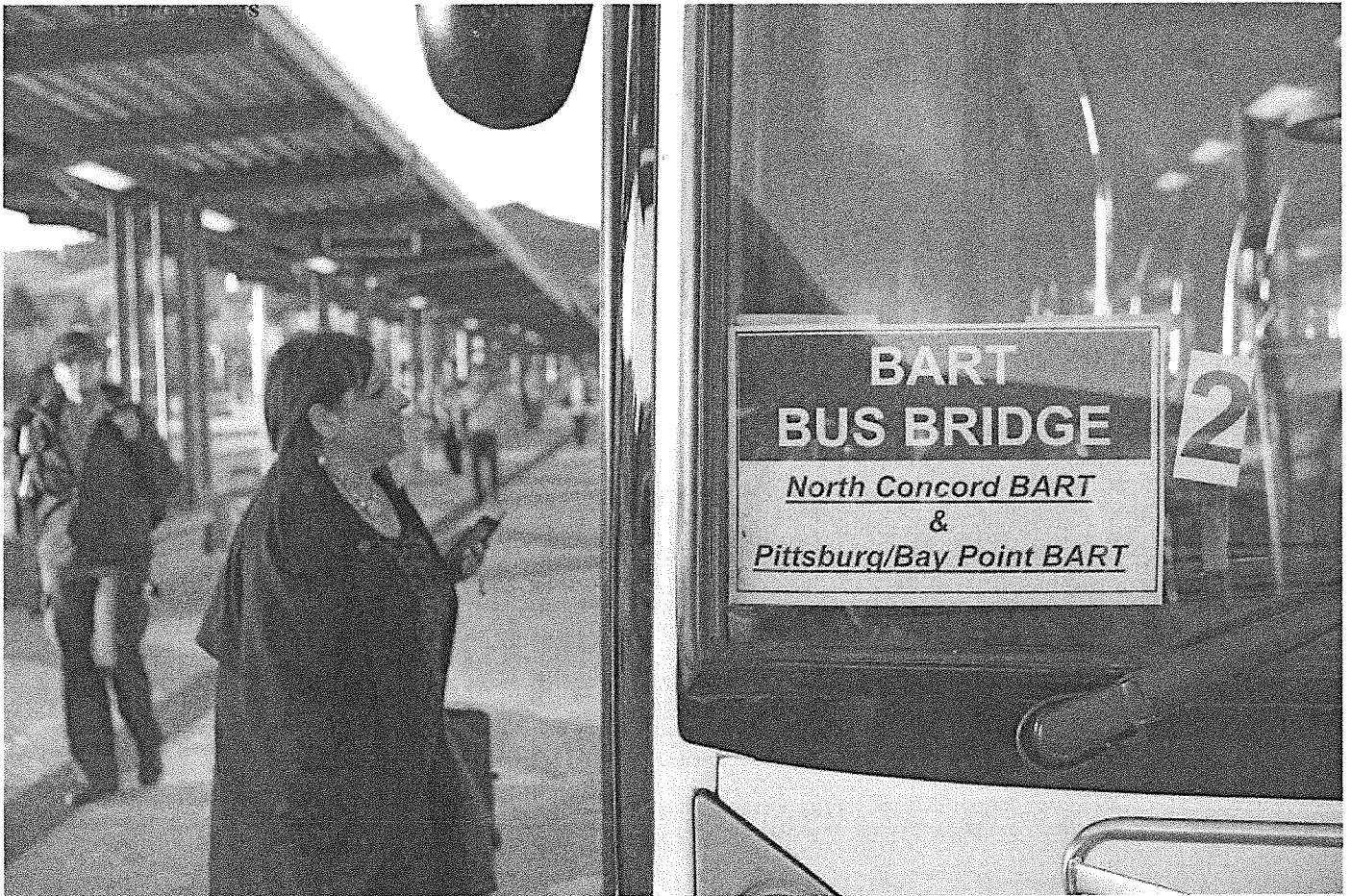


Photo: Michael Short, Special To The Chronicle

Shuttle bus service was offered as BART service was out between the Pittsburg/Bay Point and Concord stations due to an electrical problem.

Twitter, usually a fast-flowing river of mostly meaningless information, became much more for the folks at BART on Wednesday night as the transit agency's account found itself responding to scores of customers angry about a major service disruption.

But the social media exchange led to a surprisingly candid, and sometimes humorous, conversation on the adversity facing the beleaguered system.

The tweet that seemed to kick it all off came after one customer complained that disruptions to service, like the one that knocked out 50 cars Wednesday and prompted the closure of the Pittsburg/Bay Point station, have come to be expected.



SFBART
@SFBART

Follow

@shakatron BART was built to transport far fewer people, and much of our system has reached the end of its useful life. This is our reality.

6:22 PM - 16 Mar 2016

1,093

1,548

That tweet was retweeted more than 600 times, the type of virality usually associated with cat memes and celebrity gossip as opposed to the accounts of regional transit agencies.

That was just the jump off, though, as the account bantered back and forth for the next several hours with BART officials patiently explaining the situation to angry users and even pushing back on assertions the people behind the account thought were specious. Much of the conversation took place with the hashtag #ThisIsOurReality.



Terry
@tquad64

16 Mar

@SFBART @shakatron bloody hell, you had over 20 years to plan for crowds. Get it together. #projectplanning #BART #Fails #Again #Excuses



SFBART
@SFBART

Follow

@tquad64 Planners in 1996 had no way of predicting the tech boom - track redundancy, new tunnels & transbay tubes are decades-long projects.

7:00 PM - 16 Mar 2016

141

425



Emily Wood
@kettering

16 Mar

@CalebGarling what I'm hearing/reading is: whoever was manning @SFBART's social just gave up completely ㄟ(͜ʖ)ㄟ



SFBART
@SFBART

Follow

@kettering No - sugarcoating problems, especially ones obviously disrupting people's lives, isn't an effective or honest way to communicate.

7:11 PM - 16 Mar 2016

132

470



Cristina
@ladyfox14

16 Mar

@EliPollak @SFBART - The theory around not having late hours is to avoid having bad folks travel into the city at odd hours of the night.



SFBART
@SFBART

Follow

@ladyfox14 Bad theory - overnight hrs are the only time we can do maintenance without disrupting service. BART wasn't built w/ extra tracks.

7:21 PM - 16 Mar 2016

17 119



James Robinson
@jalrobinson

16 Mar

@SFBART fair enough. But even so, it's still an organizational/bureaucratic failure that is putting thousands at a disadvantage.



SFBART
@SFBART

Follow

@jalrobinson We don't consider successfully moving the equivalent of the population of Atlanta through BART on a daily basis a failure.

10:24 PM - 16 Mar 2016

96 347

Taylor Huckaby, the man behind the keyboard Wednesday evening, said there was no executive decision made to change the tone and, in fact, he's been working to make the BART Twitter feed more conversational for some time.

"Government is often cautious to a fault," he said. "Twitter is not a medium for shouting into the dark, it's conversational."

At points throughout the evening, the @SFBART account delved into such wide-ranging topics as urban development and planning, infrastructure investment, the gross cloth seats recently removed from BART cars, the lack of 24-hour service and previous projects, which some have panned as unnecessary expenditures for an agency with limited funds.



Jay Castle
@jbcastle2

16 Mar

If only @SFBart wasn't wasting gobs of money on OAC & service to Livermore... twitter.com/sfbart/status/...



SFBART
@SFBART

Follow

@jbcastle2 The Oakland Airport Connector is modern, clean, and fabulous to ride. You should try it.

9:04 PM - 16 Mar 2016

3 38

Huckaby said it's taken him a while to get to a point where he can answer questions on the fly about the complexities of urban mass transit funding and infrastructure.

"In my development as a social media manager, I've reached the point where I feel comfortable answering people's questions," he said. "It allows government to have more of a fireside chat moment."

The Internet being what it is, Huckaby saw his fair share of hateful tweets aimed at the BART account, but it comes with the territory, he said.

"That's the nature of social media," he added. "There's a lot of negativity on social media, but I believe in the good of public transportation."

BART's Twitter response was notable enough that the social media platform created a "moment"—a feature usually reserved for major sporting events and breaking news—where the most widely shared tweets were collected.

BART has never been the most transparent agency. Recently, officials only revealed that most of the security cameras on BART trains were fake after an investigation by The Chronicle. It's also worth noting the agency is considering asking voters to approve a bond measure of up to \$3.5 billion for expansion and infrastructure improvements.



Darwin BondGraham
@DarwinBondGraha

17 Mar

@SFBART's end of useful life, sad reality mutterings compared to this:[twitter.com/laura_nelson/s...](https://twitter.com/laura_nelson/status/6711111111)



SFBART
@SFBART

Follow

@DarwinBondGraha Not sad at all - our Board is considering a \$3.5 billion bond that could be on the November ballot.

9:14 AM - 17 Mar 2016

3 7

The conversation wasn't meant to drum up support for the bond measure, though, as public agencies aren't allowed to advocate for such things. Huckaby said that BART is in desperate need of funds, but that his job is only to correct misinformation.

"It wasn't strategic," he said. "We can't advocate. We can only educate, but to see people talking about the bond on their own was heartening."

It was an intense evening for Huckaby. Once things got rolling, he did his best to respond to as many tweets as he could, staying up into the wee hours of Thursday morning. One especially bright spot for him, though, came when Metro Los Angeles tweeted in solidarity with BART, fittingly in the form of an animated gif.



SFBART
@SFBART

16 Mar

@jalrobinson At the end of the day, we're just trying to illustrate the importance of public transit to the Bay Area - and America.



Metro
@metrolosangeles

Follow

@SFBART pic.twitter.com/9xSwytfy4

10:50 PM - 16 Mar 2016



521

1,318

Kale Williams is a San Francisco Chronicle staff writer. Email: kwilliams@sfchronicle.com Twitter: @SFKale



Kale Williams
Reporter

**CITY OF COLUMBIA CITY – CITY OF ST. HELENS
INTERGOVERNMENTAL AGREEMENT
BUILDING INSPECTION AND PLAN REVIEW SERVICES**

PARTIES

This Agreement is entered into by and between the City of Columbia City, a municipal corporation of the State of Oregon, hereinafter referred to as “Columbia City” and the City of St. Helens, a municipal corporation of the State of Oregon, hereinafter referred to as “St. Helens”.

RECITALS

WHEREAS, by the authority granted in ORS 190.010, a local government may enter into an intergovernmental agreement with another local government to perform any and all functions that a party to the agreement, its officers or agencies, have the authority to perform; and

WHEREAS, Columbia City desires to employ the services of St. Helens to provide building inspection and plan review services for review of compliance with applicable building codes; and

WHEREAS, Columbia City desires to provide a high level of professional and technical services at a cost less than the fees paid to Columbia City by permit applicants; and

WHEREAS, Columbia City wishes to contract with an organization directed by persons having experience and knowledge in the interpretation and application of regulations providing for protection of the public; and

WHEREAS, St. Helens’ building inspectors, supervisors and managers are credentialed, have regulatory plan review and building inspection experience and otherwise meet Columbia City’s criteria; and

WHEREAS, St. Helens is able to provide the services Columbia City is seeking and is willing to enter into this Agreement with Columbia City to provide building inspection and plan review services to Columbia City in accordance with and limited to the provisions set forth in this Agreement.

AGREEMENT

In consideration of the promises and mutual covenants and agreements herein contained, it is agreed between the parties as follows:

1. **Effective Date.** This Agreement is effective on the last date signed by the parties, below.
2. **Completion Date.** This Agreement shall continue until June 30, 2016 and shall automatically renew every year thereafter on July 1st unless terminated by either party pursuant to Paragraph 7 of this Agreement.
3. **St. Helens Services.** St. Helens agrees to provide services as follows:
 - a. Building inspection services, to supplement Columbia City Staff upon request of Columbia City, to determine compliance with approved plans and Columbia City adopted Oregon State Building Codes (including Building, Plumbing and Mechanical.) The service goal is to perform such inspections within 48 hours of request by Columbia City and provide an inspection record to the applicant and Columbia City.
 - b. Plan review services of complete plans with the following service goals:
 - i. For one and two family residential buildings, additions and related work: complete initial plan review within seven (7) business days.
 - ii. For multi-family residential, mixed use and non-residential buildings deemed by St. Helens

- to be of normal complexity: complete initial plan review in less than twelve (12) business days.
- iii. For multi-family residential, mixed use and non-residential buildings deemed by St. Helens to be of unusual complexity: complete plan review in less than fifteen (15) business days.

Notwithstanding the service goals outlined above, St. Helens reserves the right to prioritize its own building inspection and plan review work over Columbia City building inspection and plan review service requests.

4. Consideration. Compensation shall be at the following hourly rates, billed in one half-hour increments:
 - a. Commercial and mixed use plan review and inspections: \$75.00 per hour, not to exceed 80% of permit fees.
 - b. Residential plan review and inspection: \$75.00 per hour, not to exceed 80% of permit fees.

St. Helens shall submit, after the first business day of each month, the invoice for building inspections performed during the prior month. Payment of invoiced and approved items shall be mailed to St. Helens within twenty-five (25) days after the date of the invoice. Payments not made within the above time frame shall, when paid, be increased one and one-half percent per month, or any portion of a month, for each month the payment is delayed.

5. Permit fees. Permit fees collected by Columbia City will be consistent with the St. Helens fee schedule as approved by the State of Oregon Building Codes Division. All Columbia City system development charges, planning fees, City surcharges, local ordinance fees and the State Building Code surcharge fees (12%) will be collected by Columbia City.
6. Compliance with Codes and Standards. It shall be St. Helens' responsibility to determine compliance with all applicable building, health and sanitation laws and codes, and with other applicable Federal, State and local acts, statutes, ordinances, regulations, provisions, and rules.
7. Contract Representatives. Contract representatives for this Agreement are the following:
 - a. For St. Helens:
Robert Johnston, Building Official
City of St. Helens
PO Box 278
St. Helens, Oregon 97051
 - b. For Columbia City:
Leahnette Rivers, City Administrator
City of Columbia City
PO Box 189
1840 Second Street
Columbia City, OR 97018

All correspondence shall be sent to the above addresses when written notification is necessary. Representatives of the parties to this Agreement can be changed or substituted by either party providing written notice to the other party at the provided addresses.

8. Termination. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event St. Helens fails to substantially perform the work in a manner satisfactory to Columbia City, or Columbia City fails to make timely payments for work invoiced by St. Helens, this Agreement may be terminated immediately and all costs incurred and fees earned by St. Helens prior to the termination date shall be paid by Columbia City to St. Helens

9. Reports. Upon the request of Columbia City, St. Helens shall, within a reasonable time, provide a written report on the progress of and information related to the work outlined in this Agreement.
10. Hold Harmless. To the extents of the limitations of the Oregon TORT Claims Act, the Oregon Constitution and the St. Helens Charter, St. Helens agrees to indemnify and hold harmless Columbia City, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to St. Helens' performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by St. Helens. Columbia City agrees to indemnify and hold harmless St. Helens, its officers, agents and employees from and against all third party claims, suits, actions, damages, costs, losses and expenses in any manner resulting from, arising out of, or connected to Columbia City's performance, or failure to perform, its obligations under this Agreement or any other negligent or willful act or omission by Columbia City.
11. Non-Discrimination. St. Helens agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, handicap or age, suffer discrimination in the performance of this Agreement.
12. Non-Appropriation. In the event sufficient funds shall not be appropriated for the payment of consideration required to be paid under this Agreement, and if Columbia City has no funds legally available for consideration from other sources, then Columbia City may terminate this Agreement pursuant to Section 7 of this Agreement. St. Helens may, pursuant to Paragraph 7, terminate this Agreement at any time that funds are not appropriated by Columbia City for compensation to St. Helens, and in such event St. Helens may immediately cease its performance of its obligations under this Agreement.
13. Legal Fees. In the event any action, suit or proceeding, including any appeals therefrom, is brought for failure to observe or perform any of the terms of this Agreement, each party shall be responsible for its own attorney's fees, expenses, costs and disbursements for said action, suit, proceeding or appeal.
14. Non-Waiver. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver of that or any other provision of this Agreement.
15. Time of the Essence. The parties agree that time is of the essence in this Agreement.
16. Choice of Law. This Agreement shall be governed by the laws of the State of Oregon.
17. Venue. Venue relating to this Agreement shall be in the circuit court of the State of Oregon for Columbia County, located in St. Helens, Oregon.
18. Severability. If any provision of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remainder of this Agreement.
19. Entire Agreement. This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, regarding this Agreement that are not contained within the terms of this Agreement. St. Helens, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement. Columbia City, by signature of its authorized representatives below, hereby acknowledges that it has reviewed, understands and agrees to the terms and conditions of this Agreement.

DATED this _____ day of _____, 2016.

CITY OF COLUMBIA CITY:

Mayor

Attested:

City Administrator

Approved as to Form:

City Attorney

CITY OF ST HELENS:

Mayor


Attested:

City Administrator

Approved as to Form:

City Attorney for Contracts

COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	20 April 2016	
Subject:	Cascades Reserve Allocation Annual Adjustment	

Background:

Each March, the Biochemical Oxygen Demand (BOD) loading rate from Cascades is reviewed and compared with the reserve allocation from the previous year per the terms of the Operation and Use Agreement. As anticipated, the loading from the mill has increased from the 2014-2015 figures because of the addition of a second paper machine and maintenance issues with Cascades' clarifier. Last year the reserve was set at 52.9%. Data for the past year shows that the actual loading increased to an average of 66% (see table).

2015-16

	BE BOD Ave lbs/day	PE BOD Ave lbs/day	Total Ave lbs/day	BE %	PE %
Mar-15	1600	2223	3823	41.85	58.15
Apr-15	1667	1971	3638	45.82	54.18
May-15	2795	1774	4569	61.17	38.83
Jun-15	2288	1497	3785	60.45	39.55
Jul-15	1673	1508	3181	52.59	47.41
Aug-15	3647	1313	4960	73.53	26.47
Sep-15	3596	1179	4775	75.31	24.69
Oct-15	3363	1436	4799	70.08	29.92
Nov-15	3542	1920	5462	64.85	35.15
Dec-15	7793	2704	10497	74.24	25.76
Jan-16	5775	2141	7916	72.95	27.05
Feb-16	6175	2077	8252	74.83	25.17
Totals	43914	21743	60494		
Averages	3659.50	1811.92	5041.17	66.0	34.0

Recommendation:

Adjust Cascades' reserve to 66% per the terms of the Operation and Use Agreement. This number is based on the average loading from Cascades compared to the loading from the City's Primary lagoon as outlined in section 9.2.3 in the Agreement. Per the agreement, Cascades pays either the reserve minimum or for actual loading, whichever is higher.

City of St. Helens
RESOLUTION NO. 1735

**A RESOLUTION ADOPTING A CITY OF ST. HELENS
FLEET SAFETY PROGRAM POLICY**

WHEREAS, in order to maintain an efficient and orderly operation, it is necessary that employees follow certain rules when operating City vehicles/equipment; and

WHEREAS, the City Council finds it in the best interest of the employees, citizens and customers of the City of St. Helens, to adopt a Fleet Safety Program Policy.

NOW, THEREFORE, the City of St. Helens resolves as follows:

Section 1. The Fleet Safety Program Policy, attached as Exhibit A and incorporated herein by reference, is hereby adopted.

Approved and adopted by the City Council on April 20, 2016, by the following vote:

Ayes:

Nays:

Randy Peterson, Mayor

ATTEST:

Kathy Payne, City Recorder

CITY OF ST. HELENS	
FLEET SAFETY PROGRAM POLICY	POLICY NUMBER:
EFFECTIVE DATE:	APPROVAL:

I. POLICY

Fleet Safety Program.

II. PURPOSE

In order to maintain an efficient and orderly operation, it is necessary that employees follow certain rules when operating City vehicles/equipment.

III. PROCEDURES

See attached Fleet Safety Program Handbook.



FLEET SAFETY PROGRAM HANDBOOK



**DRAFT
04/05/16**



INTRODUCTION

These rules are published for the information and guidance of employees of the City of St. Helens. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on the City of St. Helens and the driver.

Drivers are required to observe all rules and procedures outlined in this manual at all times.

**NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT
THAT WE CANNOT TAKE THE TIME TO PERFORM IT
SAFELY!**



SECTION 1

CONDITIONS FOR DRIVING VEHICLES

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

Qualifications

To qualify as a driver of City vehicles, drivers must meet the following conditions:

1. Must be at least 18 years of age.
2. Must have a current state or jurisdiction driver license.
3. Must have in effect a current liability insurance policy for his/her personal vehicle, if employee owns a personal vehicle.
4. Must have knowledge of, and adhere to, state and municipal traffic laws and regulations whenever driving City vehicles.
5. Must have in your possession a valid driver license while driving vehicles.
6. Be approved by your supervisor to drive on City business.
7. Must attend a City of St. Helens sponsored defensive driving class at least once every three years.



SECTION 2

DRIVER ELIGIBILITY GUIDELINES

Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other “prohibited” action may result in disciplinary action, up to and including, termination.

1. No major violations in the previous three years.

Major violations include:

- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Speeding over 20 MPH over the posted speed limit
- Other similarly serious violations

2. No more than two minor violations in the previous three years.

Minor violations include:

- Speeding 20 MPH or less over the posted speed limit
- Failure to obey a traffic control or signal
- Improper lane change
- Failure to signal
- Failure to yield the right of way
- Failure to wear a seat belt
- Cell phone or texting violations
- Other similar violations

3. **No more than one at-fault accident in the previous three years.** All accidents are considered at-fault unless proven otherwise.

Driver Guidelines Matrix

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	1 or More
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Failure to report a suspended license and other “prohibited” action may result in disciplinary action, up to and including, termination.



SECTION 3

DRIVER SUPERVISION

1. Motor Vehicle Records: Oregon DMV's Automated Reporting Services (ARS) provides the City with updates when an employee's driver license is modified.
2. Accident Review: All vehicle accidents will be reviewed by the Safety Committee to determine preventability.
 - a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.
 - b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.
 - c) The involved driver will be advised of the decision and will be subject to a driving performance review with management. For law enforcement this will quite often be accompanied with disciplinary sanctions.

How to Determine Preventability

This guide is to be used by the Safety Committee in determining if an accident is preventable or non-preventable:

1. What is a preventable accident?

A PREVENTABLE accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a non-preventable accident?

A NON-PREVENTABLE accident is an accident in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident and guard against them.

Courtesy

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon the City of St. Helens.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

Personal Use of City Vehicles

The City prohibits the personal use of vehicles unless approved by supervisor as outlined in the City of St. Helens Personnel Policies and Procedures Handbook.

Vehicle Appearance

City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

Suggestions

City management will appreciate any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safe. Please make suggestions to a supervisor or department head.

Moving Violations

You will be liable for all speeding, traffic and parking violations.

Cell Phones & Texting

Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free accessory." Texting is prohibited.

Passengers

Your supervisor must approve all passengers. Generally, it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.



SECTION 4

SAFETY

Inspections

A pre-trip inspection should be made at the start of each shift to ensure vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

Safe Driving

Be a Defensive Driver:

A defensive driver is defined as, "One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident."

Speed:

The maximum speed limit is the "posted speed limit." Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance costs, increased tire life, and fuel conservation.

Striking Fixed Objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver and must be reported to your supervisor.

Proper Backing:

Walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two or more people, it is advisable to have one person stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

You have NO right-of-way where pedestrians are concerned. Legally, they may walk on either side of the road, they can cross at intersections or not, and they can pop out from behind a parked car on a busy city street. Never assume that they see you.

Accidents & Incidents

YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR, AS SOON AS POSSIBLE.

1. Park safely and set out warning devices. Do not leave vehicle unattended except in an extreme emergency.
2. Prevent the moving of injured persons unless absolutely necessary.
3. Call 911. In the case of an accident that is not an emergency, call the non-emergency number 503-397-1521.
4. Within each City vehicle is a ***"What to do if you're involved in an accident"*** pamphlet. While at the scene, get as many of the details as you

can written down in the pamphlet including a sketch of the incident. Information needed to properly complete accident reports, is as follows:

- a) Location, time, and date.
 - b) Make, model, type and license of other vehicles involved.
 - c) Registered owner of other vehicle(s) involved.
 - d) Driver's name, age, address, and license number of other vehicle involved.
 - e) All occupants' names and addresses in other vehicles involved.
 - f) Names and addresses of all possible witnesses.
 - g) Name of police station to which accident was reported.
 - h) Name and DPSST numbers of the police officers at the scene
 - i) Name of the insurance company which covers the other vehicles involved.
 - j) Names and addresses of persons injured and the extent of the injury.
 - k) Names of fire and/or medical personnel on scene.
5. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. **Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE.** Give your name, the City's name and offer to show your license.
6. Take pictures whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night.
7. If there is a response from law enforcement, you should stay at the scene of the accident until instructed by a police officer to proceed.
8. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and City's name, address and phone number.
9. As soon as possible, complete a **Supervisor's Report of Accident Form** with your supervisor. Attach a copy of the completed pamphlet. A copy of both should be sent to the Safety Coordinator and to the City Recorder. The City Recorder will make sure that the accident is reported to the City's insurance broker Hagan Hamilton (503-397-0123) who will then notify City County Insurance Services.

10. If any of the following applies, an **Oregon Traffic Accident and Insurance Report Form** must be completed **within 72 hours** of the collision:

- a) Damage to the vehicle you were driving is over \$1,500; or
- b) Damage to any vehicle is over \$1,500 and any vehicle is towed from the scene as a result of damages from the collision; or
- c) Injury or death resulted from the collision; or
- d) Damage to any one person's property other than a vehicle involved in the collision is over \$1,500; or
- e) If your vehicle was the only one in the crash and meets any of the above requirements.

DMV forms are available at the DMV office or online at <https://www.oregon.gov/ODOT/DMV/pages/form/forms.aspx>. **A copy of the form should be given to Human Resources.**

Seat Belts and Other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.
2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications.
3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

Equipment Protection and Maintenance

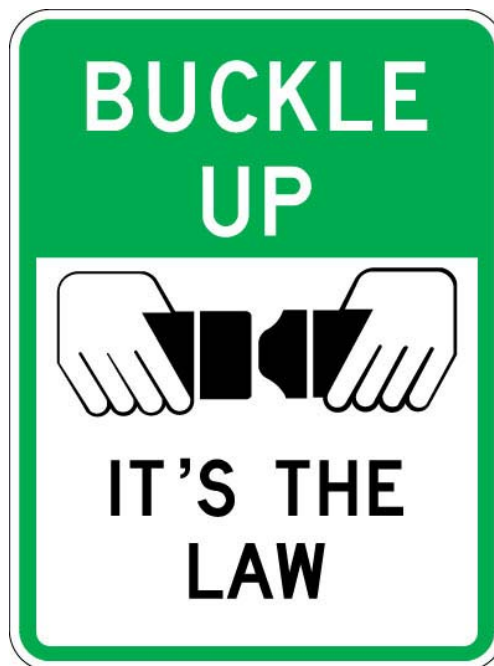
It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road.

Priority Items to check are:

- ✓ Brakes – inadequate brakes are no excuse for an accident
- ✓ Steering

- ✓ Oil level
- ✓ Water
- ✓ Windshield wipers
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices
- ✓ Glass (for cracks and defects)
- ✓ Horns
- ✓ Under vehicle for oil and water leaks

BUCKLE UP FOR SAFETY!



ACKNOWLEDGMENT

I, _____, have received, read and understand the City of
Print Name
St. Helens Fleet Safety Program Handbook and will abide by its contents. If I have
any questions regarding the Handbook's provisions, I will discuss them with my
supervisor.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Please return this page to Human Resources.

**City of St Helens
Legal Fees by Vendor**

		FY	As of 4/13/16
Vendor	Classification 1	14-15	15-16
BULLARD LAW			
	Personnel Issues	52,568.43	27,957.25
	Personnel Policy	4,808.00	
BULLARD LAW Total		57,376.43	27,957.25
JORDAN RAMIS PC			
	Admin - Col Health Distr	342.00	1,644.00
	Admin - General	5,345.12	6,126.80
	Boise Veneer	11,673.60	5,506.50
	Boise White Paper	25,341.98	21,268.84
	Planning - Public Hearings		835.20
	Planning - Sensitive Land	58,411.35	60.00
	PW - LNG	360.00	960.00
	PW - Sewer	583.80	756.00
	PW - Streets		372.00
	PW - Water	228.00	
JORDAN RAMIS PC Total		102,285.85	37,529.34
CYNTHIA PHILLIPS			
	Admin Contracts	2,580.00	2,420.00
	Police Contracts	70.00	
	PW Contracts	900.00	990.00
CYNTHIA PHILLIPS Total		3,550.00	3,410.00
Total Legal Costs *		163,212.28	68,896.59

* Excluding Municipal Court



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: April 20, 2016

Business License Reports attached.

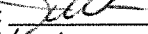
Suggestion Box Report attached.

Letter of Support for Columbia County Museum Association's Grant Application attached.

BUSINESS LICENSE REPORT

City Department Approval: April 4, 2016

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

Signature: 
Date: 4/4/16

RESIDENT BUSINESS – RENEWAL 2016

- | | | |
|--------------------------|-----------------------------|---------------------------------|
| <input type="checkbox"/> | Bella Maison | Gift/Retail |
| <input type="checkbox"/> | Little Peoples World | Resale & New Clothes & Gifts |
| <input type="checkbox"/> | Monkey Tree Learning Center | Child Care Center |
| <input type="checkbox"/> | Remedy Alley LLC | Reiki and Energy Healing Center |
| <input type="checkbox"/> | *Theresa Holt Design | Interior Design |

RESIDENT BUSINESS – NEW 2016

- | | | |
|--------------------------|---|-------------------------------|
| <input type="checkbox"/> | Karen
215 S. 1 st Street | Secondhand Vendor |
| <input type="checkbox"/> | U.S. Pipe Fabrication
58144 Old Portland Road, Suite E | Ductile Iron Pipe Fabrication |

NON-RESIDENT BUSINESS - 2016

- | | | |
|--------------------------|---------------------------------|------------------------------|
| <input type="checkbox"/> | Clayton Lance, Attorney of Law | Law |
| <input type="checkbox"/> | Even Construction, Inc. | Building Contractor |
| <input type="checkbox"/> | Inflow Communications, Inc. | Telecommunications Solutions |
| <input type="checkbox"/> | Mountain Man | Retail |
| <input type="checkbox"/> | Rick Richmond Construction Inc. | Construction |

MISCELLANEOUS - 2016

- | | | |
|--------------------------|-------------------------------|---------------------------|
| <input type="checkbox"/> | Lynch Mechanical Construction | 7-Day, Commercial Plumber |
|--------------------------|-------------------------------|---------------------------|

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
4/12/16	Margaret Jeffries was very helpful and kind.	None	No	Jeff & Amy Bolin	Great	4/20/16	Margaret Jeffries	N/A	4/12/16



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

April 14, 2016

Oregon Heritage Commission
c/o Kuri Gill
Grants & Outreach Coordinator
725 Summer St NE, Ste C
Salem, OR 97301

Subject: **Oregon Museum Grant 2016-2017**
St. Helens Walking Tour Brochure and Map

To whom it may concern:

The City of St. Helens would like to write in support of Columbia County Museum Association's (CCMA) application to the 2016-2017 Oregon Museum Grant Program.

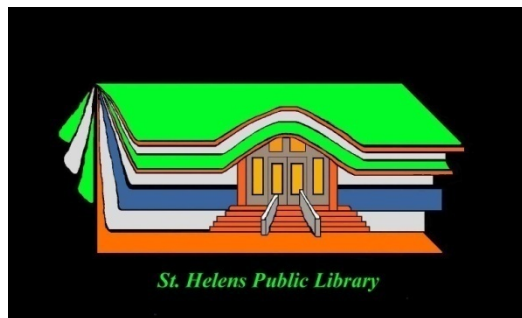
St. Helens' proximity to the Portland metro area, highly attended seasonal events, recreational activities, and historic, walkable downtown offer a great foundation for a blossoming tourism industry. Specifically, the City of St. Helens recognizes CCMA's Historic Walking Tour Project as the perfect opportunity to promote heritage-related tourism within our community. Visitors are eager to learn more about local landmarks and historic downtown, but there is no consolidated resource to offer them. This is especially apparent during the annual Spirit of Halloweentown event, which draws thousands of first-time visitors to our historic Columbia County plaza throughout the month of October.

In an effort to provide a needed historic resource to visitors, CCMA is applying for an Oregon Museum Grant to design and create a St. Helens Walking Tour in a hardcopy and digital format. By integrating the St. Helens Walking Tour with Google's real-time GPS functionality, the St. Helens Walking Tour project has the ability to engage a younger audience of visitors, while also not excluding those who would prefer hardcopy brochures.

The City of St. Helens enthusiastically supports this project and pledges up to sixty hours of in-kind project support and grant administration as needed. We urge your financial support of this project, as it would increase understanding of our ample historic assets while greatly improving the visitor experience.

Respectfully,

John Walsh, City Administrator
City of St. Helens



April 13, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Artist Talk: Local artist, Luanne Kreutzer, will discuss her use of painting and mixed media at the Library on **Thursday, May 12 at 7pm**. Pieces of her work will be on display for the month of May as the featured artist of the Friends of the St. Helens Public Library third quarterly art show.

Writers' Workshop: The author of more than two dozen books for adults and children, Tricia Brown, will meet with members of the St. Helens Writers' Guild and other writers on **Tuesday, May 17th from 5:30-6:30 p.m. in the Columbia Center Auditorium**. She will share tips on how to find [make] time to write, and advise writers about the steps toward getting published.

Children's Book Author Event: Also on **May 17th, at 7:00 p.m.**, the public is invited to hear Brown read and discuss her latest children's book in a multi-media presentation. Titled "Bobbie the Wonder Dog," the 32-page picture book features the true story of an epic journey accomplished by a Scotch collie mix dog in the winter of 1923-24. Bobbie belonged to a Silverton, Oregon, family. During a family vacation to northern Indiana, he became separated from his people, and brokenhearted over their cherished, lost dog, they drove back west. Determined to reunite with his family, Bobbie then walked more than 2,500 miles, crossing the Rockies in the dead of winter, to get back to Oregon.

Working with the Columbia County Museum Association, Brown wrote "St. Helens: Images of America," which was released last spring by Arcadia Publishing. It was produced through the assistance of the City of St. Helens, Columbia County Board of Commissioners, the Columbia County Cultural Commission/Oregon Cultural Trust, and

private donations. Book sales and signings of "Bobbie the Wonder Dog" and Brown's other children's books, as well as "St. Helens: Images of America" will be available after Brown's presentation.

Calendar:

4/15-16	Friends of the St. Helens Public Library Book Sale, Friday 10-5pm and Saturday 10-3pm, in the Columbia Center Lobby
4/16	St. Helens Garden Club Plant Sale, 9-3pm, Columbia Center Porch
4/16	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
4/21	Conversation Project Program: Good Food, Bad Food, 7pm, In the Library
4/23	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
4/25	Library Volunteer Recognition Event, 630pm
4/27	Friends of the Library Meeting, 530pm, Armstrong Room
4/30	Ukulele Classes – Beginners @ 10am, Continuing @11am, Auditorium
5/1-5/31	Friends of the Library Quarterly Art Show – Luanne Kreutzer
5/12	Artist Talk – Luanne Kreutzer, 7pm
5/17	Writers' Workshop with Tricia Brown, 530pm
5/17	Children's Book Author Event with Tricia Brown, 7pm
5/18	Library Board Annual Report to the City Council, 1pm
5/23	Library Board Meeting, Monday, 6:30pm

Reported Earlier:

Book Sale: It's time for the semi-annual book sale held by the Friends of the St. Helens Public Library which is the major fundraising group for the St. Helens Public Library. Come see the books currently on sale in the hallway – PLUS, a room full of books that you have not yet seen...

Friday, April 15, 10–5pm, Columbia Center Lobby


Saturday, April 16, 10–3pm, Columbia Center Lobby

Annual Plant Sale: The St. Helens Garden Club presents their annual plant sale.
Saturday, April 16, 9–3pm, Columbia Center Front Porch

Good Food, Bad Food: Agriculture, Ethics, and Personal Choice: Oregon boasts a multibillion-dollar agricultural economy that includes both industrial agriculture and small-scale efforts such as community supported agriculture memberships, farmers markets, and community gardens. These smaller, community-based efforts are on the rise as a means to nurture community and create local and autonomous food systems. Are these choices as consequential as consumers would like them to be? Does “voting with your dollars” significantly shape our agricultural systems? This program is hosted by the St. Helens Public Library and sponsored by Oregon Humanities.

Thursday, April 21, 7pm, In the Library

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:	20 April 2016	
Subject:	March Status Summary	

Engineering

1. Developed scope and received qualifications from firms for the 2MG Reservoir Rehab Project.
2. Completed plans and specifications for roadway crack sealing project; let project for bids.
3. Completed 90% plans and specifications for a sanitary manhole rehab project.
4. Completed 90% plans for a storm drain extension on S. 9th Street.
5. See complete report.

Parks

1. Repaired vandalized restroom on Sand Island.
2. Pruned street trees; planted shrubs and flowers in street tree planters.
3. Cleaned up an abandoned homeless camp near Rutherford Pathway; removed 2 tons of garbage.
4. Continued to remove dead and downed trees and debris from winter storms in McCormick park.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 150 standard water meters with new radio read meters.
2. Finished storm extension on Cowlitz & S. 1st Street, and one at S. 9th St. & Old Portland Road.
3. Replaced hydrant hit by a car on Madrona Court; repaired leaky main on Park Street.
4. Responded to two after-hours call-outs.
5. Performed service, maintenance, and/or repairs on 44 various vehicles and equipment.
6. See complete reports.

Water Filtration Facility

1. Produced 40.9 million gallons of filtered drinking water, an average of 1.32 million gal/day.
2. Continued to work on report generation portion of SCADA programming upgrade.
3. Replaced a malfunctioning pneumatic actuator used on the filter module racks.
4. See complete report.

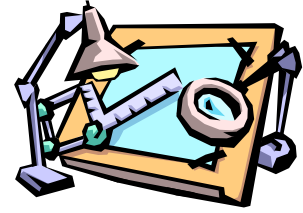
Waste Water Treatment Plant

1. Worked out some "new shoe" issues with new equipment for Pump Station #7 Upgrade project.
2. Installed a new pump at Pump Station No. 5 (Madrona Court).
3. Started gathering data and reports requested from Pretreatment Program audit.
4. See complete report.



Engineering Department Status Report

12 April 2016



WATER PROJECTS

2MG Reservoir Rehab Project

A Request for Qualifications for the 2MG Reservoir Rehabilitation Project was let in March, with packets due on April 8. Three firms submitted qualifications. Staff will review the packets and make a recommendation to Council on May 4, 2016. 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

Progress has been made on the required public improvements, but it is still uncertain if all work will be complete before the May deadline when the Developer's preliminary plat approval expires. There is still considerable work to complete on most of the underground utilities including the water, sanitary sewer, and storm drainage systems. They have put down the first lift of asphalt on a portion of the roadway, but may actually need to cut portions of it open to make adjustments to the water system. The project is being managed by the Developer and they are responsible for providing all inspection and testing to meet City, State, and Federal standards.

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

The Engineering staff has developed a project to rehabilitate 48 sanitary sewer manholes and storm drain manhole. The sanitary manholes have been identified as those with excessive leaking and/or plugging issues. The project 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 June or July 2016.

S. 9th Street Storm Drain Project

This project has been on the back burner for about a year because of budget priorities. The intent is to construct storm drainage on S. 9th Street between West Street and Deer Island Road and eventually pave the road. This section is one of the few remaining gravel roads and lack of appropriate storm drainage has made it impractical to pave. It is anticipated that Public Works crews will complete this project.

Godfrey Park Storm Drain Project

The project remains on hold until weather conditions improve, making it more conducive for excavation efforts. It is anticipated that removal of the fill material between N. 1st Street and N. 2nd Street will resume in May, depending on the weather. There is approximately 160 linear feet of 66-inch diameter storm pipe remaining to be installed.

Sanitary Lift Station No. 7 Upgrade Project

This project is now complete and is operating successfully. The new pumps and alarm system is expected to drastically reduce the number of maintenance hours spent encouraging this station to function properly.

S. Vernonia Road Storm Drain Extension

This project is now complete and is functioning successfully.

Cowlitz Street Storm Drain Extension

This project is now complete and is functioning successfully.

Sanitary Sewer Lateral Abatement

This project has been completed.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

The intergovernmental agreement between Columbia County and the City has been approved by the County is submitted to the City Council for signatures. Once the agreement is in place, the process of selecting a consultant will begin. The design process is expected to take approximately one year. 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.

Asphalt Trench Patching Project

Additional patching for new storm drain extensions has been completed as part of the Storm Drain Capital Projects.

Crack Sealing Street Maintenance and Preservation Project

This project is currently open for bids, with a closing date of April 26, 2016. The contract documents specify that the bulk of the work will be complete by the end of June, 2016. Streets scheduled to be sealed include Sunset Boulevard, Summit View Drive, Sykes Road, Gable Road, Old Portland Road, plus several others.

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 an sidewalk on N. Vernonia Road.

MISCELLANEOUS PROJECTS

McCormick Park Pedestrian Bridge

Staff is evaluating the best method to construct the abutments to raise the bridge deck elevation above the water levels of the recent high water through the Park.



Parks Department for March 2016



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

Removed dead and downed trees at McCormick

Removed leaves from McCormick

Checked on a tree @ 16th and O.P.R.

Cleaned the Parks shop and outside areas

Helped with shoulder rock on 18th

Picked up two couches and took them to the dump

Returned shopping carts to stores

Hosted the Chili cook off

Fertilized the Tee-Ball field at McCormick

Pruned library trees and shrubs

Planted flowers and shrubs in the street tree planters

Pruned the Street trees

Pruned trees on the HWY

Shopped for street trees

Checked on a leaf vacuum in Longview

Removed the dugouts at 6th Street Park

Cut back blackberries on the HWY

Sprayed herbicide in the right of ways

Demoed a leaf vacuum

Removed garbage from Salmonberry

Removed garbage (3800lbs) from the homeless camp along the bike path

Weeded street tree planters

Prepared all mowers for mowing

Graffiti removed from Campbell and Columbia View

Repaired vandalized restroom on the Island

Public Works Work Report

March 2016

Water Dept:

Installed 204 radio read meters

Read heavy users

Tapped line for new service on Windy Ridge Dr.

Assisted sewer crew with cleaning and TVing lines

Replaced two valve boxes by Heller Enterprises

Repaired hydrant that was run over on Madrona Ct.

Installed a meter resetter on 400 blk of S. 4th St.

Installed new meter box on 300 blk of S. 4th St.

Repaired leak on main at end of Park St.

Installed shut-off at 442 S. 4th St.

Replaced shut-off at 37 Sunset Blvd.

Replaced meter box at Sykes Rd. & Columbia Blvd.

Assisted sewer crew with installing catch basin at 292 S. 1st St.

Cut asphalt to replace valve boxes at S. 13th St. & Umatilla St. and S. 12th St & Plymouth St.

Tapped line for new service on Hankey Rd.

Sewer Dept:

Installed new storm drain and catch basins at S. 1st St. & Cowlitz St.

Removal and clean-up for two fallen trees during windstorm

Unplugged main at 121 S. 2nd St.

Repaired main at 121 S. 2nd St. to alleviate plugging problem

Installed new storm line at S. 9th St & Old Portland Rd.

TVed 121 S. 2nd to inspect repair

Call-Outs:

Assist McNulty Water

Drain plugged at 18th St. & Columbia Blvd.

Miscellaneous:

Swept streets

Marked 56 locates

Checked wells & reservoirs daily

To: Neal and Sue
From Brett
Date: March 1st to 31st

March 1st

PW #55 Tightened up the pony motor base and took the truck in for repairs
PW Repaired a Jumping Jack
Parks Removed the drive shaft from the fertilizer spreader and ordered a new one

March 2nd

PW Sharpen chain saws
Parks Helped unload the storage container to get the blade out of the trailer
Parks Cleaned up and painted the fertilizer spreader

March 3rd

PW #55 Picked up the truck in Gresham and brought it back
PW Repaired a pull chord on the jumping jack
PW Delivered the bull head and saw horse for Lisa at City hall

March 4th

Shop cleaned the restroom and shop sink
PW #31 replaced the left rear brake light
Brett gone two hours early

March 7th

Police S-10 Replaced rear brakes
PW Worked on a chop saw
PW #8 Replaced wiper blades

March 8th

PW #18 Replaced wiper blades
PW #6 Jump started truck and brought the truck out for repairs

March 9th

PW #6 Cleaned up the air cleaner repaired the window crank and turn signals
Checked on wheels for the truck

March 10th

Office Computer work and filled paper work
PW #6 Work on the truck all day repairing things

March 11th

PW #6 Installed a fan for the cab and lubricated the window regulators worked on the truck all day
Shop Cleaned the restroom and shop sink

March 14th

PW #6 Pressure wash the spray bar on the truck pressure washed wheels and slack adjusters
Worked on the truck all day again

Police S-9 Full service

March 15th

Parks Helped tear down the Dugouts at sixth street ball park

WWTP Tightened up a hose clamp on the generator Down by the Elks Club
Filled with coolant

PW #6 Adjusted the rear brakes

March 16th

PW #34 Looked at the hammer for Scott and helped him with a piece of pipe

March 17th

Brett Vac day

March 18th

Brett Vac day

Parks #60 Replaced right front hub bearings rotor and pads lubed front end checked tire
pressure

March 21st

PW #21 Repaired an air leak on the air tank

PW #9 Replaced the front brakes

PW #31 replaced a brake light

Police S-8 full service

March 22nd

Police S-8 Service

PW #34 Removed the Zerk fitting and cleaned

PW #5 Filled DEF fluid

March 23th

PW #55 Looked at the water pump on the sweeper Tapped it with a hammer and it started
working, Motor was stuck again will have to call Enviro Clean about it

Parks #8 Put air in the left front tire

March 24th

PW #55 Check engine light on, scanned engine found a code and called Brattian International
Truck and they could not help so looked it up on the computer and found the problem
Cleared the code and sent the truck back to work

PW repaired a chop saw

March 25th

Brett Sick day

March 28th

PW #20 Picked up the backhoe at the job site and brought it out to the shop Called Pape Machinery and had the come out to repair the broken coolant fitting because the backhoe is new and under warranty

PW #16 Filled the DEF Fluid up

March 29th

Office Computer Work

Parks #4 Full service

Parks Looked at a new leaf vacuum with Thad

March 30th

PW#20 Had Pape Machinery come out and repair the backhoe under warranty

PW #49 Picked up truck at Salmonberry and brought back for repairs

March 31st

PW #49 Installed a new shaft in the column for the gear selector

PW #2 Checked hydraulic lines and had id brought out to the shop for repairs

Parks Mowed grass a McCormick Park

Keith Vac Day



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Public Works
Water Filtration Facility
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Water Filtration Facility Journal

March 2016

Water Production: 40.9 million gallons 1.32 million gallons per day

Week 1 Produced and sent February 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, however, great strides of progress are being made to install and commission this component of our new HMI software project. North Point is confident they will have the reports facet of the new Ignition software operating by the end of the month. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Ordered Chlorine and Caustic deliveries for later this month.

Week 2 Removed and replaced an air actuated positioner on rack 5. Ordered into stock another spare. This is the first of the pneumatic actuators to need replacing during the 10 years of the facilities being in operation. Performed the quarterly calibration of the turbidimeters, the instruments that measure the “cloudiness” or clarity of the drinking water. This is one of the many Federal and State requirements to insure that your drinking water being produced meets the high water quality safe drinking water standards.

Week 3 Received monthly chlorine delivery. Changed out C117 reagents. Corresponding regularly with NY to show them what we need in place in the Ignition program to generate our monthly reports to meet the State requirements for daily operational data collection. We seem to have hit a “definition issue” with NY as to how, when and what values need to be gathered and populate the report database spreadsheet? The way our new software is being configured, if there is a discrepancy in the data being collected, there is no way to make a correction on the report that would go to the State. So, NY has provided a way to oversee and correct the daily reports, but now the “new” reports cannot gather data from the database back in time, say to the beginning of the month. This requires that the operator needs to go back into the operational log, research the trends and values that have been recorded during the hours that the water facility was in operation, manually collect and record the data, then manually produce the monthly reports by hand. This is NOT how the current recording database worksheets function at this time. Our original database worksheets and reports are generated daily and printed out for us at the end of every month, this is what the NY integrators were supposed to have duplicated. We still have a week to go, maybe they can get the new reporting module to work properly?

Week 4. Getting the water filtration facility ready for a very young group of preschoolers’ to visit and see how drinking water is produced for the City of St Helens early next month. Thinking of ways to catch and hold the attention of 3 to 5 year old visitors. Produced some very basic handout booklets that include a simple water maze to help the water drop find its way through the pipe to the bucket, (that includes the answer sheet for how to get through the maze), some coloring pages, a laminated “water cycle” placemat and project ideas for the teacher to do back in the classroom after their visit.

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

WWTP Monthly Operations and Maintenance Report

March 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 3/9-Scott with McCoy Electric here to fix wire in aerator #22 bucket so SCADA will work again.
- 3/24-Repaired stairway from dyke to R/R tracks at Sub 2.
- 3/28-Replaced battery in SolarBee D.
- 3/29-Worked on SolarBees A, B, and E. Replaced battery in A on 3/30.

Primary System Report

- 3/16-Cleaned SolarBees and reset I.

Pump Stations

- 3/4-PS#7-Raised both the high level and overflow floats.
- 3/8-PS#7-Tested all alarms. Found problems in most of them. Emailed contractor to notify.
- 3/9-PS#4-McCoy Elec. installed new off float.
- 3/10-PS#7-New lid installed on wetwell.
- 3/14-PS#5-Scott with McCoy here to wire up new pump. It didn't run. Grundfos out to take back to shop and found that the electrician wired it wrong.
- 3/14-PS#3-Replaced heater bar in control panel.
- 3/15-PS#1-Installed new GFCI in drywell at lift station.
- 3/15-PS#2-Replaced ballast in overhead lights.
- 3/17-PS#5-Installed new pump. This time it ran correctly.
- 3/22-PS#1&4-Cleaned wetwells.
- 3/22-PS#4-Added stainless cables to pumps.
- 3/31-PS#1-Generator hookup training.

Sodium Hypochlorite System

- 3820 gallons used this month.
- 3072 gallons used last month.
- 3/18-Hypo delivery
- 3/22-Replaced earthquake straps on inside tanks.

Call-outs

- 3/3-PS#7-1700-High level alarm. Stewart in. Contractors set float too close to normal operating level.
- 3/7-PS#7-1200-Generator failure to start alarm. Aaron in.
- 3/9-PS#7-2120-High wetwell alarm. Aaron in. Wetwell pumped down and nothing obvious wrong.
- 3/9-PS#7-2220-High wetwell alarm. Aaron in. Found ball of rags and grease wrapped around the pressure sensor keeping it floating and giving false readings.

- 3/15-PS#7-0100-High wetwell alarm. Aaron in. Generator was running in the middle of its scheduled exercise time. Changed the clock to the correct time.

Plant

- 3/14-Replaced both photo cells on the outside of the building for lights.
- 3/16-Roger with Public Works here to work on ridge cap on building in hopes to eliminate leaks.
- 3/31-Semling's here to drill hole for drain at septage receiving station.

Pretreatment

- 3/1-Continued pretreatment audit with Genet from DEQ. Also inspected Armstrong with her.
- 3/2-4-Developed hauled waste management plan for audit.
- 3/10-Genet back with preliminary findings from audit.
- 3/11-Visit to Letica to ensure floor drain found during inspection was properly plugged.
- 3/24-Went to ORPET to discuss the amount of plastic in the sewer that they were discharging.

Next Month

- Install Mission Alarm System in PS#9.