



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, September 21, 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.

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|-----|--|-----------|
| 1. | Visitor Comments | 1:00 p.m. |
| 2. | Employee Length of Service Award | 1:05 p.m. |
| 3. | Update on the 2015-16 Historic Preservation Rehabilitation Grant Program – <i>Jenny</i> | 1:10 p.m. |
| 4. | Discuss Possibly Partnering with CAT for Housing Survey | 1:20 p.m. |
| 5. | Discuss Enterprise Zone Policy Proposal | 1:35 p.m. |
| 6. | IT Services Update - <i>Matt</i> | 1:50 p.m. |
| 7. | Discussion on Sewage Rates for Kavanagh LID Non-Residents - <i>Matt</i> | 2:00 p.m. |
| 8. | Update on Bing's Restaurant Sewer Issue - <i>Matt</i> | 2:10 p.m. |
| 9. | Review Requests to Waive Special Use Permit & Concession Fees for Halloweentown Events (Spirit of Halloweentown, Haunted/Scarecrow Tours & Parade) | 2:20 p.m. |
| 10. | Update on Halloweentown Activities | 2:30 p.m. |
| 11. | Department Reports | 2:45 p.m. |
| 12. | Council Reports | 3:05 p.m. |
| 13. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 3:25 p.m. |
| 14. | Other Business | |
| 15. | Next Work Session Items | |
| 16. | Upcoming Dates to Remember: <ul style="list-style-type: none"> • September 20, Library Board, 7:15 p.m., Columbia Center Auditorium • September 21, Council Work Session, 1:00 p.m., Council Chambers • September 21, Council Regular Session, 7:00 p.m., Council Chambers • September 27, Arts & Cultural Commission, 6:30 p.m., Council Chambers | |
| 17. | Future Public Hearing(s)/Forum(s): <ul style="list-style-type: none"> • October 19, 6:15 p.m., PH: Comprehensive Plan Map & Zoning Map Amendment - 35090 Pittsburg Rd | |

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LENGTH OF SERVICE AWARD PROGRAM

To: Mayor and City Council
From: Kathy Payne, City Recorder
Date: September 21, 2016

I am happy to announce that we have one employee who has reached a big milestone in their employment with the City of St. Helens. The following individual will receive a certificate and pin at the September 21 Council work session.

20 Years

Terry Moss came to work for the City as a Police Officer in September of 1991. He then worked as Detective and Sergeant before being promoted to Lieutenant in September of 2003. In April 2013, after the retirement of Chief Steve Salle', he became Police Chief.

Congratulations to Terry, and thank you for your service!

Thank you.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council & Planning Commission acting as Historic Landmarks Commission
FROM: Jenny Dimsho, Assistant Planner
RE: 2015-2016 Historic Preservation Rehabilitation Grant Program
DATE: August 30, 2016

As a Certified Local Government (CLG), a designation given to St. Helens from the National Parks Service in January of 2009, the City has access to certain grant funds. One use of those funds is to pass on that money to citizens to help preserve or restore their federally recognized historic buildings. Luckily in this regard, the City has a federally listed St. Helens Downtown Historic District with several eligible properties.

For this CLG grant cycle the City conducted its **third** pass-through grant program (the first was during the 2011-2012 cycle). The City helped fund four projects with CLG money. See the summary below and the individual projects funded.

- A total of **\$13,000** was received by private property owners after completion of their respective projects. This money came from the State Historic Preservation Office grant funds. There was no direct cost to the City other than incident expenses (staff time). Staff time during the formal grant cycle timeframe (March 2015 to August 2016) included approximately **24 hours** of the **Assistant Planner**.
- The largest grant award to any one project was **\$3,250**. These were matching grants which means the grant does not pay for all expenses, but does make projects easier to do (i.e., created financial incentive or “seed money” for projects).
- This program funded three commercial projects and one residential project:

61 Plaza Square

Built in 1897, this is one of a handful of remaining buildings that survived a fire of 1904 that destroyed a great deal of the Riverfront District. Originally built as a church, the building is currently the location of what is formally known as the Pieper-Ramsdell Agency, Inc. They are now owned by NFP insurance. This project funded the replacement of dry rot at the front entry of the building, including a 6'x6' post, an ornate fascia board, and molding. It also funded replacement of broken and missing shingles, and paint for the entire exterior, including the window frames. Broken and missing glass panes were replaced at the entry and sides of the building, including the golden stained portions of the golden stained glass windows.

Grant Award: \$3,250
Total Project: \$6,502



Before: Dry rot along fascia

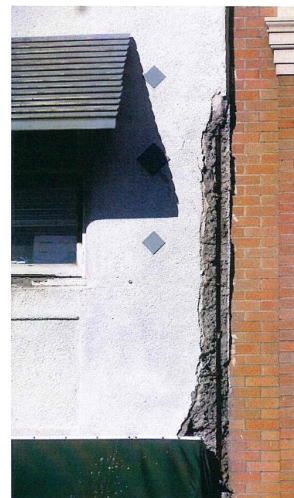


(Above) **Before:** Missing window panes, chipped shingles
(Right) **After:** New post, window panes, shingles and paint

220 S. 1st Street

Built in 1925, this is a centrally located commercial building in the St. Helens Downtown Historic District. It is a concrete building with a stucco façade and retractable fabric awnings. Over time, moisture penetrated the stucco and the concrete, causing the reinforcing bars to corrode. The corrosion of the reinforcing bars and subsequent expansion of the corroded steel caused the concrete to fall away from the façade.

Upon removal of the awning, it was discovered that the extent of the damage was greater than originally anticipated. The rebar in the bottom of the beam had corroded and expanded extensively, causing the concrete to almost completely fall away from the entire length of the beam. A structural engineer was contacted and made recommendations on the repair and/or replacement of rebar and reviewed the specifications of the material used in repairing the concrete.



Before: The deepest cracks appeared on the edges of the façade or the corners of the building where moisture could most easily penetrate.

All damaged concrete was chipped away and all exposed rebar was treated with an anti-corrosive bonding agent. At the bottom of the beam where the most damage was evident, one rebar was replaced. Concrete was pumped into place and the new concrete was covered with stucco.

Grant Award: \$3,250
Total Project: \$39,685



During & After: Concrete was pumped into the forms after replacing the rebar and the new concrete was covered with stucco.



231/235 S. 1st Street (Masonic Building)

This building was constructed in 1913 as the St. Helens Masonic Lodge. It is now in operation as a commercial building with uses on both floors. This grant helped fund the disposal and replacement of the dilapidating stairway and roof on the secondary building. It also helped fund the repair of the stained glass window in the front of the building and installation of eight new white vinyl windows in the rear of the building. New gutters and downspouts were also installed.

Grant Award: \$3,250
Total Project: \$15,400



Before: Dilapidated staircase with missing steps, a falling roof, and broken windows in the rear of the building. A broken stained glass in the front of the building.



During & After: Old staircase removed and being rebuilt. New roofing on secondary building and 8 new white vinyl windows. Stained glass replaced on front of building.

170 Columbia Blvd.

This project helped fund a roof replacement of a historic Queen Anne-style St. Helens home, originally built in 1908. The scope included tear off of the existing, worn roof, which will provide better longevity for the new roofing material and installation of a new 30-year shingle roof.

Grant Award: \$3,250

Total Project: \$7,275



(Above) **Before:** Front of house
(Below) **Before:** Back of house and carport



(Above) **After:** Front of house
(Below) **After:** Back of house and carport



has been a valuable asset to the St. Helens Public Library.

Congratulations, Nicole, and thank you for your service!

Discussion on Affordable Housing

Jim Tierney, Executive Director for Community Action Team (CAT), was in attendance to share concerns on affordable housing in our community. *He handed out a packet to each of the Council members, a copy of which is included in the archive meeting packet.* Since he started at CAT in 1984, there have been approximately \$140 million worth of projects. Columbia County is one of the hardest hit foreclosure counties in Oregon. The people living in those homes didn't leave the community, they went out and rented, so now there is a housing crisis there. He wants the Council to really think about the market. We are going to have to see some shrinking of our expectations. He was a realtor in Minneapolis when he was 21. At that time, the typical home was between 800 and 1,200 sq. ft. If you build a housing project for the State of Oregon Community Service Department, your three-bedrooms have to have 1,300 sq. ft. and two bathrooms. CAT is turning away a significant amount of money for the homeless because we cannot find rentals to place them. By not spending those funds, it makes it difficult for us to ask for funds in the future. It's a crisis. They are conducting a study in Tillamook County. One of the participants is living with her family in her car while she tries to find a house. He would like to partner with the City to conduct a market study. He believes the study would cost approximately \$10,000. Looking at inventory, they could help with low interest loans. He suggests the City form partnerships with CAT or the housing authority.

Mayor Peterson likes the idea of conducting an inventory study. They have talked in the past about using some of the City-owned vacant lots to build self-help homes. Jim wants to help with that. Magic happens when people have to build their own wealth. The cost of rent doesn't equal the cost to develop.

Councilor Conn agrees with conducting a market study. There is obviously a shortage of housing. Jim talked about a similar study being done in Tillamook.

Council President Morten thanked Jim for the insightful presentation. It made him more aware of the possibilities. What is the typical profile of people who are homeless compared to the profile of people who apply for affordable housing? Jim explained that there isn't just one. Martha at CAT knows the most about homelessness. There are a variety of causes; such as, an illness in the family, drug and/or alcohol abuse in the family, loss of a job, etc. We have to understand the barriers and how people got there. We have an increasingly difficult economy in which to get by. They say 75% of Americans are one paycheck away from not paying their bills. We are seeing more and more that it's about families. When Rocky was here, we set a priority to help families with children first. One of their clients graduated and bought a house. They are working on an agreement with the State to use some of their resources to acquire property for additional Housing First models.

Councilor Locke appreciates Jim coming in and addressing their programs. Locke has been on the board for seven or eight years. He is amazed at how much CAT has done to help.

Councilor Conn expressed her appreciation for Jim coming in as well.

Review Proposed 2016 Council Goals

City Administrator John Walsh presented the proposed goals that were discussed at the Council retreat last month. A copy is included in the archive meeting packet.

Mayor Peterson is intrigued by the idea. He would like more time to talk about the best places to put them.

Councilor Conn expressed her appreciation for their concern and generosity.

Review Proposed Ordinance Amending Planning Commission Rules

City Planner Jacob Graichen briefed the Council on the proposed amendments.

Mayor Peterson asked why a person would not vote after they participated in the hearing. Why is it an automatic yes if they don't vote? Graichen responded that it's been a rule that they have been following. The idea is to prevent people from not voting at all on contentious issues. Peterson would be more comfortable with being able to vote yes, no or abstaining and it not counting. Council President Morten agreed.

The ordinance was tabled to give the Planning Commission time to review the Council's recommendation.

Review Proposed Resolution Establishing Utility Billing Administrative Rules

Finance Director Matt Brown briefed the Council on the proposed rules. He distributed updated handouts, which are included in the archive meeting packet. Utility Billing Specialist Shanna Duggan is also in attendance to help explain the rules based on her experiences.

There was in-depth discussion about the elimination of a utility deposit. The deposits create a possible liability for the City. It's come up with other cities and he would like to eliminate it here before it becomes a problem. The deposits will be credited to users. The purpose of the deposit is to protect yourself from someone who does not pay. Moving to monthly billing, the bills will be 30 days out instead of 60 and will be half as much as what they are now. You'll find out much sooner if someone is unable to pay. He also proposes stricter late fees, reconnection fees and cutoffs. It also makes St. Helens more affordable to move to. Other fees will be in place to cover damage costs. Duggan explained that the deposit has not been used to cover tampering fees. In the past couple times she has had problems with tampering, it was sent to the Police Department, cited into court and the cost was covered through restitution. The deposits currently sit on the account for a year and after good service, they credit it back to the account.

Further discussion ensued as Brown reviewed the proposed rules. Communications Officer Crystal Farnsworth will help with distributing the rules. Mayor Peterson encouraged staff to give extra notice to customers who are regularly late and will be most impacted by the increase in delinquent account fees.

Councilor Conn encouraged Brown to work with CAT to create a utility assistance program.

Update on Issues of the Homeless

Jim Tierney, Executive Director with Community Action Team (CAT), was in attendance to update the Council on issues of the homeless in the area. He distributed and reviewed handouts to the Council, which are included in the archive meeting packet.

- US manufacturing jobs have significantly declined over the last 70 years. Those were the family wage jobs that did not require skills.
- The share of gross domestic product the laborer earns is declining.
- Society has shifted from one-earner households to two.
- Referring to figure four of the slide show, providing medical care to the poor reduces financial assistance available to other anti-poverty programs.

- Homeless population:
 - 36% Substance Abuse
 - 23% Severe Mental Illness
 - 21% Non-Special Needs
 - 16% Domestic Violence
 - 2% HIV/AIDS
 - 2% Unaccompanied Youth (under 18)

Martha Olmstead with CAT was also in attendance to talk about the homeless population in St. Helens. She works with the ones you see on the streets and read about in the newspaper and on social media. She has worked for CAT for almost 14 years and has never had to return any money to HUD; not because they don't have the clients but because there are not enough rentals. She does not care what your barriers are, if you're homeless she wants to help. It's heartbreaking when there is nowhere to live. A lot of them are no-income or very low income, have severe mental illness, drug addiction, etc. We need to figure out how we can work together to help people in our community. Rent is going up and we need to find a way to make affordable housing.

Mayor Peterson asked if most of the homeless in the area have some sort of income. Martha responded that some of them have social security benefits and some only have food stamps. The maximum social security benefit is \$733 and a one-bedroom apartment is \$1,021.

Council President Morten has been following the issues in Portland over the last few years. Just recently, an entrepreneur came forward to help facilitate a facility with the City. Is that a good solution? Martha said that is a starting point. At least you know where they're at and they're safe. Counselors know where to meet with them. It's not going to go away on its own.

Jim emphasized that the first step of reducing homeless is stability. Affordable housing in Oregon has greatly been reduced. Their goal is to purchase more homes to create places for people to live.

Leanne Murray with the Human Investment Department of CAT was also in attendance to review her report, which is included in the archive meeting packet. She has been with CAT for about six months. One of her projects has been to educate the public on all the things that CAT does.

Mayor Peterson thanked CAT representatives for coming today. The City has seen the number of homeless increase over the last few years and they want to work with CAT to help.

4th Quarter Financial Report

Finance Director Matt Brown presented his report which is included in the archive packet for this meeting. He had a PowerPoint presentation that he handed out to the Council.

Discussion on Commercial Properties with LID/Utility Back Payments

Finance Director Matt Brown distributed and reviewed updated handouts. A copy is included in the archive meeting packet.

1. Ridgecrest Development. City Planner Jacob Graichen was in attendance to review the Ridgecrest Development re-forestation project, which is further explained in the memo. Council directed Brown to hold off on moving forward until the remaining lots are developed.
2. Current Issued LID and Repayments. Brown reviewed the three outstanding LIDs.

COLUMBIA COUNTY ECONOMIC TEAM

Wednesday, August 24, 2016

Re: Enterprise Zone Policy

Background:

The Executive Director of the Columbia County Economic Team (CCET) is the designated Enterprise Zone Manager for the two Enterprise Zones operating in Columbia County. The sub-area sponsors for the South Columbia County Enterprise Zone (SCCEZ) are the Cities of Columbia City, St. Helens, Scappoose, Vernonia, the Port of St Helens, and Columbia County. The sub-area sponsors for the Lower Columbia Maritime Enterprise Zone (LCMEZ) are the Cities of Clatskanie & Rainier, the Port of St. Helens, Columbia County and Clatsop County. Clatsop County is included specifically and only for the Wauna Mill operation.

The enterprise zone program is authorized by the State of Oregon with the goal to encourage new and existing firms to invest in designated enterprise zones within the state by granting a short term abatement of property taxes. The goals of this policy and procedure are as follows:

- Focus on increasing the number family wage jobs
- Encourage hiring of Columbia County residents
- Attract new companies
- Expand existing companies
- Encourage greater levels of planned investment
- Accelerate the investment decision
- Decrease administrative burden on companies
- Provide funding mechanisms for sustainable economic development in Columbia County
- Provide accountability to sub area sponsors

Companies that qualify may apply for either a standard exemption (3 years) or an extended exemption (5 years)

Companies that meet the following criteria will automatically receive the standard exemption:

- Minimum \$50,000 investment
- Within designated enterprise zone
- "Traded Sector" goods or services (includes hotels and resorts)
- Increase in employment of 10% for existing companies currently operating within South Columbia County or Lower Columbia Maritime Enterprise Zone.

As approved and recommended by the CCET Board of Directors and in addition to meeting the criteria for the standard exemption, companies that meet the following criteria will receive the extended exemption upon final approval:

- Agree to pay 150% of the average wage rate in Columbia County
- Remit 10% of the abatement back for economic development in Columbia County
- Enter into First Source Hiring Agreement to hire qualified Columbia County residents.

Recommendation:

That the co-sponsoring governments for the South Columbia Enterprise Zone and the Lower Columbia Enterprise Zone approve the CCET Board recommended criteria for companies applying for the extended exemption.

Chuck Daughtry, Executive Director

City of St. Helens
RESOLUTION NO. 1760

**A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF ST. HELENS
APPROVING LOCAL CRITERIA FOR COMPANIES APPLYING FOR SOUTH
COLUMBIA COUNTY ENTERPRISE ZONE AND LOWER COLUMBIA ENTERPRISE
ZONE EXTENDED PROPERTY TAX EXEMPTIONS**

WHEREAS, Oregon Enterprise Zones are authorized by the State of Oregon to provide economic incentives through short term property tax relief to businesses and industries providing capital investments resulting in job growth primarily for local residents; and

WHEREAS, there are two separate and distinct Enterprise Zones created within Columbia County, one of which includes a portion of Clatsop County; and

WHEREAS, the Lower Columbia Maritime Enterprise Zone has five (5) co-sponsors comprised of the City of Rainier, the City of Clatskanie, the Port of St. Helens, Columbia County, and Clatsop County; and

WHEREAS, the South Columbia County Enterprise Zone has six (6) co-sponsors, comprised of the City of Scappoose, the City of St. Helens, the City of Columbia City, the City of Vernonia, the Port of St. Helens, and Columbia County; and

WHEREAS, the Executive Director of the Columbia County Economic Team is designated as the Enterprise Zone Manager for both Enterprise Zones; and

WHEREAS, the Board of the Columbia County Economic Team approves and recommends that the Enterprise Zone co-sponsors approve the criteria for extended benefits.

NOW, THEREFORE, BE IT RESOLVED, that the City of St. Helens authorizes that the following criteria be applied to applications from companies seeking extended enterprise zone benefits:

- During the period of Enterprise Zone Benefits applicant companies agree to pay average wage rate of one-hundred and fifty percent (150%) of the County's most current average wage rate as approved by the State of Oregon; and
- Companies agree to remit ten percent (10%) of the abatement in betterment for economic development within Columbia County; and
- Companies agree to enter into a First Source Hiring Agreement with local employment agencies to hire qualified Columbia County residents.

Approved and adopted by the City Council on September 7, 2016, by the following vote:

Ayes:

Nays:

Doug Morten, Council President

ATTEST:

Kathy Payne, City Recorder

COUNCIL MEETING MEMORANDUM – 09/21/2016

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: IT SERVICES - UPDATE
DATE: SEPTEMBER 21, 2016

Council,

At our last meeting, I updated you on the IT Services RFP process. 2 RFPs were received. Five staff members reviewed and rated each RFP individually and then we all met to discuss and come to a general consensus. That consensus ended up with our selection to move forward with CenterLogic, our current provider of IT Services, but with some changes to our service plan.

Kathy and I met with Craig from Centerlogic to discuss and come up with solutions to some of our current issues that were brought up by staff during our meeting as well as department head meetings. Kathy and I believe, after talking with Craig, that the issues discussed will be corrected moving forward as well as the Service Pack Option we are recommending increasing our Service level for faster response times and more dedicated service time during the week.

Kathy, Craig, and I have agreed moving forward to have monthly/quarterly meetings to address any current issues or potential issues coming up. We will be working with all staff members to recommend some “best practices” for helping the City and CenterLogic move in the right direction for service calls and requests that are made. We believe the “best practices” will help relieve some of the issues that we are currently having.

RECOMMENDATION:

The IT Services RFP Committee is recommending moving forward with CenterLogic with their “Option 2: Comprehensive Full MSP Monthly Price”. This full monthly price is \$5,287 per month and includes unlimited Onsite Support and unlimited Help Desk Support, along with many fully covered options including Network Administration, licensing, disaster recovery, and much more.

We believe this upgraded Support Option will allow CenterLogic and the City improve IT Services. We are recommending a 1-year contract as of right now with a renewable option up to 5 years. This allows the City time to see the changes we are proposing and issues that were discussed during our meeting with Craig are resolved.

COUNCIL MEETING MEMORANDUM – 09/21/2016

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: FIXED SEWAGE RATES
DATE: SEPTEMBER 21, 2016

Council,

At our last meeting we discussed the BING'S RESTAURANT and the current monthly sewage rate that is billed. As I described at the last meeting, the current monthly sewage rate is billed at a FIXED amount of \$396.70. I was able to find the calculation Jon Ellis used to create that rate in 2011.

This rate was based on an average usage of 4 local restaurants and their usage in 2011. Jon took the average usage of Dockside, Klondike, Kozy, and Sunshine back in 2011 to create what I assume to be a "restaurant average". The average calculated was 3,862.50 for volume of water per month. This volume amount was multiplied by the INSIDE Volume rate, (\$9.12 in 2011) and then the 2011 fixed rate was added. In 2011, Bing's fixed monthly sewage rate totaled \$364.30.

This steadily crept up over the last 5 years based on the % increases in the city utility rates from what I can see. No recalculation was ever completed and no adjustment was ever made other than the annual % increases.

If I was to use the same calculation with today's volume and rates the results would obviously be different. The new "restaurant average" would be 8,204 volume in water. Multiplied by the inside volume rate and addition of the fixed rate, Bing's new fixed monthly sewage rate should be \$775.22.

I believe I need to make the council aware of a few potential issues I see going forward however...

ISSUES:

- 1) Bing's volume is based on the 4 restaurants mentioned above, with now a current average of 8,204. For the ACTUAL usage of Bings from the McNulty PUD reports on the past 4-Year average, the monthly volume of Bings is 16,192. Basically DOUBLE what the current "restaurant average" would be.

If you were to use their actual volume of 16,192 – Their new monthly sewage bill would be \$1,515.15

- 2) Bings volume multiplier used originally in 2011 is the INSIDE rate and not the OUTSIDE rate. Bings is technically OUTSIDE the City Limits, hence their use of McNulty PUD water. I do not have an answer as to why Jon used the inside rate in the 2011 calculation. The Fixed rate used in 2011 is also the INSIDE rate, not the outside.

If you were to use their actual volume and outside rates – Their new monthly bill would be \$1,892.33

- 3) Researching Bings has brought up other potential similar accounts with fixed sewage bills because they are on McNulty PUD water, but have City Sewage service. There are 5 other current accounts that staff has made me aware of that could potentially be in a similar billing situation. Most are located along Columbia Blvd and Kavanagh Ave.

One example is a daycare business that currently pays \$15.27 total for sewage monthly. That amount is the current "inside" fixed cost, meaning they pay nothing for their volume usage, which would come from McNulty PUD.

RECOMMENDATION:

I would like to recommend that I look at beginning a complete COSA and Rate Study for the Water, Sewer, and Storm departments within the City. This would be a large undertaking and potentially several month to a year to complete with involving City Administration, PW Staff, Finance Staff, as well as potential public meetings with residents. I would like to address starting this in the new fiscal year of July 2017 as well as budgeting for this type of study, involving a 3rd party company we would consult/contract with to complete. The contractor/consultant would come from an RFP Process similarly used for IT Services.

There are obviously a lot of moving parts in completing an analysis like this, also taking into consideration all of the recent and potential changes in the coming years. It will be important for the City and staff to look at everything to ensure that our PW systems have the best opportunity to keep a step ahead of everything forthcoming.

For the time being however, I would like to suggest having myself review all of the “fixed” sewage rate customers, which includes gathering current information from McNulty PUD. I would like to have an opportunity to review the current accounts and potential changes, bringing back the results and recommendations to the Council next month to review and give thoughts.

COUNCIL MEETING MEMORANDUM – 09/21/2016

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: BINGS UDPATE
DATE: SEPTEMBER 21, 2016

Council,

If you will remember at our last council meeting, a recommendation was made to shut off sewage service for Bing's Restaurant. The Council made the request to Bing's Owner Paul Joe, to plan a meeting with staff to resolve the unpaid balances and create a payment plan to solve and work through current issues.

The request was made to Paul Joe and myself. I reached out on the next day (Thursday) via phone on cell and at the restaurant to attempt to setup a meeting for the following week. No return call was made from Bings. On the next day, I reached out to Bing's again on cell and at the restaurant, leaving a message at the restaurant. I received a call back in the afternoon from Paul.

Paul said that he is still seeking representation that he would like present at the meeting and has not found anyone to represent him at this potential meeting with the City. He said he would be searching over the weekend (9/10 – 9/11) for representation to have present. As of Monday, September 12th, I have not had any phone call or email communication. I called on Monday and left another message with the restaurant requesting, for the third time, to setup a meeting.

I have attached a calendar of events that I have been keeping track of since I started in late June regarding Bings.

RECOMMENDATION:

It is, again, my recommendation that if by Sept 21, no meeting has been scheduled, the City and Public Works staff work with County officials in shutting off service to Bing's restaurant for non-payment of their Sewage Service account. Through our city code, the City has the right to turn off service if no payment is made for their sewage service. If there is a meeting scheduled by Sept 21, I will update the Council at the work session of any scheduled meeting or resolution to this issue.

It is also my recommendation that I begin looking into foreclosure options that the City may/may not have concerning the LID non-payment.

CALENDAR OF EVENTS:

- May 27 - 1st notice of LID payment due for June
- July 5 - 2nd notice of late payment for June LID
- July 8 - Notice letters sent out to all LID payers about Matt Brown as new finance director for the city and given contact information for any issues in the future.
- July 26 - Certified letter from Jordan Ramis Attorney stating 30 days (by Aug 26th) to pay LID to make current as well as current sewer bill which is multiple months past due.
- Aug 2 - Paul Joe met with me to discuss trying to setup a payment arrangement. He stated there was a water leak he needed to fix for the past 6 months and doesn't have enough money to pay everything current AND fix the leak. He claimed the leak was caused by the City when the sewer installation was done.
- Usage reports we receive from McNulty PUD indicated no such water leak. Engineering and planning, in their opinion, there is no possible way the sewer installation caused a water leak, since the sewer line is roughly 10 feet away from the water line.
- I told him to setup an arrangement he would need to talk with Council and I would not make that decision. I instructed Paul to write a letter and provide pictures (that he said he had with him) of the leak and reason for the payment plan for the council to decide. I told him to attend the next council meeting on Aug 17th. No letter was ever received and he did not attend the council meetings.
- Aug 17 - Council Meeting: Council made aware of situation and letter. Council decision to hold off on turning sewage service off until after the 26th had past, meaning they would not make a decision until the next council meeting on Sept 7th.
- Sept 2 - Texted Paul from Building Department's city phone to inform him of Sept 7th meeting with Council and the possible closure of his restaurant if sewage was turned off.
- Sept 6 - Received a text back from Paul asking what time. I replied back with his stated agenda time.
- Sept 7 - Paul Joe attended council meeting, but verbally said he was not willing to make any statements about anything without representation present. Council directed me to setup a meeting with Paul within the next 2 weeks to arrange a payment plan to make things current. Paul left the meeting stating to me as he was leaving that he would call me tomorrow (Sept 8).
- Sept 8 - I called the restaurant. A lady answered and said he was not there. I gave her my name, phone number, and said I was with the City of St. Helens asking for a phone call return to setup the meeting. I never received a phone call back on Sept 8th.
- Sept 9 - Attempted 2nd call, not available, left my name and city phone number with the lady on the phone. I never received a phone call back on Sept 9th. Received a phone call from Paul stating he was seeking representation at our meeting and would let me know when a date is figured out that we could meet. He requested a copy of the McNulty report, I directed him to the website council agenda to download himself and where my email was for easier contact through email.
- Sept 12 - No follow-up contact from Paul at this time. I called and left a message with an employee at the restaurant seeking follow-up to setup a meeting with the City.

Memorandum



To: City Council
From: Kathy Payne, City Recorder
Date: September 21, 2016
Subject: Fees Waiver Requests for Spirit of Halloweentown Events

We have received four requests to waive fees for events surrounding the Spirit of Halloweentown:

1. Waiver of Special Use Permit Fees and Concession Agreement Fees from Tina Cannard for Spirit of Halloweentown Activities being put on by the City of St. Helens.
2. Waiver of Special Use Permit Fees and Concession Agreement Fees from Shoestring Community Players for Haunted Walking Tours.
3. Waiver of Special Use Permit Fees and Concession Agreement Fees from Shoestring Community Players for Scarecrows Walking Tours.
4. Waiver of Special Use Permit Fees from South Columbia County Chamber of Commerce for Spirit of Halloweentown Kick-Off Parade.

Staff requests that the Council consider these requests and make a motion to approve or deny the requests.

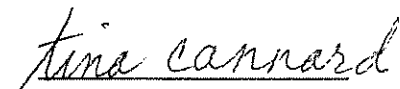
Thank you.

September 9, 2016

Dear St. Helens City Council Members:

We respectfully request a waiver of fees for the Spirit of Halloweentown events scheduled during the month of October. The continuing support the City of St. Helens has given us is deeply appreciated and we look forward to many more successful events.

Sincerely,


Tina Cannard



ShoeString Community Players
PO BOX 481
St. Helens, OR 97051
(503) 366-4406

June 27, 2016

City of St. Helens
City Council

Dear Mayor and City Council,

We would like to thank you again for letting us help with the **Spirit of Halloweentown** event during the upcoming month of October. ShoeString Community Players is planning on returning this year with the "St. Helens Haunted Tours" production to hit the streets of St. Helens. To keep it fresh we have also added a brand new tour, called "Scarecrows", to continue to provide a variety of entertainment. SSCP would like to have the assessed city fees associated with performing and presenting the "St. Helens Haunted Tours", "Scarecrow", and the operation of the ticket booth in the Plaza Square Park with concessions to be waived.

SSCP will be scheduling rehearsals during the month of October with the following advertised performance dates, October the 21, 22, 28, and 29. In addition to the function of the ticket booth, it will be operated as an information center for events and concessions on October, 1, 8, 21, 22, 28, and 29. SSCP members will be serving as ambassadors to the locals and tourists seeking information on events. On behalf of the ShoeString Community Players, I thank you for your continued support of the arts and the preservation of our town history.

Sincerely

A handwritten signature in black ink, appearing to read "Shannon Vaerewyck". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Shannon Vaerewyck
President
ShoeString Community Players



ShoeString Community Players
PO BOX 481
St. Helens, OR 97051
(503) 366-4406

June 27, 2016

John Walsh
City Administrator
City of St. Helens

Mr. John Walsh,

We would like to thank you again for letting us help with the **Spirit of Halloweentown** event during the upcoming month of October. ShoeString Community Players is planning on returning this year with the "St. Helens Haunted Tours" production to hit the streets of St. Helens. To keep it fresh we have also added a brand new tour, called "Scarecrows", to continue to provide a variety of entertainment.

Under careful study of the Special Use Application, ShoeString has a concern under the city code section 2.04.120(11) regarding Concession Agreements. SSCP would like to operate a concession as a service with beverage, cookies, candy bars, and t-shirts sales; we estimate the receipts will be well under \$5000. We would like to have the operation of the ticket booth open for "St. Helens Haunted Tours", "Scarecrow", and other later mention dates deemed a *Small Concession*. We would further like to have it contracted with no other fees assessed and to be *directly appointed* without limitation to provide concessions at the ticket booth. Proceeds from the concession stand go directly into the SSCP scholarship fund.

The ticket booth is planned to be open for ticket sales while providing concessions on October, 1, 8, 21, 22, 28, and 29. SSCP indirectly will be serving as ambassadors to locals and tourists. Providing this service will make our community better when people are in need of event information. On behalf of the ShoeString Community Players, I thank you for your continued support of the arts and allowing us to have this fund raiser.

Sincerely

A handwritten signature in black ink, appearing to read "Shannon Vaerewyck". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Shannon Vaerewyck
President
ShoeString Community Players



ShoeString Community Players
PO BOX 481
St. Helens, OR 97051
(503) 366-4406

August 8, 2016

City of St. Helens
City Council

Dear Mayor and City Council,

We would like to thank you again for letting us help with the **Spirit of Halloweentown** event during the upcoming month of October. ShoeString Community Players is planning on returning this year with the "St. Helens Haunted Tours" production to hit the streets of St. Helens. To keep it fresh we have also added a brand new tour, called "Scarecrows: Tales in the dark" in McCormick Park, to continue to provide a variety of entertainment. SSCP would like to have the assessed city fees associated with performing and presenting the "St. Helens Haunted Tours", "Scarecrow: Tales in the Dark" in McCormick Park, and the operation of the ticket booth in the Rose Garden with concessions to be waived.

SSCP will be scheduling rehearsals during the month of October with the following advertised performance dates, October the 21, 22, 28, and 29. In addition to the function of the ticket booth, it will be operated as an information center for events and concessions on October, 1, 8, 21, 22, 28, and 29. SSCP members will be serving as ambassadors to the locals and tourists seeking information on events. On behalf of the ShoeString Community Players, I thank you for your continued support of the arts and the preservation of our town history.

Sincerely

A handwritten signature in black ink, appearing to read "Shannon Vaerewyck". The signature is fluid and cursive.

Shannon Vaerewyck
President
ShoeString Community Players



South Columbia County Chamber of Commerce

2194 Columbia Blvd. St. Helens, OR 97051

Phone: 503-397-0685 Fax: 503-397-7196

Website: www.sccchamber.org

July 7th, 2016

To whom it may concern:

Please consider waiving the fees for an the Oct 1 2016 event hosted by the South Columbia County Chamber of Commerce is a 501©6.

We are hosting this event as a fundraiser.

Please see attached W-9 IRS Paperwork to show our exempt Status.

Thank you in advance.

A handwritten signature in black ink, appearing to read "Natasha Parvey". The signature is fluid and cursive.

Natasha Parvey
Executive Director
South Columbia County Chamber of Commerce
2194 Columbia Blvd.
St. Helens, OR 97051



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: September 21, 2016

Planning Division Report attached.

Finance Division Report attached.

Business License Reports attached.

Suggestion Box Report attached.

CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT



To: City Council
From: Jacob A. Graichen, AICP, City Planner

Date: 8.23.2016

This report does not indicate all *current planning* activities over the past report period. These are tasks, processing and administration of the Development Code which are a weekly if not daily responsibility. The Planning Commission agenda, available on the City's website, is a good indicator of *current planning* activities. The number of building permits issued is another good indicator as many require Development Code review prior to Building Official review.

PLANNING ADMINISTRATION

Prepared a development process and development standards memo for the City's consultants working on the waterfront development master plan for the veneer site. They requested this information to help develop the master plan.

We've been selected as a 2016/2017 TGM grant recipient (noted in the March report)! This will help create a transportation "refinement" plan for roadways that complement the city's last adopted corridor plan and is related to the City's recently acquired industrial properties (see attached map). There is behind the scenes stuff that needs to happen in the meantime; the actual project timeframe is anticipated to be June 2017 to June 2018.

The University of Oregon is working with the Department of Land Conservation and Development on research informing the administrative rulemaking process for House Bill 4079. The bill requires DLCDC establish an affordable housing pilot program. As part of this effort U of O is using some communities as case studies. St. Helens has been asked to participate. You can read the rule here:

<https://olis.leg.state.or.us/liz/2016R1/Downloads/MeasureDocument/HB4079/Enrolled>

Also, DLCDC provides the following summary of the legislation:

"This rulemaking implements HB 4079 (Chapter 52, Oregon Laws 2016), which directs the Land Conservation and Development Commission to establish a pilot Urban Growth Boundary expansion process for development of land dedicated to affordable housing. The law directs LCDC to adopt rules for selecting pilot projects and other rules related to the pilot program, as well as requires a local government to protect a pilot project site for continued use as affordable housing for 50 years. The law limits the pilot program to two cities, one under 25,000 in population and one with a population of 25,000 or more, and specifies that certain local governments are not eligible to participate."

Conducted a pre-application meeting for a potential land partition at 755 N. Columbia River Hwy.

Conducted a pre-application meeting for a potential 10 lot subdivision across Sykes Road from the Ridgecrest Subdivision, Phase 1.

DEVELOPMENT CODE ENFORCEMENT

Called a property owner about some fence complaint issues in the Elk Ridge Subdivision. Called a property manager and a tenant at 1805 St. Helens about a use complaint. Called one of the owners of the new and first to open Marijuana retailer in St. Helens about some portable signs complaints we've received. In all of these cases, my hope is to inform and avoid unnecessary enforcement actions.

PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)

August 9, 2016 meeting (outcome): This meeting was cancelled.

September 13, 2016 meeting (upcoming): The Commission will have a public hearing for a Comprehensive Plan and Zoning Map amendment for about 12.5 mostly vacant acres approximately at the SW corner of the Pittsburg Road/N. Vernonia Road intersection. The Commission will also discuss some miscellaneous items.

HISTORIC PRESERVATION

The CLG grant for rehabilitation of historic buildings ends this month. Rehab projects are supposed to be completed.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Routine data updates.

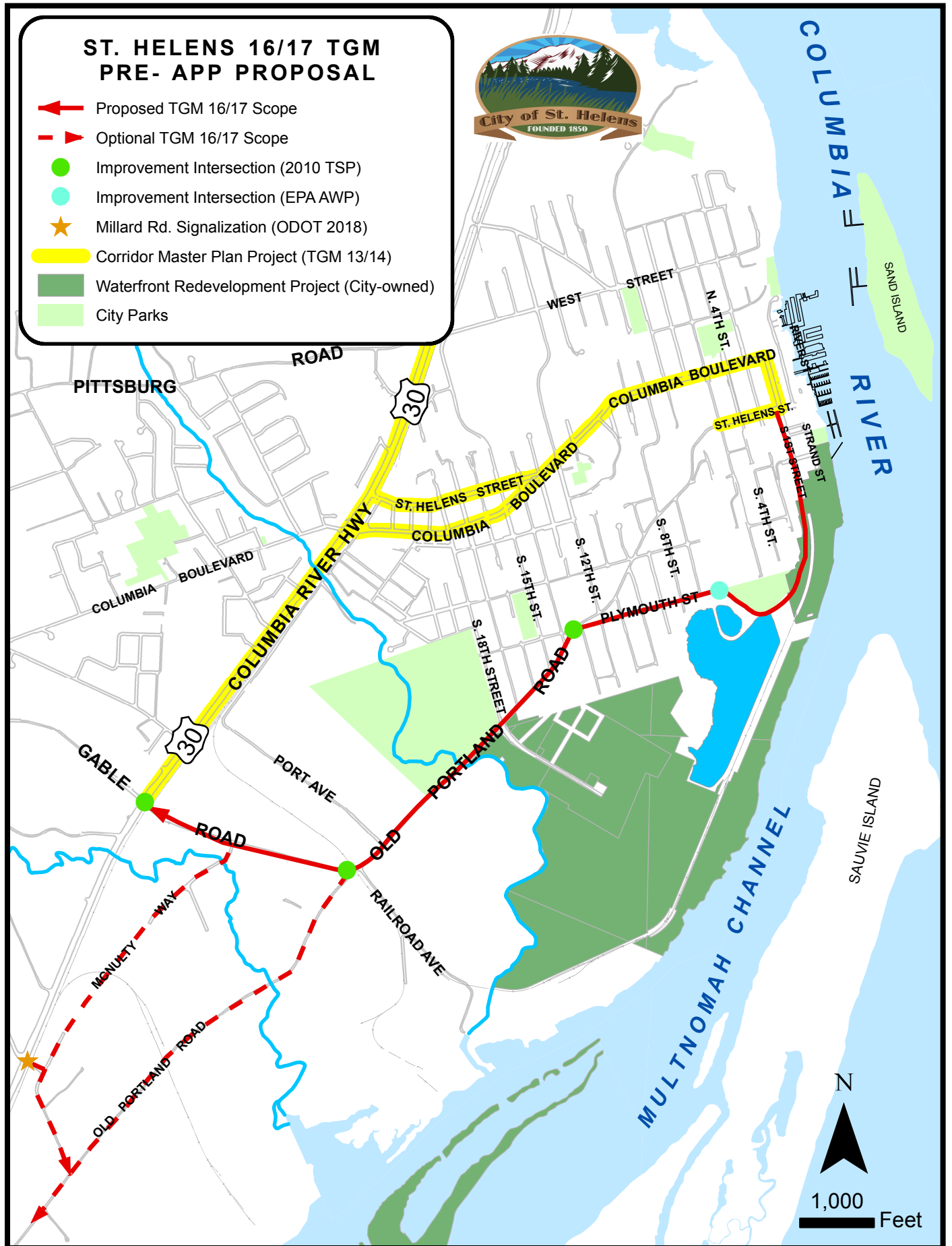
MAIN STREET PROGRAM

Community Coordinator #6 will be Jasmine Jordan from Ohio, starting September 12th.

As part of the RARE AmeriCorps program, which we use to staff the Community Coordinator position, I participated in the mandatory supervisor orientation.

ASSISTANT PLANNER—*In addition to routine tasks, the Assistant Planner has been working on:*

See attached.



Jacob Graichen

From: Jennifer Dimsho
Sent: Friday, August 19, 2016 10:10 AM
To: Jacob Graichen
Subject: August Planning Department Report

Here are my additions to the August Planning Department Report.

GRANTS

1. CLG Historic Preservation Grant Program Grant Closeout– Received and compiled project documents for reimbursement (during & after photos), created final report for SHPO and Council/PC, request for reimbursement to SHPO
2. Received notice of award for the OPRD McCormick Picnic Shelter Grant! (16k grant, 30k project). Grant agreement will be sent out in September.
3. Received noticed of award for the Riverfront Connector TGM grant! Grant specifics (cost, scope) to be worked out in coming months.
4. Looked into 2016 HEAL Cities Grant – Brainstormed possible projects (5k-15k awards) Due: Sept. 30

EPA AWP

5. Prepared for next EPA AWP Advisory Committee Meeting (Sept. 12)
6. Conference call and other communication with EconW/MFA about implementation plan strategies

MISC

7. Gateway Sculpture Project Kickstarter Reward deliveries
8. Updated handout for business-focused pledges for potential interpretive signage donors
9. Put together ACC Postcard kits & submitted CCCC grant closeout materials (budget, photos, etc.). Created flier and plan for businesses to sell kits. Promoted on City's FB. Recruited locations to sell postcards.
10. Attended Columbia County Year of Wellness meeting on Aug. 18 – Discussed potential HEAL Cities grant projects
11. Prepared large mailed notice for a zoning map and comp plan zone map change - PC hearing Sept. 13

Jenny Dimsho

Assistant Planner
City of St. Helens
(503) 366-8207
jdimsho@ci.st-helens.or.us

COUNCIL MEETING – 09/21/2016

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: FINANCE DEPARTMENT REPORT
DATE: SEPTEMBER 7, 2016

Greetings Council,

Wells Fargo Credit Card (Purchase Card) Program:

We received implementation contracts for Wells Fargo's Purchase card program to begin implementation. The city has received a rolling credit limit of \$250,000. This amount is much higher than what we are currently working with and new credit cards for departments and specific users will be starting in October after the agreement is signed.

Collections RFP:

Now that the IT Services RFP is moving forward to finalizing, I will begin working on a Collections Agency RFP. I will be looking for a collection agency to complete collection work in Utility Billing, Court, and the Library Departments. I originally scheduled this to begin in January, but as things seem to be moving smoothly so far with many other items, I am going to begin writing the RFP and will look at a Oct/Nov timeframe for public release. I will have a sample available for Council to review before it is released.

Thank you,

Matt Brown
Finance Director
503.366.8227
mattb@ci.st-helens.or.us

BUSINESS LICENSE REPORT

City Department Approval: September 6, 2016

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

Signature: 
Date: 9/6/16

RESIDENT BUSINESS – NEW 2016

- | | | |
|--------------------------|---|------------------------------|
| <input type="checkbox"/> | Angela Hileman 215 S 1 st Street | Handmade & Secondhand Items |
| <input type="checkbox"/> | Big River Bistro 305 Strand Street | Restaurant |
| <input type="checkbox"/> | Columbia Harbor Properties, LLC 1270 Columbia Blvd | Automotive |
| <input type="checkbox"/> | Miss Burns Farms LLC 1771 Columbia Boulevard | Agriculture – Marijuana Grow |
| <input type="checkbox"/> | St. Helens Kung Fu Club 231 S 1 st Street | Martial Arts Instruction |
| <input type="checkbox"/> | *Shawna Herron Jewelry 444 Grey Cliffs Court | Making & Selling Jewelry |
| <input type="checkbox"/> | Yellow Bird Vintage 215 S 1 st Street | Vintage Secondhand |

NON-RESIDENT BUSINESS - 2016

- | | | |
|--------------------------|-------------------------------|-----------------------------------|
| <input type="checkbox"/> | AAFAB,LLC | General Contractor |
| <input type="checkbox"/> | All Star Dustributing | Kirby Vacuum Sales/Service/Peddle |
| <input type="checkbox"/> | M&M's Mobile Fleetwash | Mobile Truck Washing |
| <input type="checkbox"/> | Precision NW Electrical Cont. | Electrical Contractor |
| <input type="checkbox"/> | Tolmie Enterprises, Inc. | Cabinets |
| <input type="checkbox"/> | Western Partitions Inc. | Construction |

MISCELLANEOUS - 2016

- | | | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Morrison Remodeling Inc. | 7-Day, Construction/Remodeling/Repair |
|--------------------------|--------------------------|---------------------------------------|

*Denotes In-Home Business

Suggestion Boxes

City Hall – 1st Floor Lobby/2nd Floor Lobby/ Council Chambers 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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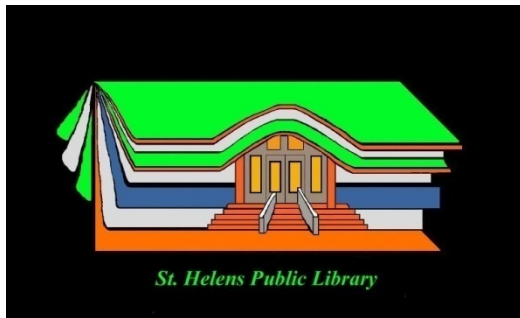
None received.

City Hall – Municipal Court 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 |
|---------------|--|------------|---------------------|------------------------------|---------------------------------|----------------------------|----------------|-------------------------|-------------|
| 9/2/16 | Build a bridge off Old Portland Road that gives Sauvie Island a second way off the island and also they can help split the bill. | None | No | None | None | 9/21/16 | N/A | | |

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 |
|---------------|--|--------------------|---------------------|------------------------------|---------------------------------|----------------------------|----------------|-------------------------|-------------|
| 8/17/16 | Why are sidewalks on south side not being ramped on 14 th and 12 th , the ones that got it didn't need it? | Get the work done! | No | John D. Nace | N/A | 9/21/16 | Sue Nelson | | |



September 9, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

LEGO Club

Alternate Thursdays (9/8, 9/22, 10/6, 10/20, 11/3, 11/17, 12/1, 12/15) from 330-430pm

Visit the library for unstructured LEGO play time with our growing collection of donated LEGO sets. Duplo sets are also available for younger children. Come create with us!

Re-imagining Historic Chinese Mining Landscapes

Thursday, September 22, 7–8pm, Auditorium

Join Don Hann for a lecture about the Chinese experience in Oregon. Chinese miners adapted a range of techniques to recover gold from various settings, and those techniques left distinctive footprints on the landscape. With remote sensing, we are beginning to see how the Chinese prospered decades after other miners left the gold fields.

Hann has studied mining sites from the upper John Day valley, in northeast Oregon near Baker City, Sumpter, and Granite, and in southwest Oregon around Jacksonville and Medford. Hann has been an Archaeologist on the Malheur National Forest from 1992 to the present and is a board member of the Grant County Historical Museum.

This event is hosted by St. Helens Public Library as part of the Oregon Historical Society's 2016 Chinese Oregon Speaker Series. For more information about the series and for a list of upcoming programs statewide, visit www.ohs.org.

Writer's Workshop with Maggie Stuckey

Thursday, Oct 6, 7pm, Auditorium


Anyone who's thinking of writing a nonfiction book and hoping to see it published by a traditional publisher (i.e., not a self-publisher or e-book platform), wait! Your potential publishers want to see a good proposal – not the whole manuscript.

Portland author, Maggie Stuckey will unlock the mysteries of the nonfiction book proposal at a special event at the St. Helens Public Library. Maggie knows the publishing world and its quirks from years of firsthand experience. She is the author of 11 books under her own name, and 20-some others as ghostwriter or collaborator; all are nonfiction and most were published by one of the big-name New York houses. In this workshop, she will explain the purpose of the proposal and the in-house reviewing process, and then describe the standard format and all the necessary nuts and bolts.

Calendar:

- 9/20 Library Board Meeting, 715pm, Auditorium
- 9/21 Friends of the St. Helens Public Library, 530pm, Armstrong Room
- 9/22 Lego Club, 330-430pm, Hallway
- 9/22 Northwest Oregon Volunteer Administrators Association Workshop
 - Dan Dieter will attend
- 9/23 Public Library Directors' Annual Meeting, Hillsboro Public Library
 - Margaret Jeffries will attend
- 10/6 Writer's Workshop with Maggie Stuckey, 7pm, Auditorium

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: | 21 September 2016 | |
| Subject: | August Status Summary | |

Engineering

1. Selected a contractor for the 2MG water reservoir rehabilitation.
2. Coordinated to schedule, review, and inspect the 2016 Manhole Rehabilitation Project.
3. Worked with St. Helens Marina owner to complete modifications to a sanitary sewer main.
4. Moved forward with project revisions for continuation of work on the Godfrey Park Storm project.
5. See complete report.

Parks

1. Removed a lot of graffiti – twice at Columbia View restrooms; Campbell restrooms; play structure at Campbell; 6th Street Ballpark; and the Veneer property.
2. Assisted with various electrical repairs at the Courthouse docks.
3. Trimmed trees and dealt with debris and other downed trees.
4. Painted and repaired picnic tables; painted storage shed at Sand Island.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 12 standard water meters with new radio read meters.
2. Installed new storm pipe and replaced 3 catch basins at S. 15th & Cowlitz Streets.
3. Reinstalled banner pole on Old Portland Road that was hit and damaged by a vehicle.
4. Completed water main replacement on N. 9th Street.
5. Responded to eight after-hours call-outs.
6. See complete reports.

Water Filtration Facility

1. Produced 59.3 million gallons of filtered drinking water, an average of 1.91 million gal/day.
2. Participated in KOHI radio City Talk program to discuss the City's water quality.
3. Lead and copper testing on water system performed with no detection found.
4. See complete report.

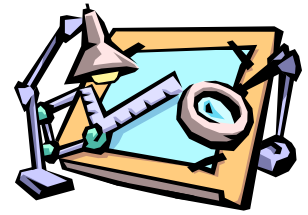
Waste Water Treatment Plant

1. Cleaned the north and south contact tanks.
2. Worked on troubleshooting phone issues at multiple pump station sites.
3. Repaired and reinstalled Aerator No. 1.
4. Discovered a fuel leak on backup generator for PS #7. Arranged for repairs.
5. See complete report.



Engineering Department Status Report

14 September 2016



WATER PROJECTS

2MG Reservoir Rehab Project

Bids were received on August 11, 2016 and Western Partitions, Inc. or Tigard, Oregon was the successful bidder. They are now preparing submittals, including material worksheets and a schedule. Work is anticipated to start in late September.

DEVELOPMENT PROJECTS

St. Helens Marina River Street RV Park

Plans have been submitted for improvements to support a planned expansion of the RV park near the St. Helens Marina. Five new RV spots have been proposed by the Owner/Developer, located on the north side of the boat launch.

Elk Ridge Estates Phase VI

This project will require a new Preliminary Plat approval from the Planning Commission before any public improvements can be accepted.

Sykes Road Development

A final walk-thru with Engineering and Public Works staff, the Project Engineer, the Contractor, and the Owner was held on August 25, 2016. The project infrastructure construction was reviewed and a few finishing touches were suggested, to be completed by the Owner. New sewer, water, and storm drain public mains will be accepted by the City upon delivery of a 2-year warranty bond from the Owner.

SANITARY SEWER AND STORM DRAIN PROJECTS

Sanitary Main Modifications for St. Helens Marina Garage Construction

Engineering and Public Works staff worked with the Owner/Developer of the St. Helens Marina to approve a sanitary main modification required to facilitate construction of a garage structure adjacent to, and slightly encroaching over, a portion of a public sanitary sewer main. The Owner replaced a portion of the sewer pipe with ductile iron pipe and had custom transition pieces fabricated. The sewer main is accessible through manholes located on both sides of the new structure.

2016 Manhole Rehabilitation Project

Work is winding down on this project to rehabilitate 48 sanitary sewer manholes in various locations throughout the City by using an epoxy spray-on coating to stop leaking and Inflow & Infiltration into the manholes. Boede Construction, Inc. of Aumsville, Oregon is doing the work and so far have provided a finished product that meets or exceeds the contract specifications. They selected to provide a higher quality coating than specified at no extra cost in approximately half of the manholes. This allowed them to only work with one coating product for the whole project, simplifying the materials, labor, and equipment they would need to meet specifications, but also providing the City a better value for the cost.

Godfrey Park Storm Drain Project

After many weeks (months) of reviewing documents, calculating change order requests, and meeting with the project Engineer and the Contractor, James W. Fowler Co. has remobilized to the project site and are now working on installing the remaining 66-inch diameter steel storm drain pipe. Because there was a differing site condition present for a portion of the pipe alignment, revised plans and scope of work were required to address the changed conditions. An updated schedule has been submitted and shows construction wrapping up in mid-November, with restoration continuing through the first part of December. However, timelines are subject to change depending on the complexity and volume of the solid rock excavation. The pipe alignment was moved to help avoid as much of the rock outcrop as possible.

N. 11th Street, Lot 7

Plans have been submitted for review of a proposal to install a new storm pipe through a section of open ditch on the east side of N. 11th Street. This is very similar to a project a few years ago where the property owner installed a pipe on the west side of N. 10th Street, immediately adjacent to the proposed project.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

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

MISCELLANEOUS PROJECTS

Sand Island Dock Ramp Replacement Project

Everything is in place for the project to move forward as soon as the US Army Corps of Engineers (USACE) permit allows for in-water work, between November 1 and February 28. A variance to complete the work sooner was applied for and approved by the USACE, but no response was received by the National Marine Fisheries Service so it was not allowed.

Right-of-Way and Construction Permits

There were three Right-of-Way and/or Construction Permits issued during the month of August – One to NW Natural for a new service installation; one for a sewer repair at 314 N. 9th Street; and one to Columbia River PUD to replace several utility poles.



Parks Department for August 2016



Daily duties were performed which include cleaning restrooms, garbage pickup, Sand Island maintenance, general Parks maintenance, watering street trees and mowing.

Painted the storage shed on the Island
Trimmed a tree on N. 6th away from the stop sign
Repaired the Volleyball court at McCormick
Painted and repaired picnic tables
Assisted with electrical problems at the docks
Repaired a stall door in the restrooms at Columbia View
Filled holes in around McCormick
Had the holding tank at McCormick pumped
Repaired sprinklers at Campbell and Columbia View
Repaired some of the workout stations at McCormick
Cleared retention ponds on Oakwood and Helens Way
Fertilized the parks
Dispatched several wasp and yellow jacket nests
Removed graffiti from Columbia View restrooms 2 times
Removed graffiti from Campbell restrooms
Removed graffiti from the play structure at Campbell
Cut up and chipped a large tree at McCormick
Trimmed a tree on River Street
Pressure washed the play structures at Campbell and McCormick
Pressure washed the covered areas at Campbell and McCormick
Removed graffiti at 6th Street
Painted over graffiti on the Vener property
Mower repair
Restocked all the restrooms
Cut up downed trees at McCormick

Public Works Work Report August 2016

Water Dept:

Installed 12 radio read meters
Read heavy users
Read meters
Installed new 2" meter at Village Inn
Poured concrete @ 160 S. 1st St.
Assisted with tree removal in ROW btwn. N. 12th St. & N. 15th St.
Replaced four meter boxes in various locations
Connected service lines to new N. 9th St. water main
Turned off and on 32 delinquents
Assisted sewer crew on N. 9th St. sewer issue
Poured concrete on N. Vernonia Rd. & Nimitz St.
Installed shut-off at 385 N. 10th St.
Dust coated gravel roads

Sewer Dept:

Finished N. 9th St. water main replacement project
Installed new storm and replaced three catch basins at S. 15th St & Cowlitz St.
Made new tap and replaced lateral in ROW at 314 N. 9th St.
Fixed leak on irrigation line in Columbia View Park
Fixed sunken driveway at 215 S. 15th St.
Replaced damaged culvert & repaired sink hole under road at McCormick Park
Reset banner pole on OPR by 5th St. that was knocked over by car
Cleaned sewers in basin #2 & #3

Call-Outs:

Alarm at Parks shop
Broken sprinkler head at Campbell Park
Fence on Columbia Blvd. by 8th St. hit by pickup
Water leak at 594 S. 12th St.
Dead deer on S. 5th St.
Sewer odor at 314 S. 14th St.
Car drug gate and post into Port Ave.
Boards pulled off storm drain at Godfrey Park during police chase

Miscellaneous:

Swept streets
Mowed ROWs
Marked 64 locates
Checked wells & reservoirs daily



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 August 2016

Water Production: 59.3 million gallons 1.91 million gallons per day

Week 1 Produced and sent August OHA reports to the State. Still using the original data collecting program XLReporter because the new HMI program has still not been configured to collect and publish our information in a format that we can use to send to the State at the end of the month. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

Week 2 Dave Elder, Doug Morten and myself were invited to the KOHI morning radio program to share information about St Helens drinking water, where it comes from and help the community get an idea of just what a high quality of drinking water our city has to offer our residents. Finding time to try and mow and weed whip the tall grass and weeds around our WFF site. Working at improving the WFF SCADA HMI screens.

Week 3 Water samples collected to test for pH and Alkalinity to go along with the current round of lead and copper testing we take to stay in compliance with our drinking water regulatory requirements. Received our caustic soda supply for pH control. Ordered Chlorine delivery for next week

Week 4. Received chlorine. Changed out Cl17 reagents. Just a note in passing, when we see news reports that Lead has been detected in St. Helens schools, we might want to remember there is more to taking a sample from a water line, inside a building, that has not been turned on or flowed in weeks or even months. The city has just taken their round of Lead and Copper samples from our distribution system and Lead is not found in our water coming to our homes, so if we stop and reason on this for just a moment, the water coming to our homes is the same water going to our schools, but.....the water in our homes is used every day. It would be nice to find out who sampled the schools, were the water lines flushed out to clear the lines of “stagnant” summer non-use water before the samples were taken and has a follow up sample been taken after the lines have been flushed in preparation for the school year? For example, if you have an RV or trailer that has been winterized, do you use the water system in your RV without first flushing out your water system and filling your RV with fresh water before you go on a camping trip for the new season? Same thing with the schools, shouldn't the water lines be flushed out before they are used for the new school season? Just a thought.

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

WWTP Monthly Operations and Maintenance Report

August 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 8/2-Checked aerator #22 for wiring issues in the weatherhead. No issues so we ran it again until it tripped.
- 8/3-Pacific Industrial here to install access hatch to basement of the secondary building.
- 8/5-Gabe w/ McCoy tested wires and motor for aerator #22 and thinks it's a bad wire.

Primary System Report

- 8/24-McCoy Elec. here to wire up aerator #1.
- 8/26-Cleaned SolarBees and aerators.

Pump Stations

- 8/1-PS#11-CenturyLink here to repair phone line.
- 8/1-PS#1&11-Vacuumed grease from wetwells.
- 8/4-Tested dialers at all the lift stations that still have them. Found that long distance has been discontinued.
- 8/5-Gabe with McCoy Elec. found that the starter coil needs replaced at PS#9. They'll have to order one. He replaced a float at PS#6. And replaced the hour meter at PS#4.
- 8/18-PS#3-Opened and inspected wetwell. Adjusted floats and checked hydroranger.
- 8/25-PS#7-Checked level sensor and pumped down wetwell.
- 8/29-PS#3-Dye tested overflow from wetwell to see where it flowed. It ends up in a nearby storm drain.

Sodium Hypochlorite System

- 2381 gallons used this month.
- 2032 gallons used last month.
- 8/3-Fixed leak on south hypo pump.
- 8/22-Hypo delivery.

Call-outs

- No after hour call-outs

Plant

- 8/2-Worked on programming on the septage receiving station.
- 8/17-Septage receiving station plugged. Ran water through it and seemed ok. St.Helens Septic had a particularly "thick" tank.
- 8/23-Ken Buell here for semi annual calibrations.
- 8/24-Cleaned North contact tank.
- 8/25-Mcoy rewired the hoist in the garage.

- 8/25-Cleaned South contact tank.
- 8/25-Cleaned headworks channels.
- 8/30, 31-Worked on headworks channel #2 Screen replacing auger brush and lower brush.

Pretreatment

- 8/11, 12-Gathered industry information for local limits evaluation.
- 8/16-Armstrong called to inform us their Bioxide system failed. We started running more sulfide tests to ensure permit compliance.
- 8/19-Conference call with Steve Anderson to discuss details of Local Limits sampling plan.
- 8/29-Worked with Steve to finalize Sampling Plan.

Next Month

- Finish Screen #2
- Start Local Limits Testing