



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, November 16, 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 Update from IT Consultant Centerlogic – <i>Max/Sean</i> | 1:05 p.m. |
| 3. | Main Street Program 1 st Quarter Report – <i>Jasmine Jordan</i> | 1:15 p.m. |
| 4. | Review Proposed Hankey Road Right of Way Dedication - <i>Jacob</i> | 1:25 p.m. |
| 5. | Review Proposed Job Description for Utility and Banking Specialist which replaces one of the Utility Billing Specialist positions – <i>Matt</i> | 1:35 p.m. |
| 6. | Sponsorship Request from St. Helens Robotics & Engineering Club | 1:45 p.m. |
| 7. | Department Reports | 1:50 p.m. |
| 8. | Council Reports | 2:10 p.m. |
| 9. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 2:30 p.m. |
| 10. | Other Business | |
| 11. | Next Work Session Items | |
| 12. | Upcoming Dates to Remember: | |
| | <ul style="list-style-type: none"> • November 15, Arts & Cultural Commission, 6:30 p.m., Council Chambers • November 15, Library Board, 7:15 p.m., Columbia Center Auditorium • November 16, Council Work Session, 1:00 p.m., Council Chambers • November 16, Council Public Hearing, 6:00 p.m., Council Chambers • November 16, Council Regular Session, 7:00 p.m., Council Chambers • November 24 & 25, Thanksgiving Holiday, All City Offices Closed | |
| 13. | Future Public Hearing(s)/Forum(s): | |
| | <ul style="list-style-type: none"> • November 16, 6:00 p.m., PH: Appeal of Dangerous Building Abatement – 35418 Helens Way and 2564 Columbia Blvd. • December 21, 6:30 p.m., PH: Comprehensive Plan Map & Zoning Change – Bradley Street | |

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.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Hankey Road right-of-way dedication
DATE: October 24, 2016

As part of a Lot Line Adjustment request (file LLA.1.16) at 35732 Hankey Road, right-of-way dedication is required commensurate with similar requirements for land divisions north of the subject property with city limits.

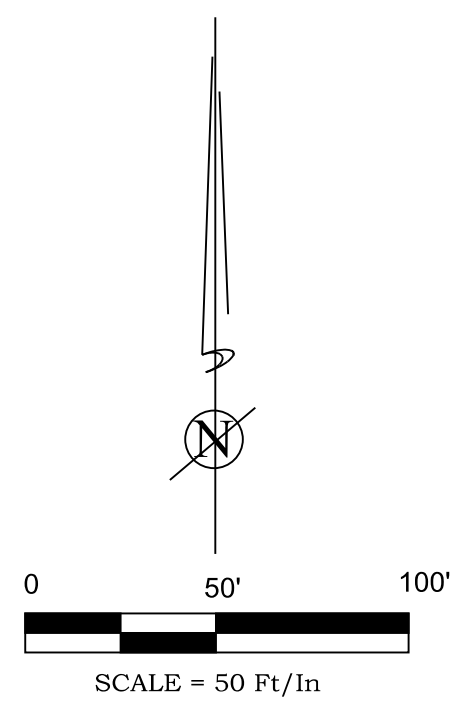
This is routine.

See **attached** plans which illustrates the matter.

Please authorize the Mayor's signature of the legal document (**attached**) that will, once recorded with the County, result in the dedication.

Attached: Preliminary survey of proposed Lot Line Adjustment showing required ROW dedication

Dedication deed



HANKEY ROAD P-128
(COUNTY ROAD NO. P-26)
WIDTH VARRIES

**PARTITION PLAT
NO. 1997-55
PARCEL 1**

McCARTER
DOCUMENT NO. 2013-002266

FERGUSON
DOC. NO. 2007-009363

SUNSET HEIGHTS

TAMARACK HEIGHTS

NARRATIVE:

--THIS SURVEY WAS PERFORMED AT THE REQUEST OF KATHERINE McCARTER TO MONUMENT A PROPOSED PROPERTY LINE ADJUSTMENT BETWEEN TWO LOTS OF RECORD CONTAINED IN DEED DOCUMENT NO. 2013-002266, COLUMBIA COUNTY DEED RECORDS.

--FOR THE BASIS OF BEARINGS I HELD MONUMENTS 4 & 29 PER PARTITION PLAT NO. 1997-55.

--FOR CONTROL I HELD THE MONUMENTS AS NOTED IN THE MONUMENT NOTES.

NORTH LINE
--FOR THE NORTH LINE I HELD MONUMENT NUMBERS 4 & 29 PER PARTITION PLAT NO. 1997-55.

EAST LINE
--FOR THE EAST LINE I HELD MONUMENT NUMBERS 29, 30 AND 32, AND THE GRANT BOUNDARY METHOD TO COMPUTE THE NORTH LINE OF LOT 1 OF TAMARACK HEIGHTS

SOUTH LINE
--TO ESTABLISH THE SOUTH LINE I HELD THE DEED DISTANCE [26.00'] WHEN MEASURED AT RIGHT ANGLES FROM THE NORTH LINE OF LOT 1 OF TAMARACK HEIGHTS PER DOCUMENT NO. 2007-009363, COLUMBIA COUNTY DEED RECORDS.

HANKEY ROAD
--TO ESTABLISH THE EASTERLY RIGHT OF WAY OF HANKEY ROAD P-128 I HELD MONUMENT NO. 6 AND ROTATED THE RECORD DATA 2°23'24" TO FIT MONUMENT NO. 37 PER CS NO. 4423.

--THE NEW LINE WAS ESTABLISHED AT THE LOCATION SHOWN PER THE REQUEST OF THE CLIENT

MONUMENT NOTES:

[3] FOUND A 5/8" IRON ROD (DISTURBED), PER PARTITION PLAT NO. 1997-55, MONUMENT BEARS S 87°55'29" W 3.28' FROM MONUMENT NO. 4.

[4] FOUND A 5/8" IRON ROD WITH A Y.P.C. MARKED "LS 2536" PER PARTITION PLAT NO. 1997-55, (HELD). THE MONUMENT LIES S 88°52'39" E 1.90' FROM THE NEW EAST RIGHT OF WAY LINE OF HANKEY ROAD.

[5] FOUND A 5/8" IRON ROD WITH AN UNREADABLE ALUMINUM CAP PER CS NO. 4423, (HELD).

[6] FOUND A 5/8" IRON ROD WITH AN UNREADABLE ALUMINUM CAP PER CS NO. 4423, (HELD).

[29] S.W. CORNER OF THE LEMONT D.L.C.
FOUND A BENT 5/8" IRON ROD PER TAMARACK HEIGHTS, (HELD)

[30] FOUND A 1/2" IRON ROD PER CS NO. L-1414, (HELD).

[31] FOUND A 5/8" IRON ROD WITH A SMASHED Y.P.C. PER PARTITION PLAT NO. 1997-55, MONUMENT BEARS S 1°07'21" W 1.36' FROM THE SOUTH LINE OF PARTITION PLAT NO. 1997-55.

[32] FOUND A 5/8" IRON ROD PER TAMARACK HEIGHTS, (HELD).
A 1/2" IRON PIPE BEARS N 82°53'44" E 1.73' FROM THE 5/8" IRON ROD.

[33] FOUND A BENT 5/8" IRON ROD PER TAMARACK HEIGHTS, HELD FOR TAMARACK HEIGHTS, MONUMENT BEARS N 70°50'54" E 35.34' FROM THE CENTERLINE PER CS NO. 4423.


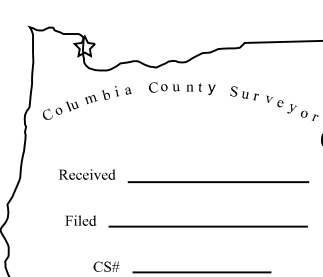
[37] FOUND A 1/2" IRON PIPE PER HANKINS SUBDIVISION AND AS SHOWN ON CS NO. 4423, (HELD).

LEGEND

- FOUND MONUMENT AS NOTED
- SET A 5/8" X 30" IRON ROD WITH A YELLOW PLASTIC CAP MARKED "KLS SURVEYING INC."
- [X] MONUMENT POINT NO
- () RECORD SURVEY DATA
- [] RECORD DEED DATA
- CS NO. SURVEY NUMBER, COLUMBIA COUNTY SURVEY RECORDS
- Y.P.C. YELLOW PLASTIC CAP

REFERENCES:

- SURVEYS:**
- 1 = CS NO. 4423
 - 2 = CS NO. 5496
 - 3 = CS NO. 5526
 - 4 = CS NO. L-385
 - 5 = CS NO. L-1414
 - 6 = PARTITION PLAT NO. 1997-55
 - 7 = TAMERACK HEIGHTS
 - 8 = SUNSET HEIGHTS
 - 9 = HANKENS SUBDIVISION
- DEEDS:**
- 1 = BOOK 92, PAGE 383
 - 2 = BOOK 151, PAGE 674
 - 3 = DOCUMENT NO. 2007-009363
 - 4 = DOCUMENT NO. 2013-002266

<p>REGISTERED PROFESSIONAL LAND SURVEYOR</p> <p>PRELIMINARY</p> <p>OREGON JANUARY 19, 1993 DONALD D WALLACE, JR 2601 RENEWAL DATE 6/30/18</p>	 <p>K.L.S. SURVEYING INC. 1224 ALDER STREET VERNONIA, OREGON 97064 (503) 429-6115</p>	<p>PROPERTY LINE ADJUSTMENT SURVEY FOR</p> <p>KATHY McCARTER</p> <p>IN THE NE 1/4 OF SECTION 5, T4N, R4W, W.M.</p> <p>CITY OF ST. HELENS, COLUMBIA COUNTY, OREGON</p> <p>JULY 9, 2016</p>			
DRAWN BY: SWM	FIELD: SWM/MDM/SWMJR	EQUIPMENT: GTP301/RECON	JOB No. 16-051	DRAWING NAME: 16-051 PLA	REVISED: 10-20-2016

AFTER RECORDING RETURN TO:

City of St. Helens
PO Box 278
St. Helens, OR 97051

NO CHANGE IN TAX STATEMENT

This space is reserved for recorder's use.

DEDICATION DEED

Kevin McCarter and Katherine McCarter, Grantors, convey and dedicates to the City of St. Helens, an Oregon municipal corporation, Grantee, the following described real property, for the use of the public as a public way:

See Exhibit A, attached hereto and hereby incorporated by reference.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

[Remainder of Page Intentionally Left Blank]

The true consideration for this conveyance is \$0.

To have and to hold, the above-described and granted real property for the purposes hereinbefore set forth unto the public forever.

Kevin McCarter
Kevin McCarter

10/21/16
Date

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on October 21, 2016, by Kevin McCarter.



Heidi M Davis
NOTARY PUBLIC FOR OREGON
My Commission Expires: March 5, 2017

Katherine McCarter
Katherine McCarter

10-21-16
Date

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on October 21, 2016, by Katherine McCarter.



Heidi M Davis
NOTARY PUBLIC FOR OREGON
My Commission Expires: March 5, 2017

The foregoing conveyance is hereby ACCEPTED:

By: _____
Randy Peterson, Mayor
City of St. Helens

STATE OF OREGON)
) ss.
County of Columbia)

This instrument was acknowledged before me on _____,
_____, by Randy Peterson as Mayor of the City of St. Helens.

NOTARY PUBLIC FOR OREGON
My Commission Expires:_____



KLS Surveying Inc.
1224 Alder Street
Vernonia, OR 97064

Phone: (503) 429-6115
Fax: (866) 293-1402
Email: dwallace_kls@msn.com

EXHIBIT A

5' RIGHT OF WAY DEDICATION

A 5.00 foot wide strip of land over that property conveyed to Kevin McCarter and Katherine McCarter as described in Deed Recorded as Document No. 2013-002266, Columbia County Records located in the Northeast quarter of Section 5, Township 4 North, Range 4 West of the Willamette Meridian, City of St. Helens, Columbia County, Oregon, said strip lying Easterly of and perpendicular to the following described line:

- Beginning at the intersection of the East right of way line of Hankey Road No. P-128 as surveyed in County Survey No. 4423, and the North line of said McCarter Tract;
- thence 309.00 feet along the arc of a curve to the left having a radius of 891.15 feet, a central angle of $19^{\circ}52'02''$ and a chord which bears $S 42^{\circ}40'12'' E 307.46$ feet;
- thence $S 52^{\circ}36'13'' E 6.80$ feet;
- thence 155.85 feet along the arc of a curve to the right having a radius of 280.00 feet, a central angle of $31^{\circ}53'27''$ and a chord which bears $S 36^{\circ}39'29'' E 153.84$ feet to the South line of said McCarter tract.

The Easterly line of this dedication shall extend and terminate at the North and South lines of that tract of land conveyed to Kevin McCarter and Katherine McCarter in Document No. 2013-002266, Columbia County Deed Records.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JANUARY 19, 1993
DONALD D WALLACE, JR
2601

RENEWAL DATE 6/30/18



SHREC

St. Helens Robotics & Engineering Club

ST. HELENS ROBOTICS & ENGINEERING CLUB

Email at: Bruhbotics@gmail.com

STAY CONNECTED AT:

www.facebook.com/shhsrobotics
www.instagram.com/shrec5450/
shhsrobotics.wordpress.com

SEND DONATIONS TO:

ST. HELENS HIGH SCHOOL

2375 Gable Road
St. Helens, OR 97051



MAKE CHECKS PAYABLE TO:
St. Helens High School Robotics

OR

DONATE ONLINE AT:

<https://or-sthelens-donate.intouchrecepting.com/>

SCHOOL: St. Helens High School
ITEM: Robotics and Engineering
Club Donation

6 November 2016

Subject: Sponsorship for the St. Helens Robotics & Engineering Club

Dear Local Business/Organization/Community Member:

Have you looked at your child, grandchild, niece, nephew, or just wished the best for the today's youth? St. Helens Robotics & Engineering Club was founded in 2010 to prepare students for the future. Their mission is, "To spark interest for Science, Technology, Engineering and Math (STEM) in the students of today to build the innovators of tomorrow."

Through mentoring and an inquiry-process that uses STEM concepts, teams design, build, and program a robot to compete against other teams at multiple levels in the FIRST Robotics Competition (FRC). FRC gives students access to a hands-on, real-world, design project. They learn how to take an inspired idea, turn it into a plan and execute it while promoting hard work and ingenuity.

The program is rapidly building momentum. The team started as a First Tech Challenge (FTC) then transitioned into a higher level FRC team in 2015. By the spring of 2016 the robotics team against all odds competed in the world championship in St. Louis. The rapid success has inspired the students to work harder than ever to continue to grow the program.

In order to compete in competition there are a significant number of expenses these include: registration fees, parts, fabrication materials, and travel costs. There are many teams with 20+ years of experience and hundreds of thousands of dollars. Additional funding will keep the program competitive and growing.

We request your assistance in providing this opportunity to more students in future years. Your sponsorship would be greatly appreciated. Here are some ways that you can support the program:

- Make a tax-deductible donation to SHREC at St. Helens High School
- Provide Resources (tools, supplies, etc) and Materials (metal, parts, etc) to help construct the robot

If you are interested in donating to SHREC or have any additional questions please see the left hand side of the page and the attached sponsorship benefits package. If you would like to be included on the t-shirt please respond by Dec 1st. The Club would like to thank you for your time and considerations.

Sincerely,

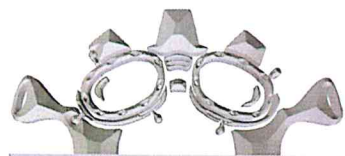
St. Helens Robotics and Engineering Club

ST. HELENS ROBOTICS & ENGINEERING CLUB

2017 SPONSORSHIP LEVELS

**ST. HELENS ROBOTICS
& ENGINEERING CLUB**

Email at: Bruhbotics@gmail.com



OUTREACH

Students volunteer to help at an event of your choice (40 man-hours)

DEMO BENEFIT

Demonstration and an interactive exhibition (1-3hr)

LOGO BENEFIT

Logo on Robot
Large Logo on Shirt (8 square inches)*

RECOGNITION

Announced at competition
Large Logo on Banner (1.5 square feet)

CERTIFICATE

Certificate of Recognition

PLATINUM

\$1000+



DEMO BENEFIT

Demonstration and an interactive exhibition (1-3hr)

LOGO BENEFIT

Medium Logo on Shirt (6 square inches)*

RECOGNITION

Medium Logo on Banner (1 square foot)

CERTIFICATE

Certificate of Recognition

GOLD

\$500 - \$999



DEMO BENEFIT

Students visit work place and give a lunch demonstration of the robot and a program overview (30min-1hr)

LOGO BENEFIT

Small Logo on Shirt (4 square inches)*

RECOGNITION

Small Logo on Banner (1/2 square foot)

CERTIFICATE

Certificate of Recognition

SILVER

\$250 - \$499



LOGO BENEFIT

Name on Shirt*

RECOGNITION

Name on Banner

CERTIFICATE

Certificate of Recognition

BRONZE

\$100 - \$249



CERTIFICATE

Certificate of Recognition

FRIEND

\$25 - \$99

SEND DONATIONS TO:

**ST. HELENS
HIGH SCHOOL**

2375 Gable Road
St. Helens, OR 97051

MAKE CHECKS PAYABLE TO:
St. Helens High School Robotics



DONATE ONLINE AT:

<https://or-sthelens-donate.intouchrecepting.com/>

SCHOOL: St. Helens High School
ITEM: Robotics and Engineering Club Donation

STAY CONNECTED AT:


www.facebook.com/shhsrobotics
www.instagram.com/shrec5450/
shhsrobotics.wordpress.com



SHREC
St. Helens Robotics & Engineering Club

* In order to get your name or logo on the shirt for the 2017 season please respond by Dec 1st 2016

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:	16 November 2016	
Subject:	October Status Summary	

Engineering

1. Substantially completed pipe installation for the Godfrey Park Storm project.
2. Completed work on the Manhole Rehabilitation project.
3. Held pre-construction meeting with developer and contractor for N. 11th Street culvert project.
4. Worked w/Engineer and Contractor on resolving unanticipated issues with 2MG reservoir.
5. See complete report.

Parks

1. Majority of month was spent on Halloweentown related activities.
2. Moved picnic tables from parks and returned them to the Parks Shop for winter storage.
3. Found Sand Island restrooms severely vandalized. Closed restrooms until repairs complete.
4. Started annual leaf patrol – dealing with the mass of fallen leaves.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 42 standard water meters with new radio read meters.
2. Assisted with Halloweentown related activities throughout the month.
3. Repaired waterline damage caused by building contractor on N. 14th Street.
4. Started work on storm drain extension on N. 17th Street.
5. Cleaned mains and headworks at Wastewater Treatment Plant.
6. Responded to 17 Halloweentown after-hours call-outs, and eight additional after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 43 million gallons of filtered drinking water, an average of 1.4 million gal/day.
2. Performed a “clean in place” cleansing of the filtration racks, which deep cleans the filters.
3. Started multi-year sampling and testing for Cryptosporidium detection.
4. See complete report.

Waste Water Treatment Plant

1. Experienced multiple issues with aerators in lagoon. Working on repairs as necessary.
2. Set up portable lift station at Pump Station No. 6 (Stormwater) in advance of expected storm.
3. Cleaned rock out of headworks, typical after first couple of winter rain events.
4. Working on revising IGA with Columbia City as part of Pretreatment program requirements.
5. See complete report.



Engineering Department Status Report

7 November 2016



WATER PROJECTS

2MG Reservoir Rehab Project

During the process of cleaning and prepping the reservoir for installation of a new liner, a few other issues have been discovered that will need to be addressed before the liner can be applied. A good deal of the seals of the seams between the concrete slabs on the bottom of the reservoir have failed and all of them will need to be replaced. There is also some seepage through the walls in a few locations that will need to be sealed and dried in order to fully prepare the walls for the liner application. Solution options are being reviewed by the project Engineer.

DEVELOPMENT PROJECTS

St. Helens Marina River Street RV Park

The Contractor has started site work for the five new RV spaces to be located north of the existing boat ramp at the St. Helens Marina.

St. Helens Marina Wyeth Street RV Park

Plans have been submitted and reviewed 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 existing RV park.

Elk Ridge Estates Phase VI

No change in status: This project will require a new Preliminary Plat approval from the Planning Commission before any public improvements can be accepted. However, the majority of the public infrastructure was completed before the Preliminary Plat expired so there should be little work for the Developer to complete once the new Preliminary Plat is approved.

Sykes Road Development

No change in status since last month: 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

2016 Manhole Rehabilitation Project

Work has been completed 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. A walk-through of the project is scheduled with the Contractor for Tuesday November 8.

Godfrey Park Storm Drain Project

The new 66" pipe is now installed, along with the new 96-inch diameter manhole located between the N. 1st Street right-of-way and N. 2nd Street. At this time, the Contractor is ahead of schedule and are anticipating to be substantially complete with construction by mid-November with only restoration activities remaining. Some of these may have to be done in the spring when plant survivability will be better.

N. 11th Street, Lot 7

Work is underway by a private contractor 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

No change in status as of 10-5-16: 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

Repair work on both docks was completed on November 2-4. The new ramp is scheduled to be installed on November 8.

Right-of-Way and Construction Permits

There were no new Right-of-Way or Construction permits issued in October 2016.



Parks Department for October 2016



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

Most of our month was consumed by Halloweentown

Dealt with lots of leaves

Cut brush at 9th and OPR

Checked on removing trees for the fire dept.

Cleaned graffiti in all of the restrooms

Closed the Island restrooms due to vandalism

Prepared for the "Big Storm" that never happened

Disposed of several road kill deer

Picked up litter on the riverfront property

Trimmed bushes at the library

Retrieved a picnic table from the creek

Put gravel on our debris access road

Cut up downed trees

Took wood for bon fires to the riverfront property

Moved picnic tables back from all parks to McCormick for storage

Public Works Work Report

October 2016

Water Dept:

Installed 42 radio read meters
Read heavy users
Read meters
Turned off and on 50 delinquents
Repaired leak on main on N. 11th St.
Replaced bad valve at reservoir & made new blowoff
Worked with leak detection company
Cleaned ditches at Campbell, Sykes Rd. & Columbia Blvd.
Prepared equipment and Halloweentown for storm
Insulated water meters
Fixed broken shut-off run over by contractor on N. 14th St.
Helped with S. 9th St. sewer plug
Worked on Halloweentown a lot

Sewer Dept:

Worked on N. 17th St. storm project
Worked on sewer plug by 525 S. 9th St.
Cleaned main lines and headworks at WWTP
Worked on Halloweentown a lot

Call-Outs:

Called out 17 times for Halloweentown
Water off for repair at 424 N. 11th St.
Water on after repair at 195 N. 5th St.
Water on for delinquent at Crestwood #82
Tree down at 169 S. 4th St.
Tree down on Grey Cliff Dr.
Water off for repair at Crestwood, #42
Water on at 325 S. 16th St.
Water on at 35537 Alderwood Dr.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 63 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 October 2016

Water Production: 43.0 million gallons 1.39 million gallons per day

Week 1 Produced and sent October OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works.

Week 2 Drew the first of the monthly sampling of the LT2 (Cryptosporidium) detection tests we will be doing for the next 2 ½ years. Guy is changing out many of the fluorescent bulbs that are beginning to show “burn out” characteristics in the WFF.

Week 3 Received delivery of Caustic and Chlorine for the WFF process.

Week 4 Performing CIP (Clean in Place) on filtration racks.

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

WWTP Monthly Operations and Maintenance Report

October 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 10/2-Aerator #5 faulted. Restarted and is running.
- 10/5-Aerator #22. McCoy Elec. here to trouble shoot. Turned up heater in hopes of fixing.
- 10/7-Stan's Refrigeration here to fill bioassay fridge with Freon. Will take it to them when sampling is done.
- 10/8-Aerator #5 faulted. Will not restart.
- 10/10-Tightened rain cap on aerator #4, but it's still making noise.
- 10/11-Aerator #4 faulted. The weather head had worn off and severed one wire. Brought it in to send to Reed Electric and moved #16 to spot 4.
- 10/12-Aerator #4 rewired and running. Aerator #5 has bad starter and motor is leaking oil.
- 10/12-Aerator #15 has two bad wires. Weather head also needs replaced. Found one broken wire on 11/1.
- 10/20-Took bioassay fridge to Stan's for repair.

Primary System Report

- 10/4, 27, 28-Cleaned around lagoon with vacuum trailer.

Pump Stations

- 10/5-PS#9-McCoy Elec. here to install new starter coil on pump 2. The wrong part was delivered. They came back on the 12th with the right part.
- 10/13-Took portable lift station to PS#6 in preparation of big storm.
- 10/17-PS#2-Coolant leak from generator. Joint Maintenance out to fix.

Sodium Hypochlorite System

- 3737 gallons used this month.
- 1633 gallons used last month.
- 10/21-Approx. 5100 gallons delivered.

Call-outs

- 10/21-1915-Power failure at PS#7. Stewart in and everything running normal. Power was restored within a few minutes.

Plant

- 10/8-High H₂S smell at headworks. No haulers were here and when tested, the results were close to normal.
- 10/14-Prepared for wind storm that never showed up.
- 10/18-Cleaned rock out of headworks.
- 10/21-Replaced BOD sensor cap in hopes it will help with the BOD issues we've had.

- 10/24-Changed out E-Pure water filters.
- 10/25-Two of the plants four phone lines no dial tone. Called Integra and they finally got it fixed on the 27th.
- 10/25-Cleaned sumps in vacuum truck dump at the end of the hauler road. Will need public works to jet lines.
- 10/31-Public works here to jet influent lines. Not much debris since we had the high flows during the middle of the month.

Pretreatment

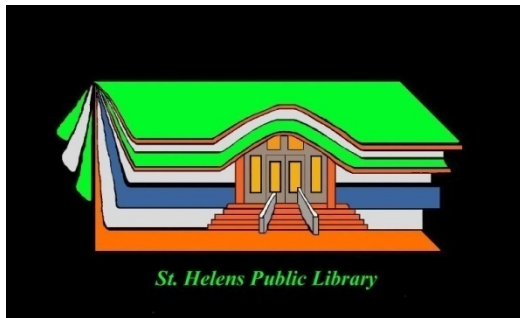
- 10/20-Conference call with Steve regarding local limits. We're still waiting for a response from DEQ but will schedule our monthly testing.
- 10/31-Worked on IGA with Columbia City.

Other

- 10/11-19-Quarterly sampling
- 10/13-Stewart and Johnny went to the City of Portland lab to observe BOD set up and procedures.

Next Month

- Finish up IGA with Columbia City as part of the requirements from the Pretreatment Program audit.
- Send off aerator 5 and 22 for needed repairs.



November 9, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

Library Strategic Planning

Approximately 60 people attended the visioning and planning meeting held at the Library on November 5th as a part of the Library's 5-Year strategic planning process. Our library consultant, Penny Hummel, will summarize the results of the working groups and present a draft plan to the Library Board at their next meeting on Tuesday, November 15th.

LEGO Club

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! Lego Club is for children and teens of all ages.

Alternate Thursdays (11/17, 12/1, 12/15), 330pm-430pm, Hallway

Friends of the St. Helens Public Library Quarterly Art Show: Artist Teresa Knight

In 2015, the Friends of the St. Helens Public Library began hosting quarterly art shows at the Library to showcase Columbia County's creative community and bring creative people together to work as a group. With four art shows now under their belt, members of the Friends of the St. Helens Public Library plan to host art shows in February, May, August and November of each year. This month, the Library will host artwork by local artist Teresa Knight.

November 1 – November 30, In the Library

Calendar:

11/1-30 Friends of the Library Quarterly Art Show – Artist Teresa Knight

11/11 **Library Closed – Veterans Day**

11/17 LEGO Club, 330-430pm

11/22-24 No Storytimes

11/24-27 **Library Closed – Thanksgiving Holiday**



Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: November 16, 2016

Business License Reports attached.

