



City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, December 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.

1. Visitor Comments 1:00 p.m.
2. Discussion Regarding Gregg Smith (Thrifter's Marketplace) - *Matt* 1:05 p.m.
3. Discuss Request from Sunset Park Church for Utility Bill Adjustment – *Matt* 1:10 p.m.
4. Follow-up Regarding Status of IT Services - *Matt* 1:15 p.m.
5. Department Reports 1:20 p.m.
6. Council Reports 1:40 p.m.
7. Executive Session: ORS 192.660(2)(d) Labor Negotiations 2:00 p.m.
 ORS 192.660(2)(e) Real Property Transactions
8. Other Business
9. Next Work Session Items
10. Upcoming Dates to Remember:
 - **December 21, Council Work Session, 1:00 p.m., Council Chambers**
 - **December 21, Council Public Hearing, 6:20 p.m., Council Chambers**
 - **December 21, Council Public Hearing, 6:30 p.m., Council Chambers**
 - **December 21, Council Regular Session, 7:00 p.m., Council Chambers**
 - **December 23 & 26, Christmas Holiday, All City Offices Closed**
 - December 29, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers
 - **January 2, New Year's Day, All City Offices Closed**
11. Future Public Hearing(s)/Forum(s):
 - December 21, 6:20 p.m., PH: Easement Extinguishment – 500 N. 11th Street
 - December 21, 6:30 p.m., PH: Comprehensive Plan Map & Zoning Change – Bradley Street



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 For more information or for an application, stop by City Hall or call 503-366-8217.

COUNCIL MEETING – 12/21/16

TO: CITY COUNCIL
FROM: MATT BROWN & SUE NELSON
SUBJECT: GREGG SMITH (THRIFTER'S MARKETPLACE)
DATED REPORT: DECEMBER 21, 2016

Greetings Council,

Attached to this memo you will find an excel spreadsheet and history of the Thrifter's Market Plan run by Gregg Smith who attended the last council work session and explained his situation.

The excel sheet shows only the STORM portion of the billing from when his account was open to when it was finally sent to collections. As you can see the total amount billed was just under \$14k. Although it should be noted that \$4,754 total was sent to collections (\$3,037 of which was the storm portion).

4/15/13 through 04/01/14 at the end is highlighted because this is "roughly" the storm bills that were not paid and sent to collections. For this refund calculation I did not include these amounts as it would not make sense to do a refund on a bill that was not paid.

Sue Nelson recalculated what she believes would be a more accurate Equivalent Residential Unit (ERU) rate used to generate the storm rate given Gregg's situation dealing with the lots on the properties. This ERU rate went from 18.1 ERU originally calculated for the entire tax ID, to just 4.4 ERU that would pertain to the area occupied by Gregg Smith's business. On the Excel Spreadsheet attached, the second column was the bill Gregg received. The "ERU Calc" column is the % difference in the 4.4 vs the 18.1 ERU rate. The 4th column is the difference between the 2, which essentially would be the refund we would suggest if the Council moves forward.

Matt Brown Comments

I believe Sue and I have explained to the council that we do agree with Gregg that his situation seems unfair and also that there are other areas within the City that could be in the same situation. We know that this problem does exist and hope that with the Cost of Service Analysis (COSA) and Rate study next fiscal year that we can come to a logical and easy solution to correct this. I did make the decision in a prior month to forgive the debt on the collection amount of \$4,754 (which to the collection agency with fees and interest was over \$5,000 by the time I called). I believe that this was the right decision to make on the collections date as an act of good faith that we understand the issues and have a path to some type of a solution.

As far as my recommendation moving forward, it would be to not refund Gregg Smith for the past billings. My reasoning is that we do have properties around the City in similar situations as well as a current customer in this exact space that is already starting to ask the same questions. It is my belief that the current customer's issue needs to be addressed with the owner and the rental agreement, not with the City. The City should only come involved when/if a change is made to how we are looking at lots/meters/ERU calculations. I believe in refunding Gregg Smith any amount of the past billings may open the City up to more scrutiny in how these particular lots/situations are considered. It is my recommendation that no refund be given to Gregg Smith and that we continue moving forward with how things are until we hopefully come to a resolution after the COSA study next fiscal year.

Sue Nelson Comments

Matt has outlined the situation very logically. This situation, where a tenant is responsible for the Utility bill but another tenant or landlord has use of a portion of the attached property, should be negotiated between the owners and tenant(s). Because of this, I agree with his recommendation to not provide a refund, and also agree with his earlier decision to forgive the debt sent to collections

Thank you,

Matt Brown
Finance Director
City of St. Helens

Sue Nelson
Public Works Director
City of St. Helens

Thrister's Market Place
 Customer: Gregg Smith
 Owner: Waynbe Weigandt
 Address: 1771 Columbia Blvd

ERU Original = 18.1
 Recalculated = 4.4 0.243094

<u>Date</u>	<u>STORM Billing</u>	<u>ERU Calc</u>	<u>Diff</u>
04/15/08	\$ 186.14	\$ 45.25	\$ 140.89
06/15/08	\$ 279.27	\$ 67.89	\$ 211.38
08/15/08	\$ 283.73	\$ 68.97	\$ 214.76
10/15/08	\$ 288.19	\$ 70.06	\$ 218.13
12/15/08	\$ 290.00	\$ 70.50	\$ 219.50
02/15/09	\$ 310.00	\$ 75.36	\$ 234.64
04/15/09	\$ 305.00	\$ 74.14	\$ 230.86
06/15/09	\$ 305.00	\$ 74.14	\$ 230.86
08/15/09	\$ 310.00	\$ 75.36	\$ 234.64
10/15/09	\$ 305.00	\$ 74.14	\$ 230.86
12/15/09	\$ 315.00	\$ 76.57	\$ 238.43
02/15/10	\$ 340.03	\$ 82.66	\$ 257.37
04/15/10	\$ 351.45	\$ 85.44	\$ 266.01
06/15/10	\$ 362.87	\$ 88.21	\$ 274.66
08/15/10	\$ 357.16	\$ 86.82	\$ 270.34
10/15/10	\$ 345.74	\$ 84.05	\$ 261.69
12/15/10	\$ 340.03	\$ 82.66	\$ 257.37
02/24/11	\$ 389.79	\$ 94.76	\$ 295.03
04/15/11	\$ 382.77	\$ 93.05	\$ 289.72
06/15/11	\$ 382.77	\$ 93.05	\$ 289.72
08/15/11	\$ 424.89	\$ 103.29	\$ 321.60
10/15/11	\$ 389.79	\$ 94.76	\$ 295.03
12/15/11	\$ 382.77	\$ 93.05	\$ 289.72
02/15/12	\$ 427.84	\$ 104.01	\$ 323.83
04/15/12	\$ 427.84	\$ 104.01	\$ 323.83
06/15/12	\$ 420.05	\$ 102.11	\$ 317.94
08/15/12	\$ 443.42	\$ 107.79	\$ 335.63
10/15/12	\$ 427.84	\$ 104.01	\$ 323.83
12/15/12	\$ 420.05	\$ 102.11	\$ 317.94
02/15/13	\$ 486.89	\$ 118.36	\$ 368.53
04/15/13	\$ 478.26	\$ 79.71	
06/15/13	\$ 486.89	\$ 81.15	
08/15/13	\$ 495.52	\$ 82.59	
10/15/13	\$ 486.89	\$ 81.15	
12/15/13	\$ 461.00	\$ 76.83	
02/15/14	\$ 500.28	\$ 83.38	
04/01/14	\$ 367.45	\$ 61.24	
	\$ 13,957.61	\$ 8,084.76	

Storm Portion Sent to Collections	\$ 3,037.05
FULL Portion Sent to Collections	\$ 4,754.04

COVER SHEET 11-30-16

FROM Gregg Smith / Thrifters Market Place 503 396 3698
OR 541 994 5681

3 pages and cover plus

2 pictures

RE: Next City Council Meeting

Proposal of storm drain be pond

TO City Recorder

FAX # 503 397 4076

Thank you

Hello,

My name is Gregg Smith. I am the previous owner of Thrifters Market Place, which occupied the property at 1771 Columbia Boulevard, formerly P.G.E., in 2007/2008 through March of 2014.

When we rented the property, it had been vacant for 10 years, and was an eyesore to the whole community. When we rented the property building, we agreed to pay all expenses to bring the building up to code. In about 3 months we cleaned, painted, landscaped and repaired all electrical wiring. We passed all City inspections.

Over the next 6 years we maintained the building and all properties around it.

We provided a nice clean environment for the people to buy furniture, appliances, thrift at a reasonable price.

We enjoyed the city of St Helens and running our business there.

I was told from the beginning, by my landlord if I wanted to keep water and sewer going I would have to pay the storm drain fees. It was never explained to me what the storm drain fees were. As it became harder and harder to meet my bills, I questioned John Ellis at City Hall in 2013. His response to me was any impervious surface which meant water will not soak through, causing the water to run onto adjacent property and drains. Unfortunately all the properties surrounding the building I occupied were black topped. I did not occupy the RV storage lot.

However I was unfortunately the one who paid. If I had understood the storm drain fees, which I was paying for I would have understood I was not responsible for all of the bill each month.

ON this particular property I rented only the building and the NW Parking lot, which is identified in the diagram as lot #1 of 6 on the property. The remaining 5 lots were owned and operated by the landlord and his RV business.

None of the funds or rents from these remaining lots went through our business or bank.

But I was responsible to pay for all of the bill. It is now clear to me that my landlord was aware of what the storm drain fee consisted of and led me to believe I was responsible for the entire bill.

I now realize I was not.

I don't believe the good city of St. Helens purposely overcharged me. But I do believe I was overcharged from the beginning. After 6 years \$400.00 a month became too much for us to continue.

In 2013 a new Goodwill Store was built in seapose and a Habitat for Humanity with the utility bills and storm drain fees I started falling behind on the storm drain fees. But I saw the good city of St. Helens was unaware of the real circumstances which was, I was paying for 6 lots but only renting 1 and receiving nothing from the other 5, which I was charged for.

3

I believe this was an over-billing and
justly should be refunded for the other 5 lots
I was charged for.

Recently I received a bill from a collection
Agency for the balance that was said I
owed plus fees and charges.

I made an appointment with Matt Bower
the financial director of the city. I came
to St Helens and met with him, after
discussing this with staff and reviewing
what was said by John Ellis in 2013, it
was decided I didn't owe the remaining bill
and it was dropped. This led to a proposal
at the next Council meeting to refund the remaining
monies upon review.

In March of 2016 I was
diagnosed with A.L.S. (Lou Gehrig Disease)
A rare terminal muscle disease. I pray
that I would be granted this refund
that I feel is 100% due to me, will
greatly help me at this time as the
disease progresses. I am not asking
for anything but what I believe I was
over-charged for. Thank you for
reviewing this proposal.

Sincerely

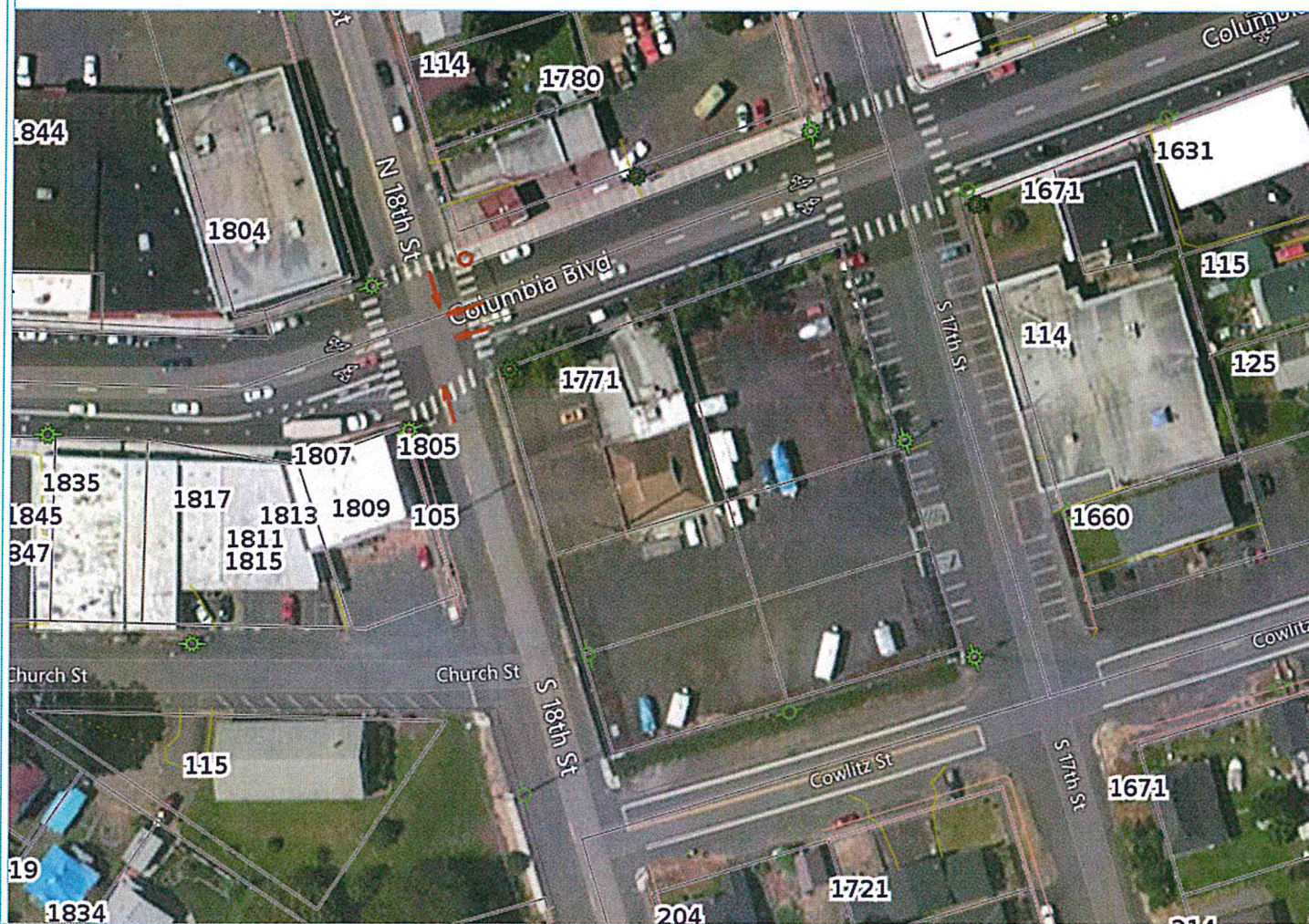
Gregg S. Smith

Mail - Kathy - Outlook

Page 1 of 1

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 to reply added to the To





COUNCIL MEETING – 12/21/16

TO: CITY COUNCIL
FROM: MATT BROWN
SUBJECT: SUNSET PARK COMMUNITY CHURCH
DATED REPORT: DECEMBER 21, 2016

Greetings Council,

Attached to this report you will find the “Account History Report” from our Utility Billing department that shows the recent history of the Sunset Park Church Account as well as a radio read printout of usage and their original statement. Below is a brief summary of the billing information...

06/15/2016 Billing:	\$1,257.54
08/15/2016 Billing:	\$1,197.02
10/15/2016 Billing:	\$3,729.53

As you can see, there was a spike in their billing/usage reported through the meter on the 10/15 Billing.

As you all are aware, the new Admin Rules, which technically went into effect on 10/1, states the Finance Director is allowed to give up to \$1,000 adjustment if it is deemed necessary but states that anything over that must be approved by Council, which is why this discussion was originally brought to your attention.

As of 10/1, the UB Department has slowly been implementing these new admin rules as customers become use to or have been notified of the changes. For a quick example, the new late fee is now \$25 on the 15th and in the past it was \$5 on the 15th and then \$20 on the 25th. These charges were not instituted on 10/1. Instead I directed staff to email/mail out notifications of the rule changes to inform the “late” people in October of the pending charges they would see if they continued to be late. The same goes for customers on our Shut-off lists. The new admin rules have a \$75 reconnect fee once water is shut-off. This was implemented over the course of a couple months as we informed current shut-off customers of the changes if it happened the following month. The main changes cover a variety of topics, at which one is Leak Adjustments. Through the month of Oct/Nov I still did receive many leak adjustments for running toilets, which some I did approve mainly because of past practices and slowly implementing the new Admin rules.

I do feel there needs to be some additional language in the rules, specifically related to Leak Adjustments and running toilets. I have addressed this with our UB staff and instructed them to tell people currently who are requesting an adjustment that a running toilet does NOT constitute a leak. This was told in late November after I kept receiving adjustments.

These running toilet cases have become one of the “Easter eggs” of the past. In the process prior to me, leak adjustments were created by UB staff and only went to John Ellis for approval if they were over \$200. When I discussed work projects in my beginning time here with Jennifer, who processed all adjustments, I was able to see how many adjustments she was doing on a weekly basis, especially how many were regarding running toilets. I changed the limit to \$100 and then shortly after that I changed the entire process so that ALL adjustments needed to be approved by the Finance Director for processing. This is currently how the process is setup.

With that history in mind and as you can see the UB department now getting to the point of fully enforcing the new Admin rules, cases like this may come up in the future. I do believe that I was generous with allowing the \$1,000 adjustment in this case, being that it was in the "lightly enforced" new rules time period as well as seeing Sunset Church as a valued member of the community. It is my opinion and recommendation however that the Sunset Park Community Church should not receive an additional \$993.48 they are requesting in their statement provided.

I will inform the church of whatever decision the Council decides and process accordingly if approved.

Thank you,

Matt Brown
Finance Director
City of St. Helens

Utility Billing

Account History Report

User: shannad
Printed: 12/07/2016 - 4:00PM



Account Status: Active
Connect Date: 01/01/1980
Customer Name: SUNSET PARK COMMUNITY CHC
Care Of:
Customer Address: 174 SUNSET BLVD
SAINT HELENS, OR 97051-1621

Total Account Balance: 1,675.53
Total Deposits: 54.00
Total Refunds: 54.00

Owner Name: 174 SUNSET BLVD
Service Address:

Home Phone: (503) 397-0566 Ext:
Business Phone: (503) 397-0535 Ext:
Account Number: 004003-000 Reference Number: 1608000

Navigate using Bookmarks or by clicking on an agenda item.

Tran Date	Tran Type	Description	Amount	WATER	SEWER	STORM	SER	MISC	PEN	SPEC SEW	N/A
Current Balance By Service			1,081.80	218.63	375.10	0.00	0.00	0.00	0.00	0.00	0.00
11/17/2016	Adjustment	LEAK ADJUSTMENT	-1,000.00	-250.00	-750.00	0.00	0.00	0.00	0.00	0.00	0.00
11/16/2016	Payment	Check No: 4174	-1,000.00	0.00	-720.86	-279.14	0.00	0.00	0.00	0.00	0.00
10/15/2016	Balance		3,675.53	1,331.80	1,689.49	654.24	0.00	0.00	0.00	0.00	0.00
10/15/2016	Billing		3,729.53	1,354.89	1,689.49	685.15	0.00	0.00	0.00	0.00	0.00
10/03/2016	Refund	DEP REC #	54.00	0.00	0.00	0.00	0.00	54.00	0.00	0.00	0.00
10/03/2016	Adjustment	Apply Refund	-54.00	-23.09	0.00	-30.91	0.00	0.00	0.00	0.00	0.00
09/15/2016	Payment		-1,197.02	-511.87	0.00	-685.15	0.00	0.00	0.00	0.00	0.00
08/15/2016	Balance		1,197.02	511.87	0.00	685.15	0.00	0.00	0.00	0.00	0.00
08/15/2016	Billing		1,197.02	511.87	0.00	685.15	0.00	0.00	0.00	0.00	0.00
07/18/2016	Payment		-1,257.54	-572.39	0.00	-685.15	0.00	0.00	0.00	0.00	0.00
06/15/2016	Balance		1,257.54	572.39	0.00	685.15	0.00	0.00	0.00	0.00	0.00
06/15/2016	Billing		1,257.54	572.39	0.00	685.15	0.00	0.00	0.00	0.00	0.00
05/12/2016	Payment		-888.93	-203.78	0.00	-685.15	0.00	0.00	0.00	0.00	0.00
04/15/2016	Balance		888.93	203.78	0.00	685.15	0.00	0.00	0.00	0.00	0.00

Account Number: 004003-000 Reference Number: 1608000

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Tran Date	Tran Type	Description	Amount	WATER	SEWER	STORM	SER	MISC	PEN	SPEC SEW	N/A
04/15/2016	Billing		888.93	203.78	0.00	685.15	0.00	0.00	0.00	0.00	
03/07/2016	Payment		-855.50	-170.35	0.00	-685.15	0.00	0.00	0.00	0.00	
		Check No: 3901									
02/15/2016	Balance		855.50	170.35	0.00	685.15	0.00	0.00	0.00	0.00	
02/15/2016	Billing		855.50	170.35	0.00	685.15	0.00	0.00	0.00	0.00	
01/11/2016	Payment		-864.94	-181.66	0.00	-683.28	0.00	0.00	0.00	0.00	
		Check No: 3848									
12/15/2015	Balance		864.94	181.66	0.00	683.28	0.00	0.00	0.00	0.00	
12/15/2015	Billing		864.94	181.66	0.00	683.28	0.00	0.00	0.00	0.00	
11/13/2015	Payment		-921.64	-238.36	0.00	-683.28	0.00	0.00	0.00	0.00	
10/15/2015	Balance		921.64	238.36	0.00	683.28	0.00	0.00	0.00	0.00	
10/15/2015	Billing		921.64	238.36	0.00	683.28	0.00	0.00	0.00	0.00	
09/16/2015	Payment		-953.14	-269.86	0.00	-683.28	0.00	0.00	0.00	0.00	
08/15/2015	Balance		953.14	269.86	0.00	683.28	0.00	0.00	0.00	0.00	
08/15/2015	Billing		953.14	269.86	0.00	683.28	0.00	0.00	0.00	0.00	
07/15/2015	Payment		-910.64	-222.36	0.00	-683.28	0.00	0.00	-5.00	0.00	
		Check No: 3659									
06/15/2015	Balance		910.64	222.36	0.00	683.28	0.00	0.00	5.00	0.00	
06/15/2015	Billing		900.64	217.36	0.00	683.28	0.00	0.00	0.00	0.00	
05/21/2015	Payment		-838.52	-155.24	0.00	-683.28	0.00	0.00	0.00	0.00	
05/18/2015	Adjustment	Past Due	5.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	
04/15/2015	Balance		843.52	160.24	0.00	683.28	0.00	0.00	0.00	0.00	
04/15/2015	Billing		843.52	160.24	0.00	683.28	0.00	0.00	0.00	0.00	
03/09/2015	Payment		-854.59	-147.22	0.00	-707.37	0.00	0.00	0.00	0.00	
		Check No: 3515									
02/15/2015	Balance		854.59	147.22	0.00	707.37	0.00	0.00	0.00	0.00	
02/15/2015	Billing		854.59	147.22	0.00	707.37	0.00	0.00	0.00	0.00	
01/06/2015	Payment		-851.05	-174.69	0.00	-676.36	0.00	0.00	0.00	0.00	
		Check No: 3432									
12/15/2014	Balance		851.05	174.69	0.00	676.36	0.00	0.00	0.00	0.00	

Account Number: 004003-000 Reference Number: 1608000

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Tran Date	Tran Type	Description	Amount	WATER	SEWER	STORM	SER	MISC	PEN	SPEC SEW	N/A
12/15/2014	Billing		851.05	174.69	0.00	676.36	0.00	0.00	0.00	0.00	
11/12/2014	Payment	Check No: 3358	-828.19	-151.83	0.00	-676.36	0.00	0.00	0.00	0.00	
10/15/2014	Balance		828.19	151.83	0.00	676.36	0.00	0.00	0.00	0.00	
10/15/2014	Billing		828.19	151.83	0.00	676.36	0.00	0.00	0.00	0.00	
09/08/2014	Payment	Check No: 3281	-839.42	-163.06	0.00	-676.36	0.00	0.00	0.00	0.00	
08/15/2014	Balance		839.42	163.06	0.00	676.36	0.00	0.00	0.00	0.00	
08/15/2014	Billing		839.42	163.06	0.00	676.36	0.00	0.00	0.00	0.00	
07/09/2014	Payment	Check No: 3198	-808.54	-132.18	0.00	-676.36	0.00	0.00	0.00	0.00	
06/15/2014	Balance		808.54	132.18	0.00	676.36	0.00	0.00	0.00	0.00	
06/15/2014	Billing		808.54	132.18	0.00	676.36	0.00	0.00	0.00	0.00	
05/07/2014	Payment	Check No: 3136	-808.54	-132.18	0.00	-676.36	0.00	0.00	0.00	0.00	
04/15/2014	Balance		808.54	132.18	0.00	676.36	0.00	0.00	0.00	0.00	
04/15/2014	Billing		808.54	132.18	0.00	676.36	0.00	0.00	0.00	0.00	
03/04/2014	Payment	Check No: 3057	-780.47	-104.11	0.00	-676.36	0.00	0.00	0.00	0.00	
02/15/2014	Balance		780.47	104.11	0.00	676.36	0.00	0.00	0.00	0.00	
02/15/2014	Billing		780.47	104.11	0.00	676.36	0.00	0.00	0.00	0.00	
12/31/2013	Payment	Check No: 2981	-799.74	-153.09	0.00	-646.65	0.00	0.00	0.00	0.00	
12/15/2013	Balance		799.74	153.09	0.00	646.65	0.00	0.00	0.00	0.00	
12/15/2013	Billing		799.74	153.09	0.00	646.65	0.00	0.00	0.00	0.00	
10/31/2013	Payment	Check No: 2901	-757.59	-110.94	0.00	-646.65	0.00	0.00	0.00	0.00	
10/15/2013	Balance		757.59	110.94	0.00	646.65	0.00	0.00	0.00	0.00	
10/15/2013	Billing		757.61	110.96	0.00	646.65	0.00	0.00	0.00	0.00	
10/04/2013	Payment	Check No: 2863	-156.92	-0.02	0.00	-156.90	0.00	0.00	0.00	0.00	

Sunset Park Community Church of God

174 Sunset Blvd., St. Helens, OR 97051

PH: 503-397-0535

FAX: 503-396-5085

E-Mail: info@sunsetparkcc.com

Web Page: www.sunsetparkcc.com

December 1, 2016

City of St. Helens

P.O. Box 278

St. Helens, OR 97051

RE: account #004003-000

Address: 174 Sunset Blvd.

St. Helens, OR 97051

Dear Mayor & Council men & women,

Attached you will see the completed request for adjustments for a toilet problem that occurred in our Snoopeeland Child Development Center. We appreciate the initial adjustment that has been given. The City has set certain standard policies in place to respond to normal leaks & such, but this is not typical. We know you are authorized to adjust further, on a case by case basis, & are requesting you do so. The Public Works area saw the huge differences in the billings from, at least 4/15/2016 thru 10/15/2016. Then, when your Public Works employees actually came to see what they could find, they discovered over 6,000 cu. ft. of water already used into this next cycle. At that time, they chose to change out the meter to a newer one & showed our Director at Snoopeeland how it can be looked at & checked to see if it is spinning or running normally, as we go forward. You can see the major differences in the consumption between 2015 & 2016. We still do not have anywhere close to the \$3,675.53 bill, as we already paid \$1,000 toward this & the additional amounts on the prior 2 bills. And, we obviously know the coming bill will be exorbitant, as well, with the over 6,000 cu. ft. we're aware of. With that additional water usage of nearly 46,360 cu. ft., we have or are being billed (approx. @ .043 cu.ft.) \$1,993.48. And, you'll note we already are billed storm of \$685.15 every bill, but with this last bill, we were also billed a commercial sewer charge of \$1,689.49 & this overage was not a lot of additional sewer usage since it was just a toilet running clear water thru it constantly. We would respectfully ask that this sewer amount be done away with in full & the additional water charge of another \$993.48, when all is said & done. We surely plan to pay our bills & keep them current. Let us know your decision by contacting our office at 503-397-0535. Thank you for your serious, fair consideration in this matter.

Sincerely,

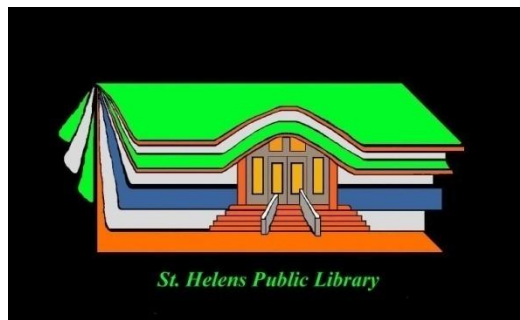


Sunset Park Community Church

Chairman of the Board of Trustees, Greg Clark

Senior Pastor, Aaron Hiller

Nov. 16th - \$1,000 Adj.



December 12, 2016

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

LEGO

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. **Thursday, 12/15, 330pm-430pm, Hallway**

LEGO will continue as a part of a larger group of activities for ages 6 through 12 on select Mondays in 2017 from 4-5pm.

Library Strategic Planning

The Library Board and staff meetings planned in December to continue work on the strategic planning framework and implementation plan were postponed till January due to bad weather. Our consultant will now meet with the staff on **Friday, January 6th** before the Library opens and again on **Tuesday, January 10th** with the Library Board.

Oregon Humanities Conversation Project: Homeless in the Land of Plenty


Home is one of the most intimate places we can know. It's a place that provides for and shapes our expression of security, identity, and even play. But an estimated 100 million people around the world lack shelter altogether, and as many as one billion lack adequate permanent housing. In the US, families with children are the fastest-growing segment of the homeless population. How does homelessness affect the lives of all people within a community? What does it mean for there to be masses of people who are not adequately housed? Join storyteller Ryan Stroud to share your stories and learn about the experiences of others.

Thursday, 1/19, 700pm, In the Library

Calendar:

- | | |
|-----------------|--|
| 12/15 | Last Storytime of 2016 |
| 12/15 | Lego Club, 330-430pm, Hallway |
| 12/23-26 | Library is Closed |
| 1/3/2017 | Storytimes Resume |
| 1/6 | Staff Meeting – Strategic Planning Implementation, 8-10am |
| 1/9 | Make It! - LEGO, 4-5pm, Hallway |
| 1/10 | Library Board Meeting, 715pm |

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 December 2016	
Subject:	November Status Summary	

Engineering

1. Reviewed options and selected enhanced coating material for 2MG Reservoir Rehab.
2. Worked with Developer to revise N. 11th Street culvert project plans.
3. Coordinated with Contractor to complete repairs to the Sand Island docks.
4. Completed construction on Godfrey Park Storm Drain project.
5. See complete report.

Parks

1. Took down Halloweentown decorations, cleaned up used areas, helped store decorations.
2. Started prepping for Christmas tree lighting; found and placed Christmas tree; decorated tree.
3. Assisted with repairs to the vandalized Sand Island restrooms.
4. Removed graffiti and repaired vandalism at Columbia View restrooms.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 130 standard water meters with new radio read meters.
2. Took down Halloweentown props and decorations and put in storage.
3. Repaired water meter that was damaged by a car at Columbia Community Mental Health.
4. Continued work on storm drain extension on N. 17th Street, south of Wyeth Street.
5. Serviced and/or made repairs on 26 vehicles or equipment.
6. Responded to five after-hours call-outs.
7. See complete reports.

Water Filtration Facility

1. Produced 40.3 million gallons of filtered drinking water, an average of 1.3 million gal/day.
2. Attended PALL workshop designed for operators of PALL membrane filtration facilities.
3. Began inquiries on multi-year change out of the filtration modules.
4. See complete report.

Waste Water Treatment Plant

1. Worked on updating Columbia City IGA for compliance with pretreatment regulations.
2. Had various electrical issues with aerators. Repaired two of them and returned to service.
3. Cleaned contact tanks.
4. Flushed septage receiving station and checked calibration.
5. See complete report.



Engineering Department Status Report

12 December 2016



WATER PROJECTS

2MG Reservoir Rehab Project

Testing of the interior of the reservoir concluded that the proposed coating product would not perform as intended due to the condition of the nearly 100-year old concrete. Working with the Project Engineer, Contractor, and product representative, a higher quality coating material was selected. This product, Carboline Reactamine, will be applied over a permeable fabric layer that will mechanically attached to the interior walls and floor of the reservoir. This will provide additional structural support and ensure that the Reactamine adheres properly. The drawback is that this product, with the fabric and mechanical attachment, will be more costly. However, it will also almost double the life expectancy of the reservoir from the originally approved coating product to at least 20 years, still making this a cost-effective method to preserve the usefulness of this facility. The Council approved a contract amendment on December 7, 2016 to incorporate these changes into the contract and scope of work.

DEVELOPMENT PROJECTS

St. Helens Marina River Street RV Park

The Contractor continues construction of 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 were approved for improvements of an expansion of the RV park near the St. Helens Marina. Five new RV spots have been approved for construction on the north side of the existing RV park.

Elk Ridge Estates Phase VI

There has been little to no progress made by the Developer's contractor on the remaining public improvements for this development. A new Preliminary Plat approval from the Planning Commission was approved in November. This will allow the Developer to continue with the remaining infrastructure construction to complete Phase 6 of the multi-phase development.

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

Godfrey Park Storm Drain Project

This project is complete with the exception of planning of vegetation for restoration of disturbed areas. This activity will be delayed until spring, when plant survivability will be better.

N. 11th Street, Lot 7

Work was started 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. Construction was temporarily halted until the Project Engineer and Developer were able to resolve a conflict with a natural gas main. Work is expected to be complete before the end of the month.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

No change in status as of 12-13-16: 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

All repair work has been completed on both dock facilities at Sand Island, including replacement of the damaged ramp on the north dock. The majority of costs for the repairs will be reimbursed by a Marine Board grant.

Right-of-Way and Construction Permits

There were six Right-of-Way or Construction permits issued in November 2016 – four to Comcast for new service installations; one to NW Natural for a repair; and one to Century Link for installation of a vault.



Parks Department for November 2016



Parks Department November 2016

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

Clean and prepared the Memorial for the Veterans Day celebration

Helped PW take down the tent on the veneer property and put it in storage

Bonfire clean up and removal of all the nails

Assisted in the storage of all the decorations associated with Halloweentown

Placed most of the picnic tables in storage

Removed graffiti from Columbia View restrooms

Removed graffiti from the sidewalk on Oakwood

Repaired stall doors at Columbia View restrooms

Replaced broken and vandalized TP dispensers at Columbia View

Transported an electrician to Sand Island to repair restrooms

Assisted in repairing the Sand Island restrooms

Collected wood for the next bon fire on Dec 10, part of the tree lighting activities

Collected wood for the burn barrels to be used on Dec 10 for same activities

Searched and found a Christmas tree

Transported and placed the Christmas tree in the Plaza

Put lights on the tree

Put out the street decorations

Public Works Work Report November 2016

Water Dept:

Installed 130 radio read meters
Barkdusted meter boxes to prevent freezing
Read heavy users
Repaired meter at CCMH that car ran over
Repaired 6" main on N. 2nd St.
Tore down Halloweentown

Sewer Dept:

Worked on N. 17th St. storm project
Tapped for new 8" service at St. Helens Marina
Put out rat poison at 1911 Columbia Blvd.
TVed sewer plug at 444 S. 13th St. – customer's problem
Tore down Halloweentown

Call-Outs:

Unplug storm drain on S. 4th St.
Storm drain problem at SH Marina – contractor to fix
Unplug storm drain at 4th & West
Put more sand out for sandbags
Unplug storm drain on Allendale Ave.

Miscellaneous:

Swept streets
Mowed ROWs
Marked 46 locates
Checked wells & reservoirs daily

Monthly Report

11/7/16

PW #39 Replaced the starter tested the battery
PW #54 Installed a new battery

11/8/16

PW Started and test ran the sanders tuned up the small sander

11/9/16

Shop Cleaned the office floor and swept up the shop area also put away supplies
Parks Stopped by the parks shop to see if anything needed to be repaired

11/10/16

PW Moved unused Halloweentown beverages from the parks shop to city hall and also unloaded the old green bread van In front of city hall and put it in city Hall
Shop Cleaned the restroom and shop floor

11/14/16

PW Fabricated dividers for some storage boxes
PW Checked on the equipment
Parks Checked on the equipment
Office Called and ordered parts for the Doosan also called on prices for a plow for the small sander

11/15/16

Office Computer work
PW #34 Tightened up the battery cables
PW Painted dividers for the storage boxes and delivered to public work
Parks #8 Installed new headlights

11/16/16

Parks #60 Repaired right front tire
PW #4 Installed and fabricated tie downs for the rear of the sander also removed the wing on the box of the sander

11/17/16

Office Computer work
PW Safety meeting
Shop unloaded a truck
PW Went through equipment that should go into an auction
Brett off ½ hour early

11/18/16

Shop Cleaned the restroom and shop sink
PW #34 Installed a new bit in the hammer
PW #41 Full service
PW Installed a new starter chord on a chop saw
Brett Gone 2hrs early

11/21/16

Office Computer work

Shop Removed the hydraulic cylinder on the fork lift mast also removed the tilt cylinder and took them both over to the rebuild shop for repair's

PW #18 Replaced the heater sensor and pig tail

PW Cut chains for the Hospital property

Keith Vacation day

11/22/16

Office Computer work

CRFR Helped clean out the catch basin on the training grounds

Shop Cleaned out the wash rack catch basin

Keith Vacation day

11/23/16

Office Computer work worked on vehicle records

Shop Checked on parts for the forklift

Keith Vacation day

11/28/16

PW #34 Went over and looked at the hammer on the excavator to see if it had a problem

PW #16 Filled up the DEF reservoir

Shop Installed a hydraulic cylinder and tilt cylinder on the Forklift

11/29/16

Office Computer work worked on the records for Matt most of the day

Police S-9 Full service and replaced front pads and front tires

11/30/16

Office Computer work also worked on records for Matt all day again

PW Repaired a Jumping Jack

PW Went to a Demo at Public works for a camera van upgrade

WWTP Cleaned up an electrical box cover



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 November 2016

Water Production: 40.3 million gallons 1.34 million gallons per day

Week 1 Produced and sent November OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Finishing up on performing the CIP (Cleaning in Place) on the filtration racks. Looking into the availability and the costs for doing a change out of the filtration modules. What kind of contract will we need with PALL ie long term, perhaps 5 years? 5 years because the change out could be done a rack of 52 modules each year to stagger the longevity life of a membrane. The modules are projected to have a 10 year life. The 227 modules we have in place were ALL installed at the same time within a week of each other, so they have ALL reached the end of their productive life and we are beginning to filter water on “borrowed time”. There is not a “pop up” thermometer or gauge that signals that a membrane has quit working or is done, they just stop producing the high quality, safe drinking water, and when that happens, that is not the time to begin searching and making arrangements for membrane replacement schedules. The City has \$750,000 worth of modules working faithfully producing drinking water 24 hours a day and we really need to give this project some diligent consideration in initiating a replacement schedule and proactive plan before the WFF crashes. I was able to attend the NWMOA (Oregon membrane operators) workshop in Bend, Oregon. Was delighted to see the process modifications they had installed that came from modifications we made on our own system and then to mention that these process ideas came from the suggestions they got from me when they toured our plant a few years ago.

Week 2 Gathered the LT2 (Cryptosporidium) sample. Was privileged to attend the first of a PALL sponsored membrane workshop in Cottage Grove. This workshop was put together by PALL and only the PALL membrane plant operators in Oregon were in attendance. This was a meeting of the membrane facilities to get to meet the Oregon operators, discuss problems they have been experiencing and have our questions answered by 5 PALL representatives that were with us on site. We had the opportunity to “vent” or share our trials and tribulations within our individual plants, who we call for assistance and to build a bridge with PALL to get assistance to help us resolve our facility problems. Up until this day, none of the Oregon PALL facilities have had PALL help without “bags of money” and no one to contact for help when we need it. PALL is trying to mend the net of support. With this workshop, PALL took extensive notes and is in the process of putting together a network of PALL technicians with contact numbers and e-mails that we will have in place to assist us with operational needs. The workshop seemed to have a good success rate among the plant attendees. The next PALL workshop is scheduled to be in Newport for the southern section of PALL plants in that area of Oregon. I made contact with PALL technicians and representatives to get information about module replacement schedules and who we need to work with. Our facility seems to be the oldest system, so the other facilities are interested in what PALL will have in place for this important project. The workshop also put into the planning stages of how the other PALL facilities might be able to have access to a “joint inventory pool” to draw from when replacing failed parts in their process. Each plant might come to the aid of other systems that we have a part they need NOW and not have a 6 week lead time to get the part, then the part is ordered and replaced back to us to put back in our inventory. The workshop was well presented and it was good to meet the other

operators, foreman and managers of the PALL network of membrane facilities. I would like to take this moment to thank the Public Works Director, Neal Sheppeard, for extending to me the opportunity to attend this particular ground-breaking workshop. Truly appreciated.

Week 3 Received delivery of Chlorine for the WFF process. Had the annual smoke detectors inspection performed. Had to reboot the SCADA computer system, froze up and would not allow us to interact with the PLC program.

Week 4 Order in for chlorine delivery at the beginning of next month. Working on when we will need caustic and it appears that it will be extremely close to the Christmas holiday days, I am sure it will work out just right for us. New phone system training beginning today. There is a lot more phone there than we will ever use here at the WFF.

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

WWTP Monthly Operations and Maintenance Report

November 2016

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 11/1-Pulled wire to aerator #15 and found blown wire. Pulled on shore and will call McCoy Elec.
- 11/1-Checked SolarBee D and found no power to the unit. Found a circuit board failure and ordered a new one.
- 11/14-Reed Electric here to pick up aerator #5.
- 11/15-Installed new circuit board on SolarBee D and still no power at the unit. Pulled wire and found that a critter chewed through the line and is what probably shorted out the board.
- 11/22-Replaced battery on SolarBee F.
- 11/22-Replaced flood light near sampler at mill end of lagoon.
- 11/23-Aerator #25 back from Reed and ready to be installed.
- 11/28-Replaced weather head on aerator #15.

Primary System Report

- Cleaned shore line with vacuum trailer.

Pump Stations

- 11/22-PS#1-Cleaned grease off walls.

Sodium Hypochlorite System

- 3568 gallons used this month.
- 3737 gallons used last month.
- 11/30-Hypo delivery-5100 gallons

Call-outs

- No after hour call time for November

Plant

- 11/1-Cleaned North contact tank.
- 11/2-Cleaned South contact tank.
- 11/8-Flushed septage receiving station with water and to check calibration.
- 11/16-Hauler road being paved.
- 11/18-Worked on TSS vacuum pump and got spare ready in case.
- 11/28-Cleaned grit and rock out of headworks channel 2.
- 11/30-Cleaned North contact tank.

Pretreatment

- 11/2-Talked to attorney about the IGA with Columbia City regarding the sewer use ordinance.
- 11/16-Local limits testing.
- 11/20-Meeting with Steve Anderson.
- 11/29-Put wireless card in septage receiving station to communicate directly with building computer.

Other

- 11/5-Truck 39 won't restart. Jumped to get it running and took it to Joint Maintenance. They replaced the starter and it runs good now.

Next Month

- Local limits testing.