



www.ci.st-helens.or.us

City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, May 17, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 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. | Annual Report from Library Board | 1:05 p.m. |
| 3. | Concerns Regarding Traffic Safety Around N. Vernonia Road & McArthur Street – <i>William Stroup</i> | 1:20 p.m. |
| 4. | Request for Council Consideration Regarding Property Off Deer Island Road – <i>Leslie Everett</i> | 1:35 p.m. |
| 5. | Department Reports | 1:50 p.m. |
| 6. | Council Reports | 2:10 p.m. |
| 7. | Executive Session: ORS 192.660(2)(e) Real Property Transactions | 2:30 p.m. |
| 8. | Other Business | |
| 9. | Adjourn | |

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- May 16, Library Board, 7:15 p.m., Columbia Center Auditorium
- May 17, Council Work Session, 1:00 p.m., Council Chambers
- May 17, Council Regular Session, 7:00 p.m., Council Chambers
- May 22, Youth Council, 7:00 p.m., Council Chambers
- May 23, Arts & Cultural Commission, 6:30 p.m., Council Chambers
- **May 29, Memorial Day, All City Offices Closed**

Future Public Hearing(s)/Forum(s):

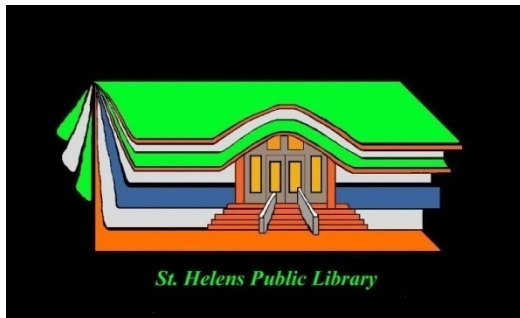
- PH: June 7, 6:30 p.m., FY2017-18 State Revenue Sharing & Budget

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

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







May 10, 2017

From: Margaret Jeffries, Library Director

To: The Mayor and Members of the City Council

Subject: Library Department Report

City Talk on KOHI Radio: Youth Librarian, Gretchen Kolderup, was the featured guest on City Talk on May 10 talking about the Library's upcoming MakerFest to be held on Saturday, May 20 from 11:00am -12:30pm.

RESCHEDULED - Social Media Class for Business Owners: The Library will be an after-hours host for a class presented by Keep It Local Columbia County and SHEDCO to assist business owners who want to learn how to create a Facebook business page, a social media plan and more. Interested business owners should email keepitlocalcc@gmail.com to register. Space is limited. **Tuesday, June 6, 7:00-8:30pm, Public Computer Area inside the Library**

A History of Estate Gardens in Portland: In honor of National Garden Week, the St. Helens Garden Club, the St. Helens Public Library and the Columbia County Museum Association will host a presentation by the Oregon Historical Society of an original, narrated glass lantern slide show of the history of 20th century gardens. Created for the Portland Garden Club, all slides are hand colored and screened using an original lantern slide projector. **Thursday, June 8, 7:00pm in the Auditorium**

Previously Reported:


Make-It! DIY MUSICAL INSTRUMENTS: Make your own finger piano, harmonica, or shaker sticks and jam with us! We'll have a bunch of different kinds of materials on

hand, too, so you can even invent your own instrument. (Ages 6-12) Call the Library to register – (503) 397-4544 Monday, **May 15, 4:00pm in the Auditorium**

Artist Talk and Friends of the Library Quarterly Art Show: During the month of May, mixed media artist, Bonny Wagoner will have her work on display inside the Library. Wagoner recently published a collection of artwork focusing on Timberline Lodge. She will give a talk at the Library on **Thursday, May 18 at 7:00pm**. Her talk will highlight being open to unexpected adventures within an art project.

MakerFest! – Come to the Library on **Saturday, May 20 from 11:00-12:30pm** for a day of making! There will be Dot and Dash robots, origami, Hour of Code activities, friendship bracelets, demonstrations by SHREC5450 (the St. Helens High School robotics club), button-making, LEGO free-build, toy car balloon races, and more! All ages are invited to come.

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:	17 May 2017	
Subject:	April Status Summary	

Engineering

1. Opened bids for a sanitary sewer repair project, awarded contract on May 3.
2. Held preconstruction meeting for the street crack sealing project.
3. Held preconstruction meeting for an I&I inspection project.
4. Reviewed plans for a booster pump station for the Elk Ridge subdivision.
5. See complete report.

Parks

1. Started mowing in all parks whenever the weather permitted. Public Works assisted.
2. Picked up limbs and debris left from windstorm in all parks.
3. Ordered supplies and restocked restrooms in parks and Sand Island.
4. Pressure washed porch & steps, maintained flower beds, and provided extra trash cans at Library.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 40 standard water meters with new radio read meters.
2. Started work on new gazebo foundation at McCormick Park.
3. Assisted with testing, filling, troubleshooting, and inspecting leak at water reservoir.
4. Replaced broken culvert at entry road at McCormick Park.
5. Serviced and/or made repairs on over 41 vehicles and/or equipment.
6. Responded to 1 after-hours call-out.
7. See complete reports.

Water Filtration Facility

1. Produced 42.3 million gallons of filtered drinking water, an average of 1.4 million gal/day.
2. Provided manual operation of plant while filling the reservoir; required rebalancing chlorine dose.
3. Started process for new operating system programming.
4. See complete report.

Waste Water Treatment Plant

1. Continuing to have issues with solids accumulation at Mill side of lagoon. Contacted Mill.
2. Worked on updating sewer use ordinance and Columbia City IGA to bring into compliance.
3. Removed ill-functioning flow monitor at M-1 manhole; installed weir and new monitoring system.
4. Conducted tour of plant for alternative school students.
5. See complete report.



Engineering Department Status Report

8 May 2017



WATER PROJECTS

2MG Reservoir Rehab Project

The final inspection of the new coating inside the 2MG reservoir was completed and the liner passed all inspection criteria. However, while refilling the reservoir a leak was discovered in the drain line. Because of the location of the drain under the concrete bottom of the reservoir, the most cost effective and fastest way to repair the pipe is to install a liner inside the existing pipe. Staff is working on securing a contractor to complete the work.

DEVELOPMENT PROJECTS

Elk Ridge Estates Phase VI

Plans for the proposed booster pump station have been submitted and approved (mechanical equipment only). Installation should take place during the next few months. Additional pipeline construction will also be required by the Developer.

St. Helens Marina Wyeth Street RV Park

Construction is continuing on five new RV spots located on the north side of the existing RV park. This project will include relocation of a public water main and improvements and paving in a portion of the Wyeth Street right-of-way.

SANITARY SEWER AND STORM DRAIN PROJECTS

Godfrey Park Storm Drain Project

Vegetation restoration was completed in the last week of April. The project is now substantially complete. The next step is scheduling a walk-thru with the project Engineer and the Contractor.

2017 I&I Video Inspection Project

This project was awarded to Hoffman Southwest Corp, DBA Pro Pipe Services. Plans and specification for this project were developed by in-house staff. The project will inspect the private mains and laterals inside of a private manufactured home park that has been identified as a major contributor of Inflow and Infiltration of storm water to the sanitary sewer system. A preconstruction meeting was held with the Contractor on April 27. Work is expected to begin in May and be completed by the end of June.

2017 I&I Sanitary Sewer Rehabilitation Project

This project was awarded to Emery & Sons Construction Group of Salem, Oregon. The project involves repair, replace, and/or rehabilitation of approximately 900 feet of sanitary sewer pipe, mainly located on the South Trunk sewer main. Work is expected to begin as early as June.

N. 11th Street, Lot 7

No change in status since last month: NW Natural has halted construction on this project until they can re-route a major natural gas main that they feel will be in conflict with the storm drain. 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. NW Natural anticipated having their project complete by the end of February, but weather issues have delayed construction. No update has been provided on a new completion date.

STREET AND TRANSPORTATION PROJECTS

LED Street Light Upgrade Project

As of April 28, the Columbia River PUD crews completed approximately 65% of the 641 overhead street lighting fixtures with new LED fixtures. Because of efficiencies realized during the installation, the project is currently under budget and the City's consulting ESCO firm, Ameresco, is looking into replacement of lighting at the WWTP and the Water Filtration Facility for additional potential energy savings.

Riverfront Connector Plan

Staff is looking forward to participating in the Riverfront Connector Plan project, a Transportation Growth Management grant project through ODOT. This project will explore routes, improvements, options, etc. for new and or upgraded means of accessing the Riverfront District.

Spring 2017 Crack Sealing Project

A preconstruction meeting with the Contractor, CR Contracting, was held on May 2 to perform crack sealing on four streets that are starting to see some minor cracking but have not deteriorated to the point that they require more extensive repairs. The streets scheduled for sealing are River Street; Columbia Boulevard between the RR tracks and 16th Street; S. 15th Street; and S. 18th Street. Work is anticipated to begin during the month of May, weather permitting. The contract stipulates that the work will be complete by June 30, 2017.

Gable Road Improvement Project

The County is preparing a Request for Proposals for full service consulting for the design and construction of improvements to Gable Road. Although the City will not be managing this project, we will be participating at every level. Construction of improvements on Gable Road between Highway 30 and Columbia Blvd. will include widening of the travel lanes, the addition of bike lanes, new sidewalks, and additional safety features. Once the improvements are complete, the jurisdiction of the roadway will transfer from the County to the City.

Wayfinding and Branding Project

Staff has reviewed the final draft of the design concepts for wayfinding signage. This exciting grant-funded project will help to provide unique, uniform directional signage throughout the town and set the style and color scheme for future wayfinding signage. The end result will bring uniformity to the directional signage and help local citizens and visitors alike find their way to local destinations.

MISCELLANEOUS PROJECTS

Right-of-Way and Construction Permits

There were two Right-of-Way/Construction permits issued in April 2017 – NW Natural to install a service on Michael Avenue, and to Century Link to perform a repair on MacArthur Street.



Parks Department for April 2017



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

Replaced and painted the privacy walls at Campbell Park restrooms

Picked up limbs and debris at Walnut Tree Park

Cleaned up debris and downed trees after a wind storm

Restocked the Island restrooms

Picked up limbs in preparation of mowing in all Parks

Purchased plants for waste water

Pressure washed the library porch and steps

Ordered restroom and garbage supplies

Took picnic tables and extra trash cans to Campbell Park

Took extra trash cans to the Library

Maintained the library flower beds

Picked up trash on the bike path

Restocked and organized supply room

Removed graffiti at Campbell Park restrooms

Removed graffiti at 6th Street Park

Mowed what we could...

Public Works Work Report

April 2017

Water Dept:

Installed 40 radio read meters

Read heavy users

Read meters

Turned off and on 53 delinquents

Helped Roger take out stop sign at Red Apple and pour concrete for new one

Helped with new gazebo foundation at McCormick Park

Helped take plastic off the reservoir

Replaced meter boxes at 335 & 345 S. 16th St.

Took paint of bathroom walls at Library

Picked up signs and drilled holes in them for hanging

Helped board up house at 245 N. Columbia River Hwy for Bldg. Inspector

Took baseline sample at reservoir

Helped Buck with locate at Hwy 30 & Gable Rd.

Took more samples and flushed reservoir

Turned on valves to start filling reservoir

Helped at reservoir for shut-off due to leak

Sewer Dept:

Unplugged culvert at tree farm plugged by beavers

Rocked roads at tree farm

Checked plug at El Tapatio – on customer's side

Replaced broken culvert at McCormick Park

Pumped out lift stations for WWTP

Re-graveled gravel area at lift station #5 for WWTP

Cleared pipe pile and other debris for drain project at PW yard

Call-Outs:

Sewer backup on S. 21st St. – cleared up on its own

Miscellaneous:

Swept streets

Marked 46 locates

Checked wells & reservoirs daily

Tim pressure washed Columbia View docks

Monthly Report April 1st to 30th

April 3rd

PW #23 Replaced and fabricated a new side piece for the mower deck welded it to the deck
Also found a hydraulic cylinder end piece that need to be replaced ordered the part

April 4th

PW #16 Replaced a water house end on the hydro excavator line
Parks #21 Full service

April 5th

PW #23 Full service
PW #35 Checked on the tires found that all the tires were low and one was off the bead

April 6th

PW #35 Checked all tires found three of them that were flat aired the up and found that they were not any good ordered new tires and had them replaced
PW #5 Replaced the bit in the hammer
PW #23 Installed a shoe on the mower deck and drilled new holes on the new piece that was welded on installed new bolts
Keith Vacation Day

April 7th

Office Computer work
Shop Cleaned restroom and shop sink
PW cut the screens for the reservoir so that they would fit over the pipe
PW #23 Removed the hydraulic cylinder that runs the boom and installed a new end on the cylinder
Keith Vacation Day

April 10th

Office Computer work Filled paper work
PW #23 Connected a wire back up that goes to the transmission
PW #55 Installed new gutter brooms
PW #34 Repaired a hydraulic leak

April 11th

Shop Cleaned up an area outside moved old trucks around
Parks Bent a piece of rebar for a fence staple for Campbell Park
PW Collected fire extinguishers at the shop so they can be tested

April 12th

PW Gathered up more fire extinguishers and took them to public work
PW Drilled holes in the metal banners
Parks Picked up new ratchets for the sand Island restrooms

April 13th

PW #5 Installed a new hydraulic block on the hammer
PW Fabricated a new handle for the drain at the reservoir
PW #34 Found a hydraulic leak on the hammer needs to go to Portland for repair
PW Helped package up the banners

April 14th

Office Computer work
Shop Cleaned the lunch room floor and also cleaned the restroom and shop sink
PW #42 added oil to the engine
PW #31 checked the radio

April 17th

PW Modified the wrench for the valve at reservoir
PW #5 the hammer foot fell off broken weld ground the old weld off and spot welded the foot back on lots more welding needed removed the hydraulic part of the hammer from the case
Shop Removed all the filters from the water recycler for the wash rack and proceeded to clean
PW #31 Took the truck out to Lenny Gartman for radio repairs

April 18th

Office Computer work
PW #5 Welded the shoe back onto the hammer this took a long time, Ordered parts so that it can be put back together
Shop Helped clean up the water recycler with the fire department

April 19th

PW #5 Cleaned the hammer case, installed new cushion's and installed the hydraulic part of the hammer into the case
PW #27Welded up the exhaust on the compressor
PW #5 Hydraulic leak at the hydraulic bypass valve installed another valve
Parks #54 Removed front tires and found a leak on the power steering pump found that the pump was bad removed it and ordered a new one

April 20th

PW #5 Replaced the Pressure relief on the hammer
Parks #54 Installed a new power steering pump

April 21st

Brett Vac. Day

April 24nd

Brett Sick
Pw #17 Cleaned out the back of the truck

April 25th

Brett Sick

April 26th

PW Called on prices for a new hydraulic hammer for the mini excavator

PW #5 Looked at the hammer and ordered parts

City Hall #12 Installed new stickers on the vehicle

April 27th

Office Computer work

PW #34 Went to Portland to pick up the hammer for the big excavator

PW #56 Installed a new battery

April 28th

Office Computer work Filled paper work

Shop Cleaned restroom, shop sink and the shop floor

PW Checked on the equipment

Parks Checked on the equipment



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



Water Filtration Facility Journal April 2017

Water Production: 42.3 million gallons which averages 1.4 million gallons per day

Week 1 Produced and sent April OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Ordered Chlorine delivery for next week. Making arrangements for Gamewell to come out and install a new fire alarm panel. They tell us that the parts are on order. Branom instruments on site performing a calibration check on our air sensors. Sent in the completed State questionnaire for the WFF filtration facility.

Week 2 Gathered and sent out the April LT2 (Cryptosporidium) sample. Rogers technician on site performing compressor and air dryer maintenance. Received Chlorine delivery. Jesse provided an appreciated sweeper visit to the WFF driveway and parking lot, thank you so much.

Week 3. Answering additional questions for the State about our membrane questionnaire pages. So far, so good. City is filling the newly lined distribution reservoir and the 2 ranney well operation is creating pressure and flow havoc with the process. The well pumps are producing more flow than the WFF can process, so we are needing to place the operation of the WFF in manual and monitor the process every 15 to 20 minutes to be sure the chemical residuals and the distribution pressure remains constant and does not surge then decrease in flow and pressure and cause damage out in the distribution system. Since the Ranney wells were shut down all at once from very high flows to no flow to the WFF, this caused another problem later into the evening when the WFF system resumed running at the normal mode of operation. The chlorine residual in the raw water tank that remained from the very high water flow and chemical dosage rates, had to be decreased and diluted by the process water flowing through the entire raw water system for about an hour and then the chemical pumps had to be balanced and reset to the normal settings while the WFF system is operating. The WFF finally came back into normal operation settings in just under 2 hours and all returned back to our normal everyday operational procedures and settings.

Week 4 We took our fire extinguishers to city shops for our annual inspection. Fire alarm panel technicians on site replacing and commissioning the new motherboard and testing the phone lines. Ordered chlorine for the 2nd week in May to be delivered. Making arrangements for our SCADA integration technicians to come and help us get the new Ignition system up and running as it is supposed to be programmed and operating.

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

April 2017

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 4/20-Aerator #11 tripped. Reset and will see how long it runs.
- 4/21-Aerator #4 tripped. Reset and immediately tripped again. Will call an electrician.
- 4/25-Called CRPUD to remove osprey nest above sub 3. They added a deterrent to the top of the pole.
- 4/27-No power to the valve in the Secondary building. All control power on but found that the osprey had tripped a breaker on the power pole and we lost 3 phase power. Called CRPUD they came out and reset breaker and installed two platforms over lagoon for the birds.

Primary System Report

- All normal monthly routines complete for April.

Pump Stations

- 4/5-PS#7-High level alarm. Found transducer covered in rags and grease and floating. Cleaned off and running correctly.
- 4/7-PS#3-Pump #2 over temp alarm. Reset and pumped wetwell down and seems ok.
- 4/7-PS#7-Both pumps failed. Could be from power blip. Generator not running but had to reset both pumps.
- 4/8-PS#7-Mission shows pump #1 failure. Pump is on and working fine. Called Mission and they said the relay was programmed incorrectly.
- 4/8-PS#5-Both sides of the driveway get washed out during the recent rain storm. The neighbor said the catch basins couldn't handle the flow.
- 4/17-PS#1, 4, 11-Public works down to clean grease out of wet wells.
- 4/18-PS#11-Main breaker tripped. Dialer did not call out and wet well overflowed. Cleaned up and reported to DEQ.
- 4/18-PS#5-Cleaned out wet well.
- 4/19-PS#4-Cleaned check valves. Found rags in #2.
- 4/25-PS#11-Pulled both pumps to check for wear. Also pulled and reseated both pumps at PS#4.
- 4/27-PS#11-DND Electrical here to install Mission monitoring system.

Sodium Hypochlorite System

- 3371 gallons used this month.
- 5055 gallons used last month.
- 4/6-Flushed out south hypo storage tank.
- 4/14-North hypo pump not working. Found small green flakes in the injector.

Call-outs

- No after hour call outs for April.

Plant

- 4/3-Cleaned south contact tank.
- 4/9-SCADA computer failed to update and screen was black.
- 4/11-Tour for Alternative school students.
- 4/12-Took fire extinguishers to public works and picked up on the 13th.
- 4/13-“Common Fail” alarms on both headworks screens.
- 4/21-Cleaned south contact tank.
- 4/22-SCADA computer not working. Will not allow manual changes to equipment.

Pretreatment

- Worked with Cindy Phillips on the Sewer Use Ordinance and IGA with Columbia City.
- 4/28-Diesel smell at headworks. Found nothing there but turned on more aeration to be safe.

Other

- 4/4-10-Quarterly sampling.
- DMRQA testing.
- 4/24-28-Removed DataGator and installed weir and Mission monitoring system to overflow point in manhole M-1.

Next Month

- Send our RFQ for PS#9