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**City of St. Helens**  
**COUNCIL WORK SESSION AGENDA**  
**Wednesday, October 18, 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.  | 1 <sup>st</sup> Quarter Communications Report – <i>Crystal</i>    | 1:05 p.m. |
| 3.  | 1 <sup>st</sup> Quarter Financial Report - <i>Matt</i>            | 1:15 p.m. |
| 4.  | Discuss Continuity of Operations Plan – <i>Bob</i>                | 1:25 p.m. |
| 5.  | Discuss Splash Pad Open Dates                                     | 1:35 p.m. |
| 6.  | Update on Front Office Wiring & Configuration – <i>Matt</i>       | 1:45 p.m. |
| 7.  | Discuss Hiring of Office Assistant for Front Office - <i>Matt</i> | 2:00 p.m. |
| 8.  | Department Reports  | 2:20 p.m. |
| 9.  | Council Reports   | 2:40 p.m. |
| 10. | Executive Session: ORS 192.660(2)(e) Real Property Transactions   | 3:00 p.m. |
| 11. | Other Business  |           |
| 12. | Adjourn   |           |

**FOR YOUR INFORMATION**

Upcoming Dates to Remember:

- October 17, Library Board, 7:15 p.m., Columbia Center Auditorium
- October 18, Council Work Session, 1:00 p.m., Council Chambers
- October 18, Council Public Hearing, 6:30 p.m., Council Chambers
- October 18, Council Regular Session, 7:00 p.m., Council Chambers
- October 23, Youth Council, 7:00 p.m., Council Chambers
- October 24, Arts & Cultural Commission, 6:30 p.m., Council Chambers
- October 26, Bicycle & Pedestrian Commission, 6:30 p.m., Council Chambers

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

- October 18 PH: Street Vacation, Portion of N. 10<sup>th</sup> Street Adjacent to 1020 Columbia Blvd. (Bilton)

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.

# Communications Report

July to September 2017  
First Quarter – FY 2017-18

Prepared by Crystal Farnsworth  
October 10, 2017



# Workload Indicators

	Press Releases	Posts to Facebook	Posts to Twitter	Instagram	Gazette	e-Newsletter	Radio Spot	Media Advisory
July 2017	2	47	35	2		1		
August 2017	1	54	55	2		1		
September 2017	1	15	19	3		1	1	
<b>Totals</b>	<b>4</b>	<b>116</b>	<b>109</b>	<b>7</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>

Total Hours Worked by Category										
Category	e-Newsletter	Gazette	Press Release	Media	Social Media	Photography	Radio	Graphic Design	Miscellaneous**	Total
<b>Hours</b>	<b>11.5</b>		<b>6.25</b>	<b>7</b>	<b>57.54</b>	<b>31.5</b>	<b>2.5</b>	<b>11.5</b>	<b>47.25</b>	<b>175.04</b>

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

# Department Allocations

Total Hours Worked by Department / Fund	
Administration	2.5
Arts & Cultural Commission	5
City Council	38.75
Communications	26.82
Emergency Management	6.49
Engineering	1.25
Library	26.4
Parks	3.08
Planning	0.5
Police	15.25
Public Works	2.25
Tourism	46.5
Youth Council	0.25
<b>Total Hours</b>	<b>175.04</b>

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

# Facebook Stats: City's Page

Followers as of June 30, 2014: 2,769

Followers as of September 24, 2014: 2,862

Followers as of December 30, 2014: 3,042

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

Followers as of June 30, 2015: 3,146

Followers as of September 30, 2015: 3,491

Followers as of December 31, 2015: 5,178

Followers as of March 31, 2016: 5,486

Followers as of June 30, 2016: 5,740

Followers as of September 30, 2016: 6,270

Followers as of December 31, 2016: 6,747

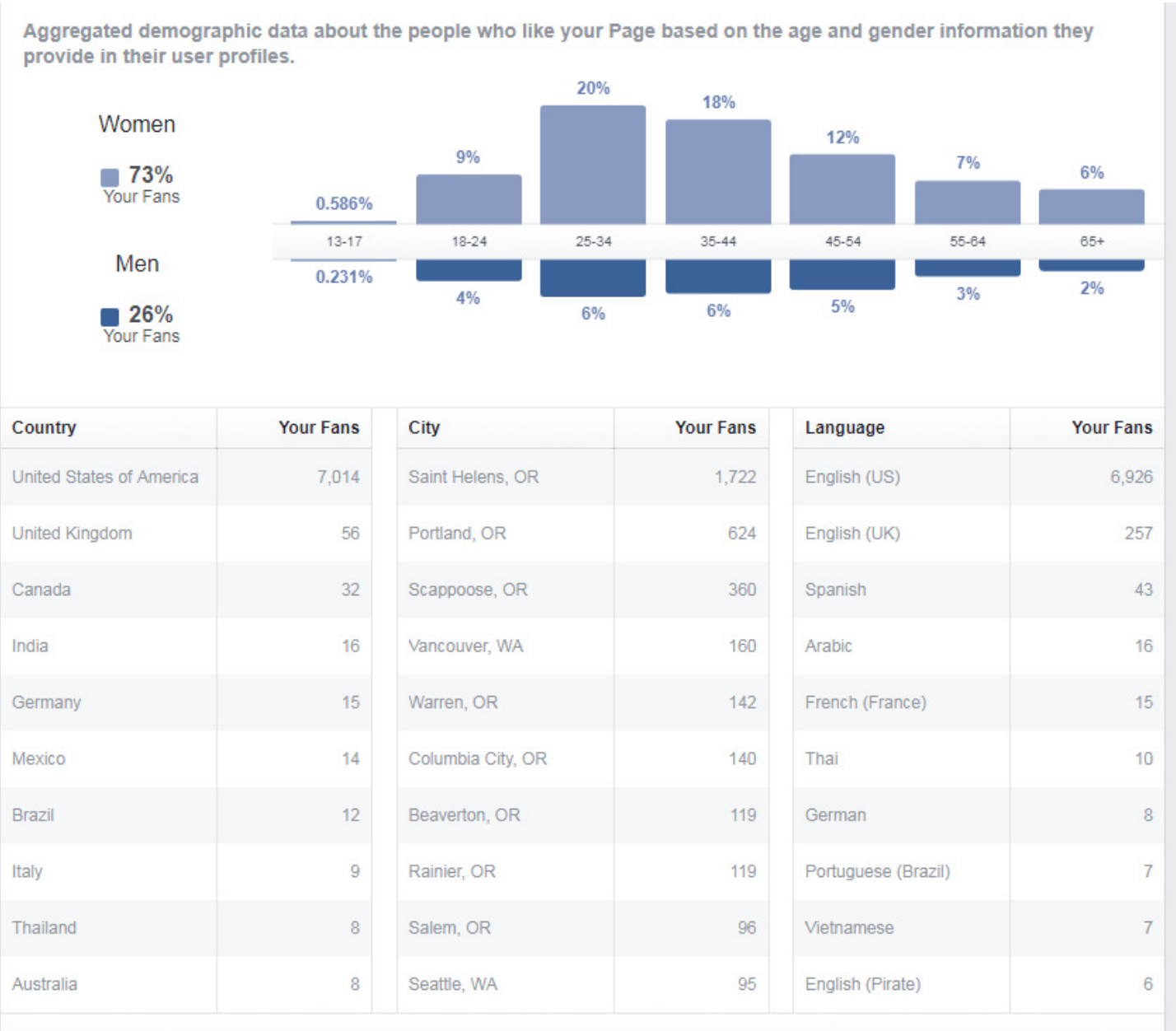
Followers as of March 31, 2017: 7,045

Followers as of June 30, 2017: 7,123

Followers as of September 30, 2017: 7,298

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

# Facebook Stats: Insights



# Facebook Stats: Insights

## Post Reach

The number of people your posts were served to.

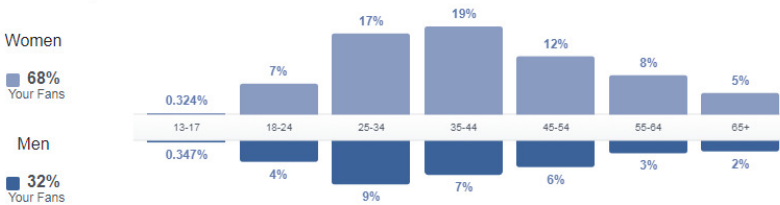


# Facebook Stats: Police's Page

Followers as of June 30, 2017: 4,201

Followers as of September 30, 2017: 4,311

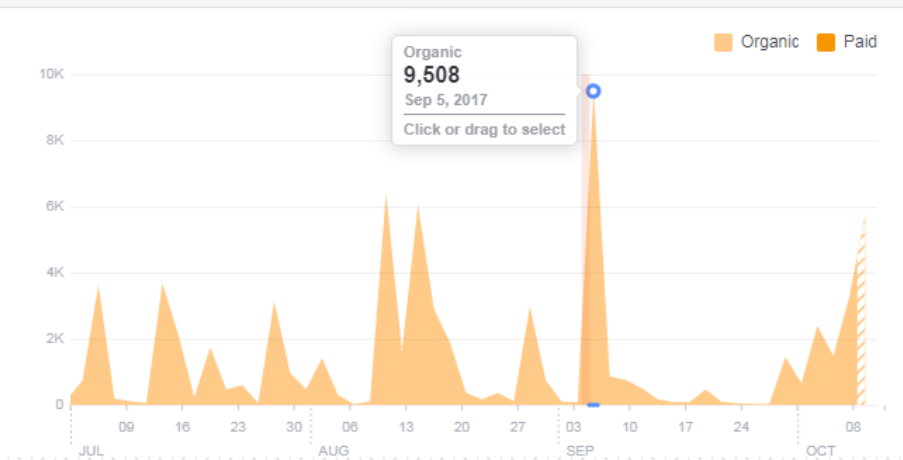
Aggregated demographic data about the people who like your Page based on the age and gender information they provide in their user profiles.



Country	Your Fans	City	Your Fans	Language	Your Fans
United States of America	4,163	Saint Helens, OR	1,499	English (US)	4,109
United Kingdom	86	Portland, OR	425	English (UK)	174
Australia	16	Scappoose, OR	355	Spanish	15
Canada	7	Rainier, OR	124	French (France)	7
Germany	3	Warren, OR	111	German	3
France	3	Columbia City, OR	94	English (Pirate)	3
Mexico	3	Deer Island, OR	71	Arabic	2
Turkey	3	Clatskanie, OR	69	Spanish (Spain)	2

## Post Reach

The number of people your posts were served to.





# Twitter: City's Account

## Followers

As of March 31, 2014: 431

As of June 30, 2014: 463

As of Sept. 24, 2014: 482

As of Dec. 30, 2014: 506

As of March 31, 2015: 537

As of June 30, 2015: 540

As of Sept. 30, 2015: 670

As of Dec. 31, 2015: 756

As of March 31, 2016: 820

As of June 30, 2016: 883

As of September 30, 2016: 974

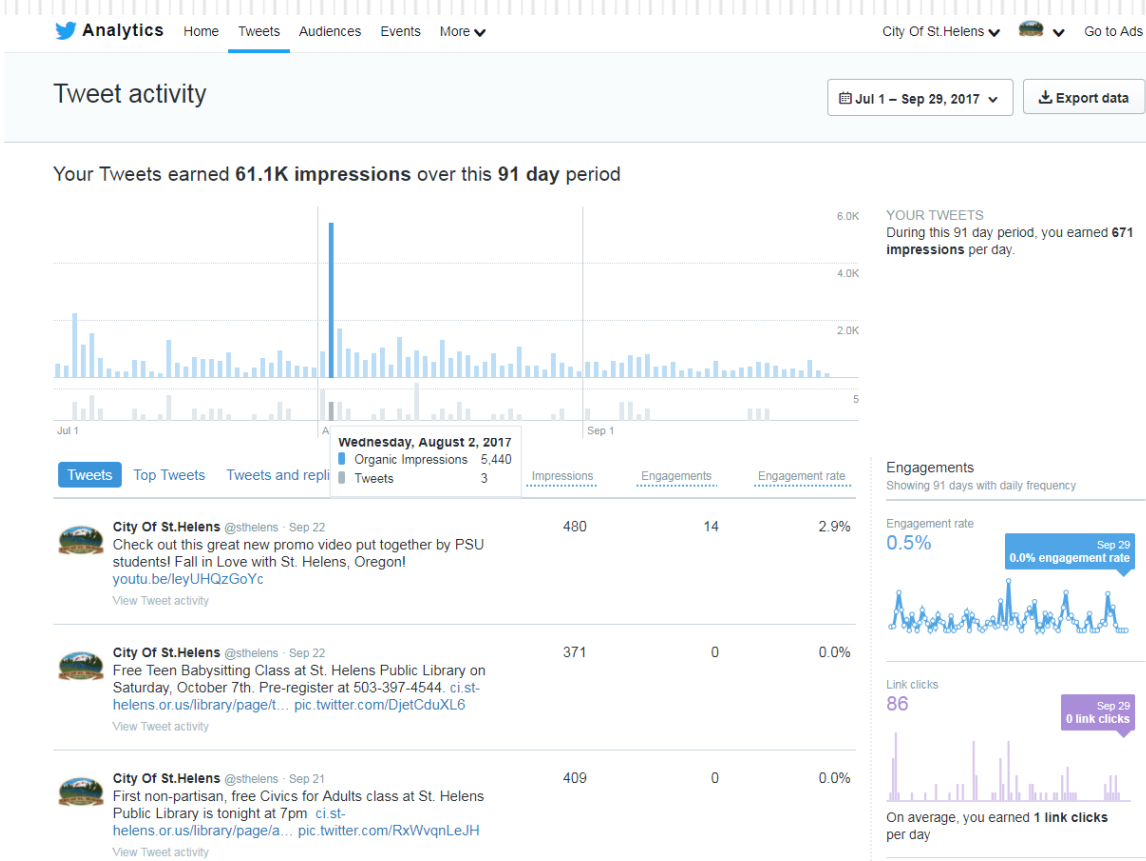
As of December 31, 2016: 1,055

As of March 31, 2017: 1,113

As of June 30, 2017: 1,157

As of Sept. 30, 2017: 1,220

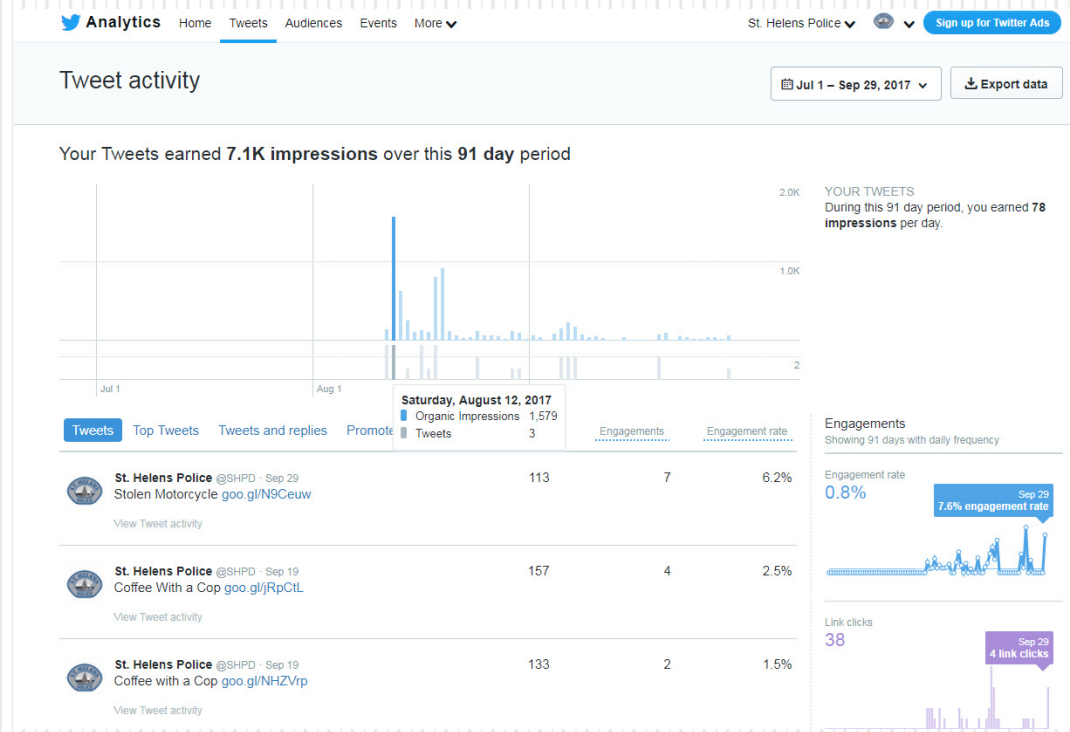
# Twitter



# Twitter: SHPD's Account

## Followers

As of Sept. 30, 2017: 546



# Activity Highlights

## • Social Media Kudos



**Mike Estes** @m\_estes Jun 12  
See [@PortlandPolice](#) it's absolutely possible to "get with the times" so no more excuses!

**City Of St.Helens** @sthelens  
St. Helens PD has new app to help you connect with officers, report nuisance issues and receive emergency alerts: [ci.st-helens.or.us/police/page/ne...](http://ci.st-helens.or.us/police/page/ne...)



and staff and ask any questions that they had about St. Helens.

Congratulations, again, to this year's winners: Rebecca Freitag (left, poster category), Kathryn Nelson (right, essay category), and Elsie Elstoen (not pictured).



### People Who Shared This



**Kristina Cook** shared a post to the group: Voice Of Woodland.

2 mins · 🌐

The city of Woodland could learn a lot from St Helens! Great community involvement, great social media presence!!! How cool is this???

[Show Attachment](#)

👍 Like

➦ Share

# Activity Highlights

- Fourth of July





# Activity Highlights

- Citizens Day in the Park





# Activity Highlights

- **Library Stuffed Animal Sleepover Event**



# Activity Highlights

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- **Extreme heat weather info**
- **Communications demos**
- **Spirit of Halloweentown media**
- **ACC Gateway Sculpture ribbon cutting**
- **Grey Cliffs non-motorized boat user outreach**
- **Library Civics for Adults workshops**



# On the Horizon

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- **Spirit of Halloweentown**
- **Fall/Winter Gazette**
  - **Community Survey?**
- **Christmas Tree Lighting & Christmas Ships**
- **Archiving/Records Retention for all social media accounts**

## **CITY OF ST. HELENS**

### **Financial Report For The Quarter Ending September 30, 2017**

This is the quarterly financial report for the quarter ending September 30, 2017. This is the 1<sup>st</sup> quarter of the City's fiscal year ending June 30, 2018. If revenues and expenditures were received and spent evenly throughout the year, they would be at 25% received or spent.

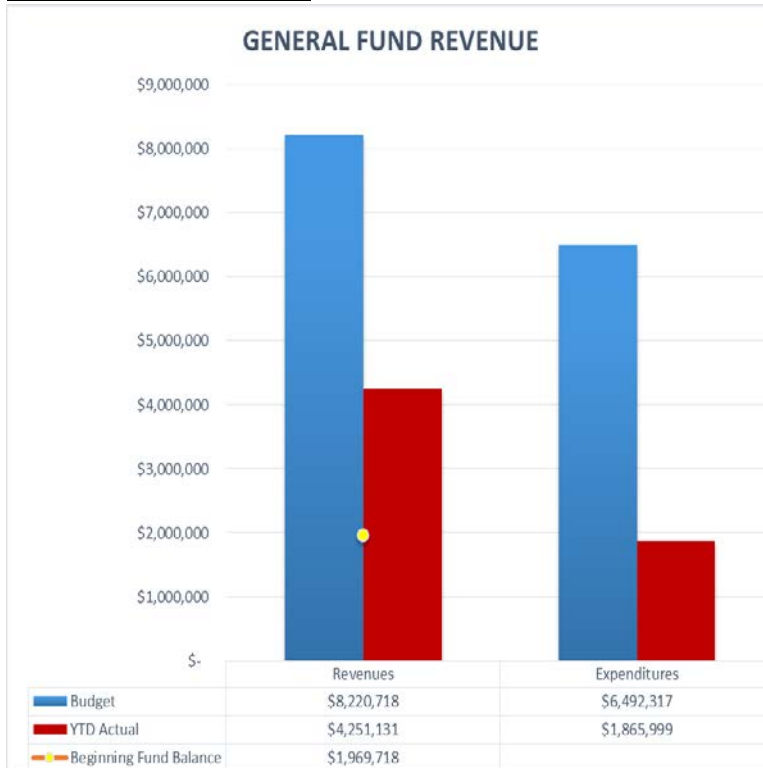
The quarterly report compares the budget to the year-to-date revenues and expenditures.

For the expenditures, the Contingency and Unappropriated Fund Balances have been removed to show a "true cost" outlook on each fund/department. When you look at the charts, the total revenues and the total expenditures will not balance; that difference is Contingency and Unappropriated Fund Balance which are not included with the expenditures.

For all graph representations; BLUE = Budget and GREEN = Actuals

For all funds/departments, other than the General Fund, the Revenue Graphs will show a large YELLOW dot; this line represents the Beginning Fund Balance for that Fund. Stated in another way, if a fund received zero revenue, the yellow dot represents where the fund would be as far as a balance of available funds.

## General Fund - Overview

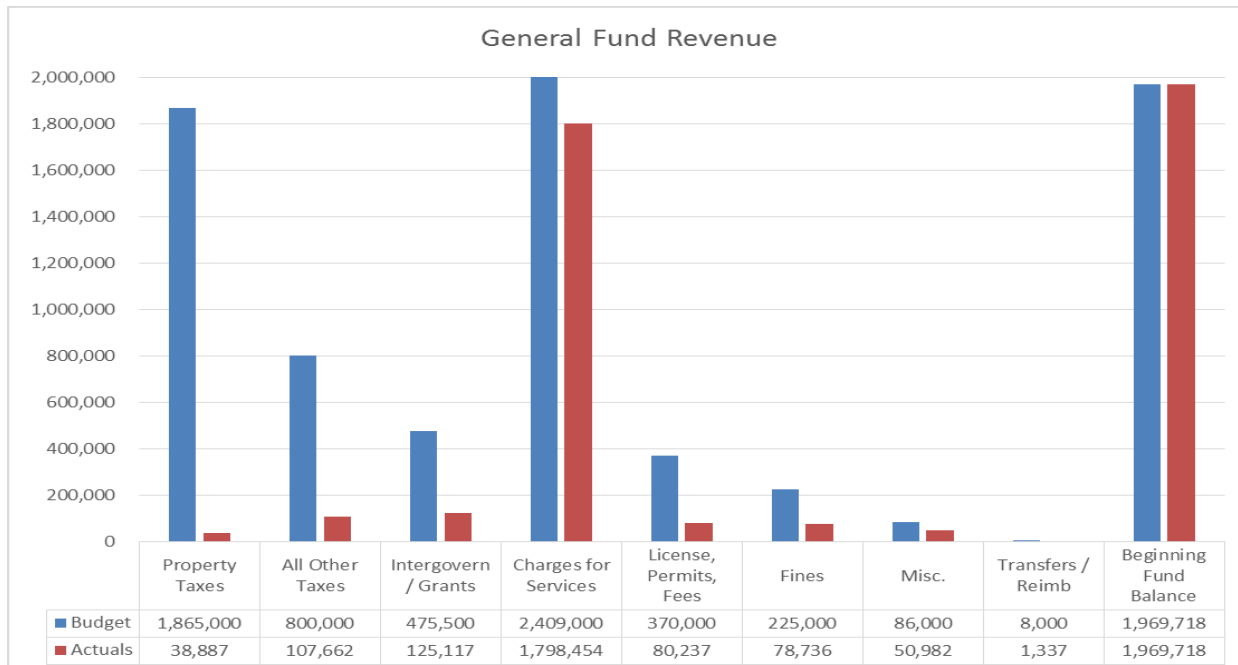


The General Fund receives the most focus throughout the year and during the budget cycle. The General Fund houses property taxes and the major service areas the public associates with local government – police, library, parks, council courts, planning and building. Above is a summary of the General Fund revenue & expenses.

General Fund revenues and expenditures are broken down into categories and departments on the following pages. Line item detail for each revenue source and expense item can be shown if requested.

The General Fund's financial position is good through the first quarter of FY 2017-18. The City has received 28% of the budgeted revenues for 2017/18. The Un-Audited Beginning Fund Balance for FY 2017/18 is \$1.97 Million.

## General Fund – Revenue by Category



The following graph displays the General Fund Revenue broken out into separate revenue categories.

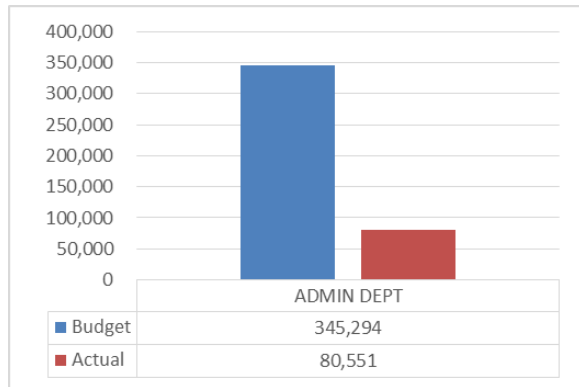
General Notes about the General Fund:

- Property taxes revenues are received mostly in the second quarter of the fiscal year.
- In the Charges for Services category, the largest revenue item is CHARGES FOR SERVICES, which includes "In Lieu of Franchise Fees" and "GFSS" which is received from the enterprise funds.

## **General Fund Expenditures**

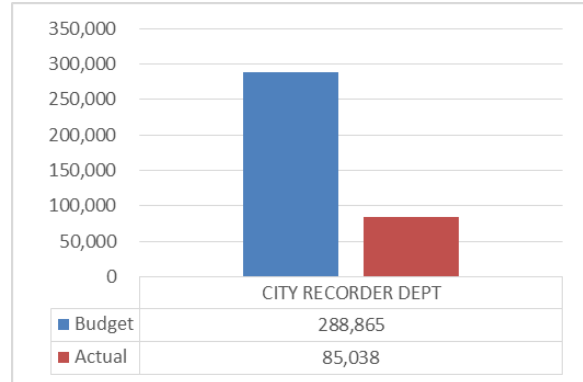
### **Admin Department**

Percentage of Budgeted Expenses Spent: 23%



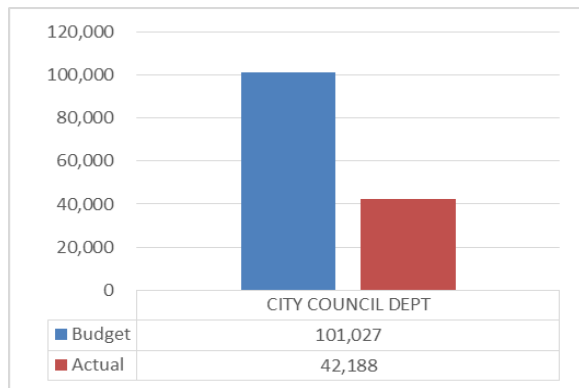
### **City Recorder Department**

Percentage of Budgeted Expenses Spent: 29%



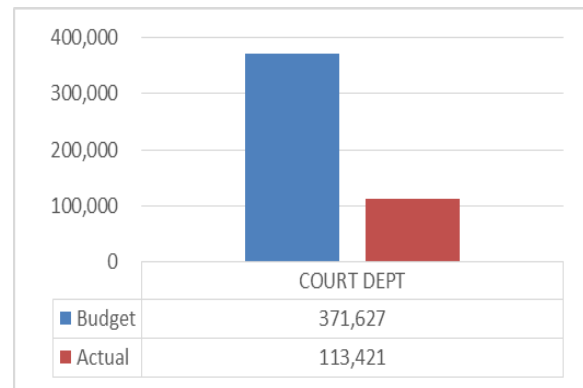
### **City Council Department**

Percentage of Budgeted Expenses Spent: 42%



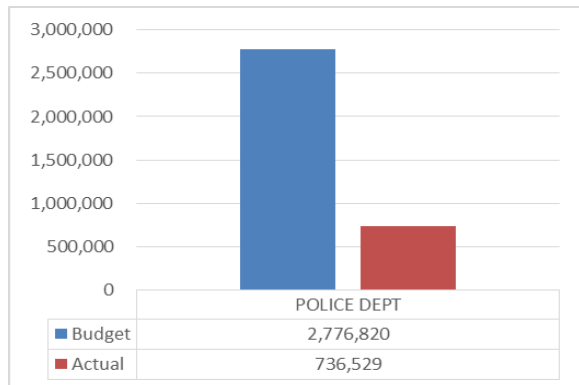
### **Court Department**

Percentage of Budgeted Expenses Spent: 31%



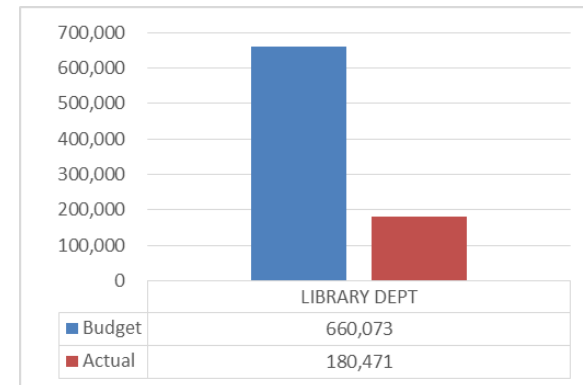
### **Police Department**

Percentage of Budgeted Expenses Spent: 27%



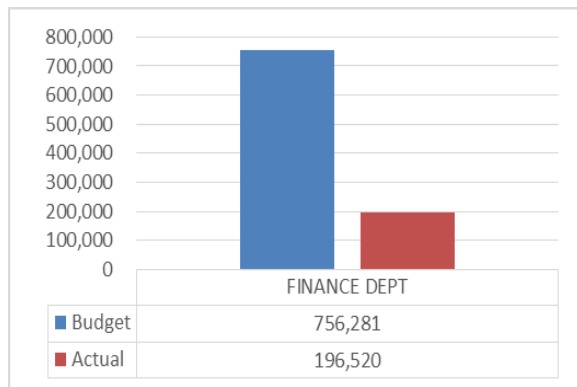
### **Library Department**

Percentage of Budgeted Expenses Spent: 27%



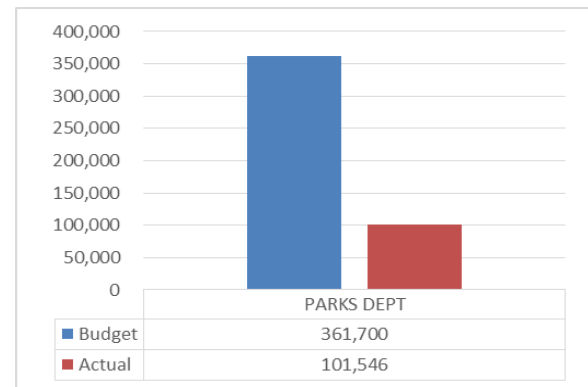
### Finance Department

Percentage of Budgeted Expenses Spent: 26%



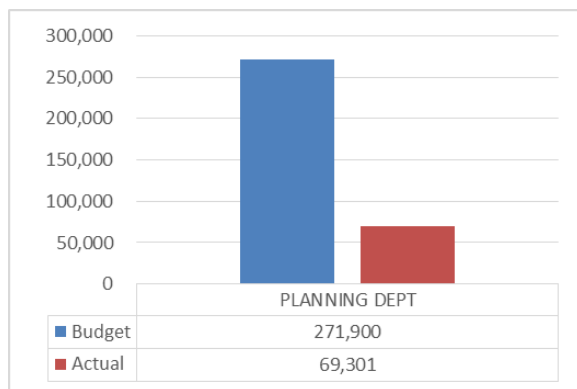
### Parks Department

Percentage of Budgeted Expenses Spent: 28%



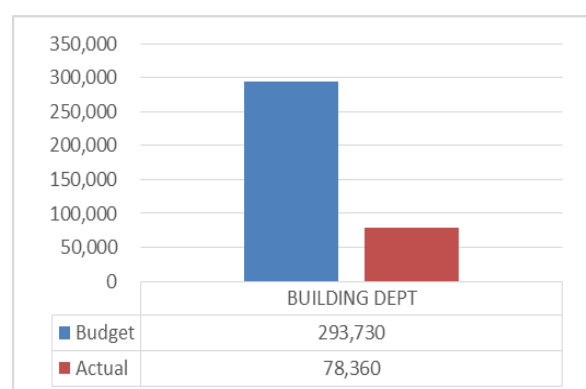
### Planning Department

Percentage of Budgeted Expenses Spent: 25%



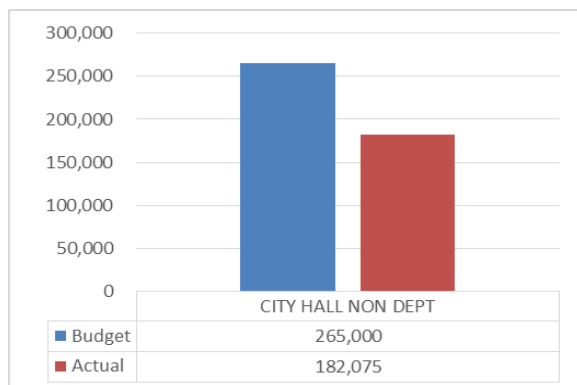
### Building Department

Percentage of Budgeted Expenses Spent: 27%



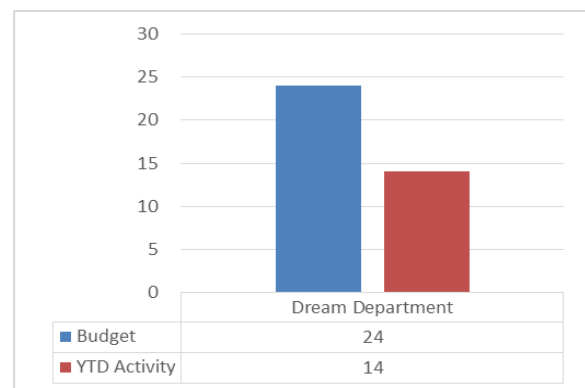
### City Hall Non-Department

Percentage of Budgeted Expenses Spent: 69%



### Dream Department

Percentage of Budgeted Expenses Spent: 37%



## SPECIAL REVENUE FUNDS



### Visitor Tourism Fund

Revenues: 34%

Expenses: 41%

Revenue comes from Motel Hotel Tax and Event revenues. Expenses are mainly event related and professional services for E2C's event management.

Due to the increase in E2C's new contract, an inter-fund loan will be required for this year to have enough funds available to pay the contract terms. This inter-fund loan will likely be from the General Fund, but paid back next fiscal year with funds that are sitting in the

"Unappropriated Fund Balance". Council will see an official resolution in 2018.



### Community Development

Revenues: 28%

Expenses: 20%

Revenue comes from Lease Payments and Grants. The City budgeted \$1.5M in grant revenue, which is not going to be received, so the expenses will not be spent. Other grant opportunities are available and currently being researched to further Community Development.

A large portion of expenses for this 1<sup>st</sup> quarter were for land purchase (which was an additional inter-fund loan from Water/Sewer).



### Community Enhance Fund

Revenues: 10%

Expenses: 16%

Revenue comes from Grants for CCT-Police and Public Art projects donations & grants.

The Gateway Project was completed recently and that is the main expense this quarter with final payments for that project.



### Street Fund

Revenues: 17%

Expenses: 53%

Revenue mainly comes from Motor Vehicle Tax and State Grants for current projects.

Expenses appear higher than normal due to General Fund Support Services being charged (\$144k) as well as PW Support Services (\$400k) in the first quarter. No major capital projects have been expensed in the first quarter.

## ENTERPRISE FUNDS



### Water Fund

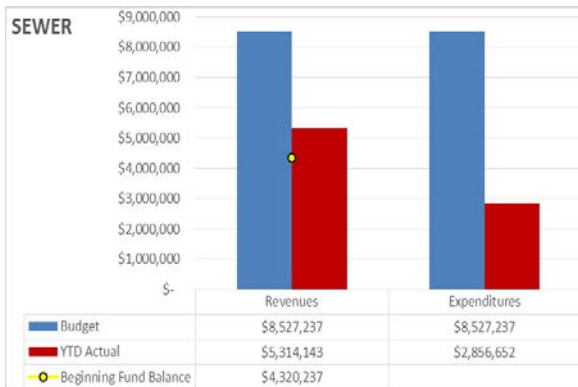
Revenues: 25%

Expenses: 32%

Revenue is mainly from Water sales.

Expenses in the 1<sup>st</sup> Quarter mainly consist of Support Service charges (General Fund & Public Works).

One area to be aware of at this time, is the Water Fund's General Fund Support Service Charges was not properly budgeted. I am researching a couple solutions, but this should not drastically effect any operational standards. It is mainly a budgeted issue for me to work out and bring back to Council on the correct action to take after getting feedback from Auditors and other Finance Directors on the best solution.



### Sewer Fund

Revenues: 24%

Expenses: 34%

Revenue is mainly from Sewer sales

Expenses in the 1<sup>st</sup> Quarter mainly consist of Support Service charges (General Fund & Public Works). The South Trunk Upgrades (CIP Project SWR.004) was expensed at \$231k (\$19k under budget).



### Storm Fund

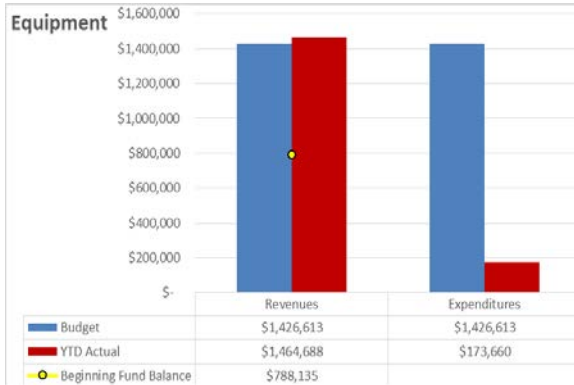
Revenues: 65%

Expenses: 50%

Revenue is strictly from Storm sales.

Expenses in the 1<sup>st</sup> Quarter mainly consist of Support Service charges (General Fund & Public Works).

## INTERNAL SERVICE FUNDS



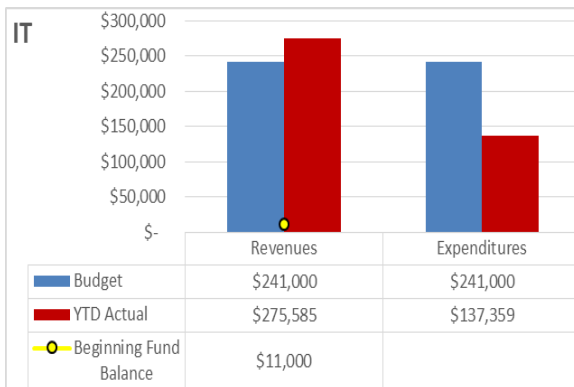
### Equipment Fund

Revenues: 106%

Expenses: 12%

Revenue is internal charges to departments for Equipment purchases and Equipment Fund personnel.

Expenses in the 1<sup>st</sup> Quarter mainly consist of Personnel Services for 2 FTE. The City budgeted \$402k in Equipment purchase, so far only \$54k has been spent.



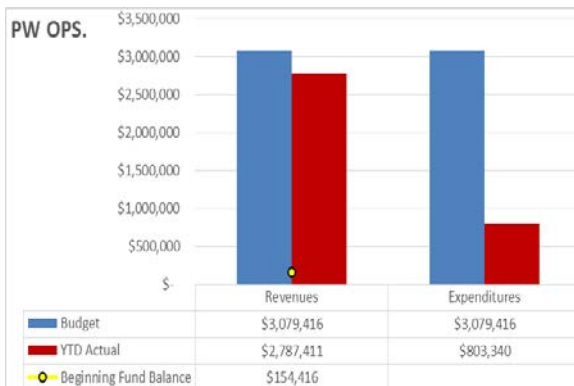
### IT Fund

Revenues: 115%

Expenses: 57%

Revenue is internal charges to departments for IT purchases and IT professional services.

Expenses in the 1<sup>st</sup> Quarter consist of equipment purchases and professional services.



### PW Operations Fund

Revenues: 90%

Expenses: 26%

Revenue is internal charges to departments for Public Works staff and operations.

Expenses in the 1<sup>st</sup> Quarter consist Personnel and Materials for Public Works and Engineering Departments.



### Facility Major Maintenance Fund

Revenues: 173%

Expenses: 25%

Revenue is internal charges to departments. Additional revenue came from a Grant that assisted in the frontage of City Hall as well as the one-time Admin Fee from SDCs.

Expenses were budgeted at \$110k. Through the 1<sup>st</sup> Quarter, the City has spent \$71k.



## SDC FUNDS

### Water SDC Fund

Revenues: 46%

Expenses: 5%



### Sewer SDC Fund

Revenues: 36%

Expenses: 1%



### Storm SDC Fund

Revenues: 28%

Expenses: 0%



### Street SDC Fund

Revenues: 63%

Expenses: 1%



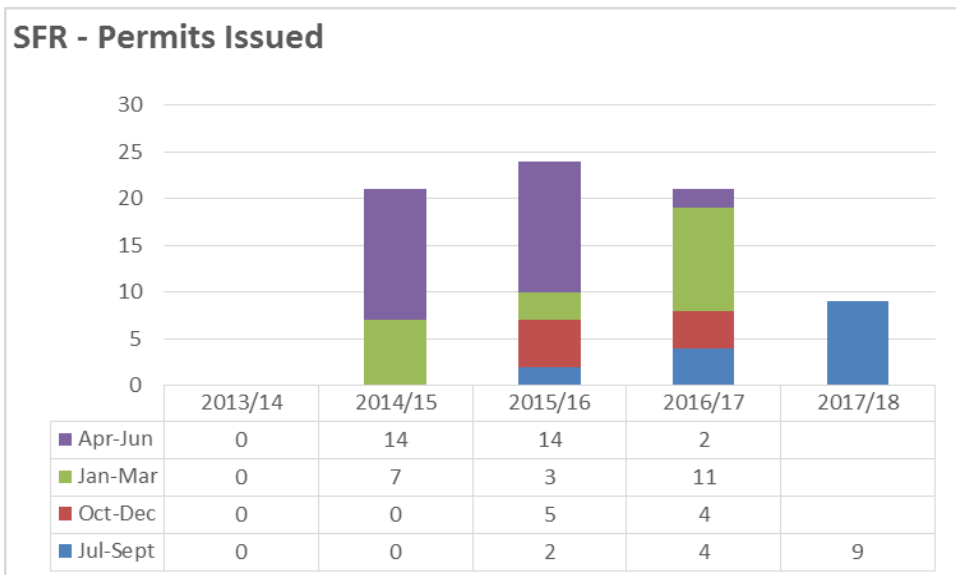
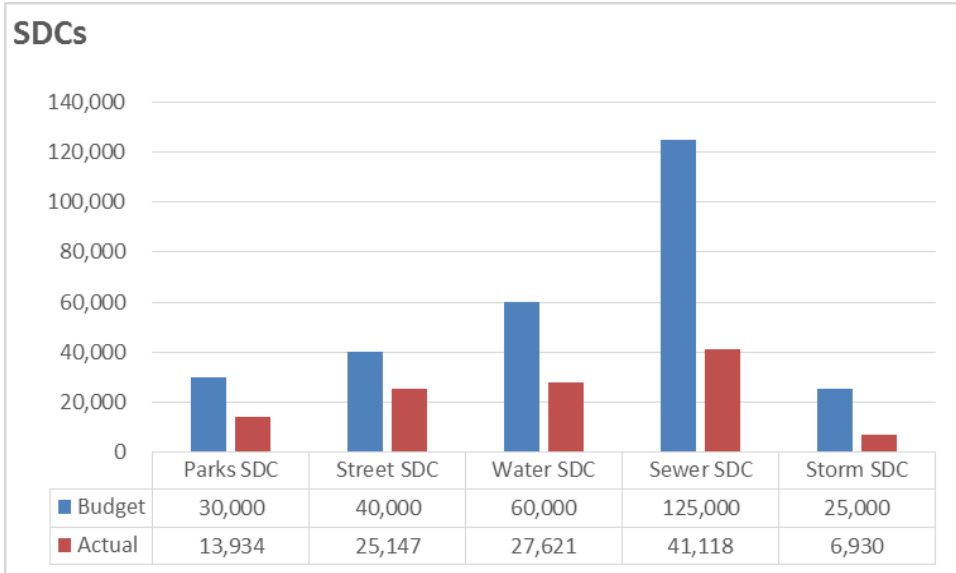
### Parks SDC Fund

Revenues: 31%

Expenses: 2%



## SDC & DEVELOPMENT OVERVIEW





## Memorandum

To: Mayor and City Council

From: John Walsh, City Administrator

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

Date: October 18, 2017

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*Planning Division Report* attached.

*Business License Reports* attached.

## **CITY OF ST. HELENS PLANNING DEPARTMENT ACTIVITY REPORT**



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

**Date:** 09.26.2017

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

### **PLANNING ADMINISTRATION**

Conducted a pre-application meeting for new uses at 330 S. 1<sup>st</sup> Street.

Conducted a pre-application meeting for potential marijuana related uses on the former Boise white paper site.

Gathered information for a public records request received this month.

### **ST. HELENS RIVERFRONT CONNECTOR PLAN (TGM FILE NO. 2D-16)**

Contract between the City and ODOT is finally in our hands for approval. By the time the Council reads this, you would have already reviewed at your September 20<sup>th</sup> meeting(s). This project was supposed to start in June but was delayed due to staffing issues at the Oregon Department of Justice. Getting this for Council consent, pushes this back to an October start time, but ODOT moved the completion date accordingly, so no harm.

We received the official notice to proceed with this project this month!

### **PLANNING COMMISSION (& *acting* HISTORIC LANDMARKS COMMISSION)**

September 12, 2017 meeting (outcome): The City's Finance Director presented the proposed soda tax to the Commission; received feedback that was predominately negative. The Commission approved a Site Design Review/Sensitive Lands Permit application for a CCEC and Middle School replacement.

Two Commissioners terms expire at the end of the year: Russ Hubbard and Al Petersen. Both wish to continue another 4-year term. Per the Council's rules for Commissions/Committees because Russ has served only one term, he's in automatically. Since Al has served two terms, we need to advertise that position. Interview panel was determined.

October 10, 2017 meeting (upcoming): One public hearing is scheduled for an access variance at 34540 Bachelor Flat Road.

**ASSOCIATE PLANNER**—*In addition to routine tasks, the Associate Planner has been working on:*  
**See attached.**

## Jacob Graichen

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**From:** Jennifer Dimsho  
**Sent:** Thursday, September 21, 2017 11:23 AM  
**To:** Jacob Graichen  
**Subject:** September Planning Department Report

Here are my addition to the September Planning Department Report.

### GRANTS

1. EPA for Lagoon Repurposing Project- 30k Technical Assistance kickoff scoping phone call with EPA and contractors. Finalized scope of work. Strategic Plan to be completed by February 2018.
2. Travel Oregon Grant –Branding & Wayfinding Master Plan: Submitted timeline change request to extend deadline by one month to accommodate adoption process. Review of US 30 Demo/Relocation Plan. Review and revisions to Sign Location plan. Prepared for Work Session Sept. 20 to review plan components. Requested ODOT feedback. Adoption scheduled for Oct. 4 or 18.
3. HEAL Cities Grant (5k award) – Nob Hill Nature Park staircase and kiosk installation. Tracked hours + budget. Final report is due October 13, 2017.
4. OPRD – Recreational Trails Program – Presentation for grants over 50k in Salem on Sept. 20. Prepared PowerPoint with photos of local kayakers/canoes and presented to Grants Committee in Salem.
5. Applied for the OCF – Small Arts & Culture grants \$5k for the ACC’s mural project
6. Researched Preserving Oregon Grant for future City Hall renovations. Discussed eligibility with SHPO. Attended City Hall renovation discussion meeting Sept. 25.

### URBAN RENEWAL

7. Sent notice of final adoption to media for proper newspaper publishing (4 days after final reading). Prepared and recorded UR Plan with Columbia County Clerk 30 days after adoption (September 15).
8. Finished Draft Urban Renewal Agency Minutes for review and approval at the next meeting. Updated Urban Renewal website for adoption materials

### MISC

9. Converted and uploaded City Council PH, RS, and WS audio files to our Youtube channel while transitioning to Granicus
10. ACC Ribbon Cutting Ceremony Meeting planning and logistics for September 21. Planned rentals, catering, speaker, location, press, etc. Attended installation and ribbon cutting ceremony.
11. Attended informational phone call regarding UGB expansion pilot program hosted by DLCD for affordable housing
12. Reviewed and uploaded a series of PSU created St. Helens Promotional videos to the We are St. Helens Youtube channel
13. Attended ACC Meeting Sept. 26 – Gateway p.2/Ribbon cutting de-brief and discussion about next steps.
14. AICP certification research and webinar

### Jenny Dimsho

Associate Planner  
City of St. Helens  
(503) 366-8207  
[jdimsho@ci.st-helens.or.us](mailto:jdimsho@ci.st-helens.or.us)

## BUSINESS LICENSE REPORT

City Department Approval: September 4, 2017

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

Signature: [Signature]  
Date: 9/6/17

### RESIDENT BUSINESS – RENEWAL 2017

- ☐ \*Cheri Elliott Domestic Goddess Cleaning Service      Cleaning Business

### RESIDENT BUSINESS – NEW 2017

- ☐ Robert Johnston      Jewelry

### NON-RESIDENT BUSINESS - 2017

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> 2 Brothers Heating & Cooling LLC | HVAC                    |
| <input type="checkbox"/> Classic Homes Inc                | Foundation              |
| <input type="checkbox"/> De Bar Construction              | Construction Excavation |
| <input type="checkbox"/> Floean Excavation                | Excavation              |
| <input type="checkbox"/> Koehler Plumbing                 | Plumbing                |
| <input type="checkbox"/> Luna Design & Construction LLC   | Remodel Dutch Bros      |
| <input type="checkbox"/> M & W Electric                   | Electrical Contractor   |
| <input type="checkbox"/> Twin City Service                | HVAC/R Install/ Service |

### MISCELLANEOUS - 2017

- ☐ Landcrafters Landscape      7 Day: Landscape

## BUSINESS LICENSE REPORT

City Department Approval: September 18, 2017

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

Signature:   
Date: 9/18/17

### RESIDENT BUSINESS – RENEWAL 2017

☐

### RESIDENT BUSINESS – NEW 2017

- |                          |                           |                   |
|--------------------------|---------------------------|-------------------|
| <input type="checkbox"/> | Angela Tanzman            | Resale            |
| <input type="checkbox"/> | Massage by Elizabeth Anna | Massage Therapy   |
| <input type="checkbox"/> | RGC Coffee                | Drive Thru Coffee |

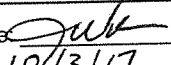
### NON-RESIDENT BUSINESS - 2017

- |                          |  |                                  |
|--------------------------|--|----------------------------------|
| <input type="checkbox"/> | 4CS Environmental Inc                  | Construction                     |
| <input type="checkbox"/> | Haven Spa, Pool, Hearth                | Spa Pool & Hearth Services Sales |
| <input type="checkbox"/> | Jobin Construction LLC                 | Excavation                       |
| <input type="checkbox"/> | Refrigeration Contractors Inc          | Refrigeration Install & Service  |
| <input type="checkbox"/> | Rob's Superior & Sons Plumbing Service | Plumbing                         |
| <input type="checkbox"/> | Wood Family Heating LLC                | Heating                          |

## BUSINESS LICENSE REPORT

City Department Approval: October 2, 2017

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

Signature:   
Date: 10/13/17

### RESIDENT BUSINESS – RENEWAL 2017

- |                          |                               |                            |
|--------------------------|-------------------------------|----------------------------|
| <input type="checkbox"/> | Explore and Discover Learning | Small Classes and Teaching |
|--------------------------|-------------------------------|----------------------------|

### RESIDENT BUSINESS – NEW 2017

- |                          |                    |                                      |
|--------------------------|--------------------|--------------------------------------|
| <input type="checkbox"/> | I Buy Gold, Inc.   | Sale & purchase of second hand goods |
| <input type="checkbox"/> | *TCS Northwest LLC | Construction-General                 |

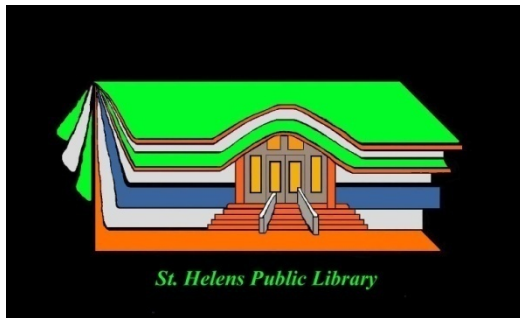
### NON-RESIDENT BUSINESS - 2017

- |                          |                                   |                         |
|--------------------------|-----------------------------------|-------------------------|
| <input type="checkbox"/> | Chinook Plumbing                  | Journeyman Plumbing     |
| <input type="checkbox"/> | Columbia Heating & Cooling        | Install & Service HVAC  |
| <input type="checkbox"/> | Cornerstone Disaster Repairs Inc. | Property Restoration    |
| <input type="checkbox"/> | Empire Plumbing LLC               | Plumbing                |
| <input type="checkbox"/> | Gabes Heating & Cooling LLC       | Heating & Cooling       |
| <input type="checkbox"/> | Knez Insulation Company LLC       | Insulation Installation |
| <input type="checkbox"/> | Patriot Fire Protection, Inc.     | Install Fire Protection |
| <input type="checkbox"/> | Rudnick Electric Signs, LLC       | Electric Signs          |
| <input type="checkbox"/> | Sunset Heating & Cooling          | HVAC & Electrical       |

### MISCELLANEOUS - 2017

- |                          |                  |                             |
|--------------------------|------------------|-----------------------------|
| <input type="checkbox"/> | Log Cabin Coffee | Name Change: was RGC Coffee |
|--------------------------|------------------|-----------------------------|





**October 11, 2017**

**From:** Margaret Jeffries, Library Director

**To:** The Mayor and Members of the City Council

**Subject:** Library Department Report

### **Read for the Record**

Be part of the world's largest shared reading experience! We'll read aloud *Quackers* by Liz Wong, and then you'll enjoy a snack and activities related to the book.

Recommended for children ages 2 to 7 and their caregivers.

**Thursday, October 19<sup>th</sup>, 3:30-4:30 pm, Auditorium**

### **St Helens Public Library Book Club Kick-Off**

Join us at our quarterly, open-to-the-public Book Club! Rather than having everyone read the same book, choose a book that follows that quarter's theme and then meet to share thoughts and book/author recommendations during an informal conversation. Light snacks and beverages will be available for all to enjoy. For this first club meeting, the theme will be "MYSTERY with a Halloween twist." Ideas include books that involve ghosts, witches, mummies, vampires, etc. It's OK to revisit a book you've read in the past if you don't have time to start a new one. If you can't decide what to read, each quarter the library will have a collection set aside at the circulation desk. You are not limited to these selections; feel free to get creative! Sign-up at the front desk to receive further updates, or if you have questions, please contact Library Board Vice-Chair Leanne Murray at [leannepm67@yahoo.com](mailto:leannepm67@yahoo.com). **October 19<sup>th</sup>, 7:00 pm, In the Library**

### **Friends of the Library Annual Fall Book Sale**

Join us for the annual fall book sale held by Friends of the St. Helens Public Library, our major fundraising group. Come be a part of supporting the Library! Not only are there

books/DVDs/etc. currently on sale in the hallway, but there will be an entire room full of books that you have not yet seen...

**Friday, October 20<sup>th</sup>, 10:00 am – 5:00 pm, Lobby**

**Saturday, October 21<sup>st</sup>, 10:00 am – 2:00 pm, Lobby**

### **St. Helens Garden Club: Annual Fall Plant Sale**

The St. Helens Garden Club presents their annual fall plant sale.

**Saturday, October 21<sup>st</sup>, 9:00 am – 2:00 pm, Front Porch**

### **Halloween Storytime**

Whether you love dressing as a princess, a dinosaur, a superhero, or something else entirely, put on your favorite costume and join us for stories, songs, dances, wiggles, and more! Suggested age: 6 months through 5 years. Caregivers are also encouraged to participate.

**Wednesday, October 25<sup>th</sup>, 11:15 am**

### **NaNoWriMo Kick-Off Party**

Have you ever wanted to be a writer? Find out more about National Novel Writing Month, learn tips about how to plot your novel, visit with local aspiring writers, and hear tips from author Tina Connolly, whose books and stories have been finalists for the Nebula, Norton as well as the World Fantasy Award. NaNoWriMo Kick-Off party!

**Thursday, October 26<sup>th</sup>, 7:00 pm, Auditorium**

### **Pumpkin Painting**

Make the mess at our place! You bring the pumpkin and we provide the paints, brushes, and stencils for you to make a spooky, funny, or beautiful creation. This event is for children and teens of all ages.


**Friday, October 27<sup>th</sup>, 3:00 – 4:00 pm**

## **International Games Week**

International Games Week aims to connect communities through their libraries around the educational, recreation, and social value of all types of games. Stop by the library each day to sample a new game!

**Monday, October 30<sup>th</sup> – Saturday, November 4<sup>th</sup>**

# PUBLIC WORKS MEMO

<b>To:</b>	The Mayor and Members of City Council	
<b>From:</b>	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
<b>Date:</b>	18 October 2017	
<b>Subject:</b>	September Status Summary	

## Engineering

1. Completed two full reviews for infrastructure plans for Emerald Meadows subdivision.
2. Completed work on the paving and overlay project on multiple streets.
3. Completed work on the 2017 Sanitary Sewer repair and Rehabilitation project.
4. Reviewed plans for a water line extension for the Col. Co. Education Campus improvements.
5. See complete report.

## Parks

1. Set up tables and chairs for Gateway Sculpture dedication; returned items to Don's Rentals.
2. Cleaned graffiti Campbell Park and McCormick Park.
3. Assisted Public Works in building Stonehenge and other Halloweentown exhibits.
4. Assisted with removing carpet in City Hall in preparation of new carpet installation.
5. See complete report.

## Public Works Operations & Maintenance

1. Replaced 9 standard water meters with new radio read meters.
2. Most of crews worked on setting up Halloweentown.
3. Moved furniture and removed carpet in preparation of new carpet installation at City Hall.
4. Removed standing concrete walls on Veneer property to help prevent further graffiti.
5. Serviced and/or made repairs on 53 vehicles and/or equipment.
6. Responded to seven after-hours call-outs.
7. See complete reports.

## Water Filtration Facility

1. Produced 50.6 million gallons of filtered drinking water, an average of 1.69 million gal/day.
2. Working with City's Building Official to resolve issue with fire alarm system.
3. Exterior lighting was upgraded with LED fixtures as part of the City's lighting upgrade project.
4. See complete report.

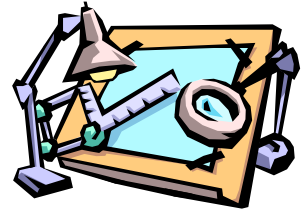
## Waste Water Treatment Plant

1. Replaced battery on SolarBee A.
2. Repaired sampler on headworks.
3. Electrician repaired wires on aerators and reconnected.
4. See complete report.



## Engineering Department Status Report

9 October 2017



### WATER PROJECTS

#### Columbia County Education Campus Waterline Extension

Staff completed the review of a new 8-inch watermain to serve the first phase of the proposed expansion and improvements for the Columbia County Education Campus on N. 16<sup>th</sup> Street. Further public improvements will be required for remainder of the project, including new sidewalks on N. 16<sup>th</sup> and West Streets.

#### S. 8<sup>th</sup> Street Watermain Extension

The Developer has not started work on this project.

#### Gable Road Watermain Extension

The Developer has not started work on this project.

### DEVELOPMENT PROJECTS

#### Emerald Meadows Subdivision Grading Permit

The grade and fill permit was issued for the property between N. Vernonia and Pittsburg Roads that was recently approved for a subdivision preliminary plat as Emerald Meadows. While the site grading was taking place, the subdivision infrastructure plans have been reviewed twice by the Engineering staff. The project engineer is in the process of making revisions for a third review submittal.

#### First Street Improvements

Final plans have been submitted for frontage improvements, including utility extensions, for the lot directly behind Les Schwab, located at the corner of Kavanaugh and First Street. The lot is within the city limits but the rights-of-way are currently maintained by Columbia County. When a development occurs on an underdeveloped County roadway that is within the city limits and/or the UGB, the County defers to the City's improvement standards. The Developer does not anticipate starting the work until 2018.

#### Elk Ridge Estates Phase VI

Some site work has been done in preparation of the installation of the booster pump station for Phase 6 of the subdivision. The design engineer is working on building plans for the pump station to submit for review by the Building Department.

#### St. Helens Marina Wyeth Street RV Park

Construction is almost complete on the 5 new RV spots located at the corner of N. River Street and Wyeth Street. After investigation by the Engineering, Public Works, and Planning staff, some inconsistencies with the approved plans have been identified and the Developer has been notified that they will need to return to the Planning Commission for a modified approval or make corrections to the construction.

## **SANITARY SEWER AND STORM DRAIN PROJECTS**

### *Pump Station No. 9 Upgrades Project*

A contract was approved by Council for the repairs to PS#9, located at Yachts Landing on S. River Street. Parts and equipment have been ordered but some of the materials have been delayed due to the impacts from the hurricanes in Florida and surrounding areas. This project will involve replacing the 20 year old pumps with new, more efficient models and bringing the controls and electrical systems up to meet current codes.

### *N. 11<sup>th</sup> Street Storm Culvert Project*

A walk-thru was held with the City and project Engineer to perform the final inspection of the N. 11<sup>th</sup> Street Storm Culvert construction. Work on the culvert was accepted after the Owner made one correction by installing a yard drain in the neighbor's yard to prevent storm runoff from being trapped due to the lot development.

### *2017 I&I Sanitary Sewer Rehabilitation Project*

Work on the repairs and rehabilitation of several sections of the City's sewer mains has been completed.

## **STREET AND TRANSPORTATION PROJECTS**

### *2017 HMAC Paving and Overlay Project*

Work on this project is now complete.

### *LED Street Light Upgrade Project*

The fixtures that were ordered have arrived and the Contractor is working on scheduling installation. Additional fixtures have been ordered for the WWTP and the WFF that will further the energy savings for City facilities.

### *Gable Road Improvement Project*

The County is working on finalizing the Scope of Work and fees with the selected consultant. The City will work with the County throughout this project with the end goal of transferring jurisdiction of the improved roadway to the City once all of the improvements are complete.

### *Wayfinding and Branding Project*

The revised final draft report was reviewed and a few final edits are being made by the Consultant.

## **MISCELLANEOUS PROJECTS**

### *Right-of-Way and Construction Permits*

There were two Right-of-Way/Construction permits issued in September 2017 – a Plan Check permit for Emerald Meadows Subdivision; and a Plan Check permit for the Columbia County Education Campus Watermain Extension.



## Parks Department for September 2017



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

Put fill under gaps in the fence at the dog park at Heinie Heumann Park  
Repaired sprinklers at Campbell Park  
Removed a tree at Heinie Heumann Park  
Weed-eated the tennis courts at Campbell Park  
Repaired bleachers at McCormick Park  
Killed a hornets nest at Campbell Park  
Removed the badminton net at McCormick Park  
Painted bleachers at McCormick Park  
Repaired the bleachers at Campbell Park  
Trimmed trees at the Library  
Repaired the play structure Campbell Park  
Weed-eated and mowed around the Joint Maintenance building  
Painted the bleachers at Campbell Park  
Removed graffiti at Campbell Park  
Restocked all the restrooms  
Removed graffiti at McCormick Park  
Assisted in building Stonehenge  
Placed bark dust by the McNulty Creek bridge along Hwy 30 for the Arts and Cultural Committee  
Helped set up and take away chairs and tables for the art dedication  
Spread sand on the Plaza  
Top dressed Campbell Park ball fields  
Returned the chairs and tents from the dedication to Don's Rental  
Put a carrier pipe in the ground at the Plaza  
Assisted with the removal of the carpet at City Hall

## **Public Works Work Report September 2017**

### **Water Dept:**

Installed 9 radio read meters  
Read heavy users  
Installed new service at 197 N. River St.  
Installed new service at 191 S. 2<sup>nd</sup> St.  
Repaired hydrant on N. 14<sup>th</sup> St.  
Pressure tested lines at reservoir  
Installed three new taps at 131, 135 & 139 N. 1<sup>st</sup> St.  
Installed new service at 2480 Gable Rd.  
Moved furniture at City Hall for carpet project  
Halloweentown, Halloweentown, Halloweentown.

### **Sewer Dept:**

Finished installing new storm drain at N. 5<sup>th</sup> St. & Lemont St.  
Took out concrete walls at Veneer property to prevent graffiti  
Pushed dump site  
Moved furniture at City Hall for carpet project  
Halloweentown, Halloweentown, Halloweentown.

### **Call-Outs:**

No power at docks  
Car wreck - light pole down at 504 McBride St.  
Women's restroom at McCormick locked  
Water off for repair on Allendale Dr.  
Water off for repair on Crouse Way  
Water leak in Railroad Ave  
Boom truck needed in at WFP to install new lights

### **Miscellaneous:**

Swept streets  
Marked 58 locates  
Checked wells & reservoirs daily



## Monthly Report September 1<sup>st</sup> to 30<sup>th</sup>

Sept. 1<sup>st</sup>

Office Computer work

Shop Cleaned the restroom and shop sink

PW #29 Cleaned the floor, cleaned the dash also emptied the trash out of the truck so the truck can go to Portland to be retrofitted with a new camera

Keith Vac. Day

Sept. 5<sup>th</sup>

PW #21 Pressure washed the truck and did a full service

PW #8 Brought truck to the shop and looked for an air leak

Keith Vac. Day

Sept 6<sup>th</sup>

PW #8 Pressure washed truck changed fuel filters

CRFR Helped do a service on a water tender

WWTP #39 Test drove the truck complaint wash the transmission was sticky and not shifting into drive  
Seems to shift fine

Keith Vac. Day

Sept 7<sup>th</sup>

PW #8 Lubed truck and adjusted the brakes took the truck back to public works

PW Repacked the wheel bearing on one side of the paint trailer and also mounted and installed  
Two new tires

PW #33 Called about the truck not starting checked the fuses found nothing shut the batteries off  
And started the truck

Keith Vac. Day

Sept 8<sup>th</sup>

Office Computer work filled paper work

PW #55 Removed and replaced a hydraulic line Looked at the gutter broom on the right side of the truck and found it to be bent ordered a new one

PW #33 Pressure washed the truck to get ready for service

Keith Vac. Day

Sept 11<sup>th</sup>

PW #33 Checked batteries and full service adjusted brakes

PW #55 Removed the right-hand gutter brooms removed the bracket holding the gutter motor on  
Waiting for the new bracket

PW #56 Installed another radio in the truck to try it

Keith Vac. Day

Sept 12<sup>th</sup>

PW #56 Took the truck out to Columbia audio to check the radio found that the Mic was bad

PW #55 Started installing the gutter broom bracket picked up a couple eye bolts for it

PW Cleaned a fire hydrant cap and ground the center of it so it would fit the stem

Keith Vac. Day

Sept 13<sup>th</sup>

Office Computer work  
PW #55 Installed the gutter broom bracket and hydraulic motor, adjusted the gutter broom  
PW #7 Installed a new battery  
Police S-7 Full service installed two new tires and checked for the rear end binding up on the on the left side test drove for an hour found nothing  
PW Demo for the new excavator  
PW #29 Got the truck ready for Pat from General equipment to pick it up and take it to Portland to have the new TV Camera equipment installed in it  
Keith Vac. Day

Sept 14<sup>th</sup>

PW #76 Pressure washed the truck and did a full service, adjusted the brakes  
PW Ran the Demo excavator for a while  
Keith Vac. Day

Sept 15<sup>th</sup>

CRFR Helped remove a radiator from an Ambulance  
Shop Cleaned restroom and shop sink swept the floor  
PW #55 Swept McBride Street  
PW #34 Repaired a broken hydraulic line  
PW #31 Took the pickup to Emmert Mts. To be scanned found the ignition switch is bad ordered a new one they will let us know when they can put it in  
Keith Vac. Day

Sept 18<sup>th</sup>

Office Computer work  
PW #34 Tightened up a hydraulic fitting  
PW #5 Put air in the left rear tire and added DEF fluid  
PW Installed a new belt, air filter and spark plug on a chop saw  
PW Replaced the drum and knives off of the Von Arx FR200 stripe removal machine

Sept 19<sup>th</sup>

PW #34 Repaired two hydraulic leaks at different times during the day  
PW #20 Checked rear tire and found a lag bolt in the tire called superior tire and the will be out Wednesday to repair it  
PW #26 Check on the dozer at the Boise property

Sept 20<sup>th</sup>

PW #31 Took the truck to Emmert Mts. For repairs and picked it up, took it back to public works  
PW Helped load the Styrofoam rocks at the Boise property  
PW #34 Tightened up a hydraulic fitting

Sept 21<sup>st</sup>

PW Started the Mega bagger and filled it with fuel  
PW #34 Replaced two hydraulic fittings

Sept 22<sup>nd</sup>

Shop Cleaned restroom, shop sink and swept the floor  
PW Set up the Mega bagger in the fire dept. training grounds  
PW #34 Installed two new hydraulic fitting on the hammer

Sept 25<sup>th</sup>

Office Computer work filled paper work looked over the specs on a new excavator that we are looking at  
PW #18 checked the belt tensioner and the front brakes  
Pw Replaced a belt, air filter and spark plug on a chop saw

Sept 26<sup>th</sup>

PW #30 Full service  
PW #34 Pressure washed the excavator

Sept 27<sup>th</sup>

PW #20 Went to public works shop and moved out the backhoe so the rear tires could be installed  
PW #34 Started service and now waiting for some filters cleaned the glass  
WWTP Removed a tire from a wheel and ordered a tube  
Shop Picked up oxygen and acetylene from Napa

Sept 28<sup>th</sup>

PW #34 Repaired a hydraulic leak  
WWTP Fabricated some s hooks and j hooks started on a lifting eye  
PW Took the tire off of the Halloween town tractor and took it out to Les Swab for a new tube reinstalled the tire  
PW #22 Look at the radiator and found a leak  
Keith Sick

Sept 29<sup>th</sup>

PW #34 Installed an air filter  
Police S-7 Inspected damage to the vehicle needs to go to a body shop  
WWTP Finished fabricating a roller for the crane on the boat  
WWTP Started fabricating more hooks



**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 September 2017

Water Production: 50.6 million gallons which averages 1.69 million gallons per day

**Week 1** Produced and sent August OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents.

**Week 2** Gathered and sent out the September LT2 (Giardia/Cryptosporidium) sample. Received Caustic delivery. Fire alarm contractor on site still having problems with the pull stations component of our system generating a false signal back to the alarm panel. They have removed all the shielding from the pull stations seeing if there was a stray current causing the feedback to the panel from the shielding of the conductors. So far, even with the shielding removed, the feedback to the panel is still scrambled. They told us the alarm system is fully functional except for the fire pull stations. DTS asked if they can disable ALL fire pull stations except for the one in the mechanical room and call the installation of the new fire alarm system completed. Checking with our City Building inspector, Bob Johnston as to the requirements for fire alarm pull stations. Running the problem past Neal and Sue for their input. Ordered chlorine for next week. Received pallet of electrical components for improving WFF outside yard lights. Also, have not heard from our fire alarm contractor since we had them speak with Bob Johnston. Our SCADA contractor is still working on improving our new Ignition software program, he is working on the monthly report program generator.

**Week 3** Chlorine being delivered. Wonder when the electrical contractor for the yard lights will show up, their boxes of parts are here?

**Week 4** Electrical contractor called a few minutes ago and told us they will be on the WFF site tomorrow morning to begin installing yard lights at 7:30 a.m. He asked how late we were here at the WFF and we told him 4:30 pm. He turned away from the phone and spoke to his workers in the background then he asked how early we arrive at the WFF and we told him 7:30 a.m. So he then told us that there will be an elevated platform lift being delivered to the WFF in the morning at 7:30 a.m., but, it appears that this important piece of information was not passed on to the rental company? The rental company showed up at the WFF at 5 pm this evening to drop off the lift tuck equipment and called Neal for access to the WFF with the equipment? Neal tried calling me on my 3 phones, I did not hear them, he called Guy, he also missed the call so he called Buck and he opened the gate for the rental company. We are now at the next morning, the electrical crew was here at 7am waiting at the front gate for us to let them in? Seems to be a lack of communication between the general contractor and the crew? I sure hope the project goes better than the setting up of the project has gone so far! New lights are installed, all working, contractor has picked up their scraps, now we will have the rental company coming by tomorrow morning (Friday) to pick up the elevator lift equipment. Electricians called to let us know they are coming by on Monday to replace defective light sensors on the outside lights. It is now 3:30 pm and the rented lift equipment is still in our parking lot?

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

## **WWTP Monthly Operations and Maintenance Report**

**September 2017**

To: Sue Nelson

From: Aaron Kunders

### **Secondary System Report**

- 9/5-Aerators #1 and 3 both tripped. Reset and #1 ran but #3 would not. Found one of the anchor cables wrapped up in the impeller.
- 9/19-Aerator #17 not running. Pulled wire and found hole near the dock. Also brought in #3 to untangle the anchor line.
- 9/21-Arnie here to fix blown wire for #17 and reconnect #3.
- 9/22-Installed new battery in SolarBee A. Checked SolarBees C and E. Both had rags and high amps
- 9/23-SolarBee E not running. Checked on it and found that it only runs on solar power and the shore power is not charging the battery.
- 9/25-Baffle at mill end of the lagoon broke free. Struggled to get back in place because of all the solids the mill is dumping.
- 9/27-Arnie here to hook up aerator 18. Found suspected blown wire. Tried to pull up, but the wire appears to be under an anchor. Will need to pull new wire.

### **Primary System Report**

- 9/9-Headworks sampler not working again. Replaced most of the tubing and cleared obstructions.

### **Pump Stations**

- 9/15-PS#7-Tested alarms and found generator “High coolant alarm”. Reset on 9/17 and called Joint Maintenance.
- 9/18-PS#6-Removed and recaulked discharge elbow on pump 2. Left off to allow to dry.
- 9/26-PS#6-Vacuumed out wetwell and repositioned pump.
- 9/28-PS#7-Checked generator. It didn’t run during the scheduled time but was working otherwise.

### **Sodium Hypochlorite System**

- 2044 gallons used this month.
- 2723 gallons used last month.

### **Call-outs**

- No after hour call outs

### **Plant**

- 9/1-Cleaned South contact tank.
- 9/6-Took truck 39 to Joint Maintenance to have transmission checked out. They could feel reverse slipping but not much they could do at this point.
- 9/7-Tim Illias here to replace faulty backflow device for the plant.

- 9/11-Arnie with Hamer here to install green “valve open” light on septage receiving station.
- 9/11-Ran retest on failed DMRQA analysis.
- 9/12-Replaced auger brush and screen brush on screen 2 in headworks.
- 9/13-Replaced auger brush and screen brush on screen 1 in headworks.
- 9/20-Cleaned North contact tank.
- 9/22-Cleaned South contact tank.
- 9/26-Took 4-wheeler tire to Joint maintenance for repair and asked to have hangers made for the throw rings.
- 9/26-Vacuumed out Contact tank effluent box and vac truck dump.
- 9/29-EC Electric on site to install LED light fixtures. Only 3 of the 7 sent were the right ones. They will need to send back and reorder.

### **Pretreatment**

- 9/7-Armstrong notified us one of their clarifiers is offline awaiting repairs.
- 9/8-Local limits testing.
- 9/25-Met with Cindy Phillips regarding the audit requirements.

### **Next Month**

- Quarterly sampling
- Last local limits sampling
- PS#9 remodel???