



COUNCIL WORK SESSION

Wednesday, August 19, 2020 at 1:00 PM

COUNCIL MEMBERS:

Mayor Rick Scholl
Council President Doug Morten
Councilor Keith Locke
Councilor Ginny Carlson
Councilor Stephen R. Topaz

LOCATION & CONTACT:

<https://zoom.us/j/99865569070>
Website | www.ci.st-helens.or.us
Email | kathy@ci.st-helens.or.us
Phone | 503-397-6272
Fax | 503-397-4016

AGENDA

1:00 PM - CALL WORK SESSION TO ORDER

VISITOR COMMENTS - *Limited to five (5) minutes per speaker*

DISCUSSION TOPICS - *The Council will take a 10-minute break around 3:00 PM.*

- [1.](#) Employee Length of Service Award
2. Chamber of Commerce Semi-Annual Report
3. Columbia County Economic Team Semi-Annual Report - *Paul Vogel, Interim Executive Director*
- [4.](#) Report on Community Survey - Rachael
- [5.](#) Review Proposed Bench Donation for McCormick Park Off-Leash Dog Area
- [6.](#) Employee Wellness Committee's Proposed Bicycle Giveaway Volunteer Program - Jenny/Shanna
- [7.](#) City Hall Requests - Office Updates - John/Matt
8. Strategic Action Plan Update
- [9.](#) City Administrator Report

OTHER BUSINESS

- [10.](#) Public Works Department Report

ADJOURNMENT

EXECUTIVE SESSION

Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:

- Real Property Transactions, under ORS 192.660(2)(e); and
- Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).

Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.

FOR YOUR INFORMATION

Upcoming Dates to Remember:

- August 17, 7:00 p.m., Youth Council, Recreation Center
- August 19, 1:00 p.m., Council Work Session, via Zoom
- August 19, 7:00 p.m., Council Regular Session, via Zoom

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

- PH: September 2, 6:30 p.m., Millard Road Property Rezone
- PH: September 16, 6:00 p.m., EPA Community-Wide Assessment Grant Update

VIRTUAL MEETING DETAILS

Join Zoom Meeting: <https://zoom.us/j/99865569070>

Meeting ID: 998 6556 9070

Dial by your location: 1 669 900 6833

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.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: August 19, 2020

I am happy to announce that we have one employee who has reached a milestone in his employment with the City of St. Helens. The following individual will receive a certificate and pin at the August 19 Council work session.

5 Years

Dan Dieter began working for the City in August of 2015 as a part-time Library Assistant where he continues to serve today.

Congratulations, Dan, and **thank you** for your service!

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community.

Lead Department:	Administration
City Council Goal / Tactic:	Goal 2- Community and Civic engagement
Project Summary:	2020 Community Survey
Estimated Completion:	Rollout September 2020

ACTION PLAN

1. Background of Project:

Our residents have not been surveyed by the City in recent memory.

What we don't know:

- What residents think of the current services we provide
- What our community expects of City leadership and services
- If voters think we are heading in the right direction
- How citizens want to engage with city government

Benefits

- Meaningful citizen involvement
- Entry point for more voices including residents, business and non-profits (not just the loud folks or those with more access)
- Evidence of what's working and what needs attention
- Smarter program investment - clearly defined priorities to inform investment of limited resources
- Objective performance evaluation and benchmarks
- Support for fundraising priorities and strategies around service fee changes, capital investments and bonding asks
- Direction and material for citizen engagement and communications
- Stronger support from community leaders and residents

2. Current Status of Project:

The survey was conducted over 7 weeks January 11, 2020 – Leap Day 2/29/20

Outreach channels

Physical poster with QR code at:

- All City facilities with public interaction - City Hall, Rec Center, Library, Public Works Shop, Police Station, others
- Utility bills due 2/10/20
- Chamber
- Schools, youth activity locations, Homeschool networks, PTA's & O's
- Local Business
- Senior Center
- Nonprofit partner locations – CAT/Head Start, CCMH, Community Meals

Limited Hard copies will be made available

Travelling Kiosk visits to Senior center, faith gatherings, local chamber and community events

Electronic

Website
 Facebook
 Twitter
 Recreation users – X2
 Newsletter email list x2
 SH School District x2
 SC Chamber x2

- Section results were compiled and distributed internally to department heads in early May 2020 for internal use, department leadership, direction setting and planning.
- Report template is under construction.

3. Strategic Steps to Accomplish Project:

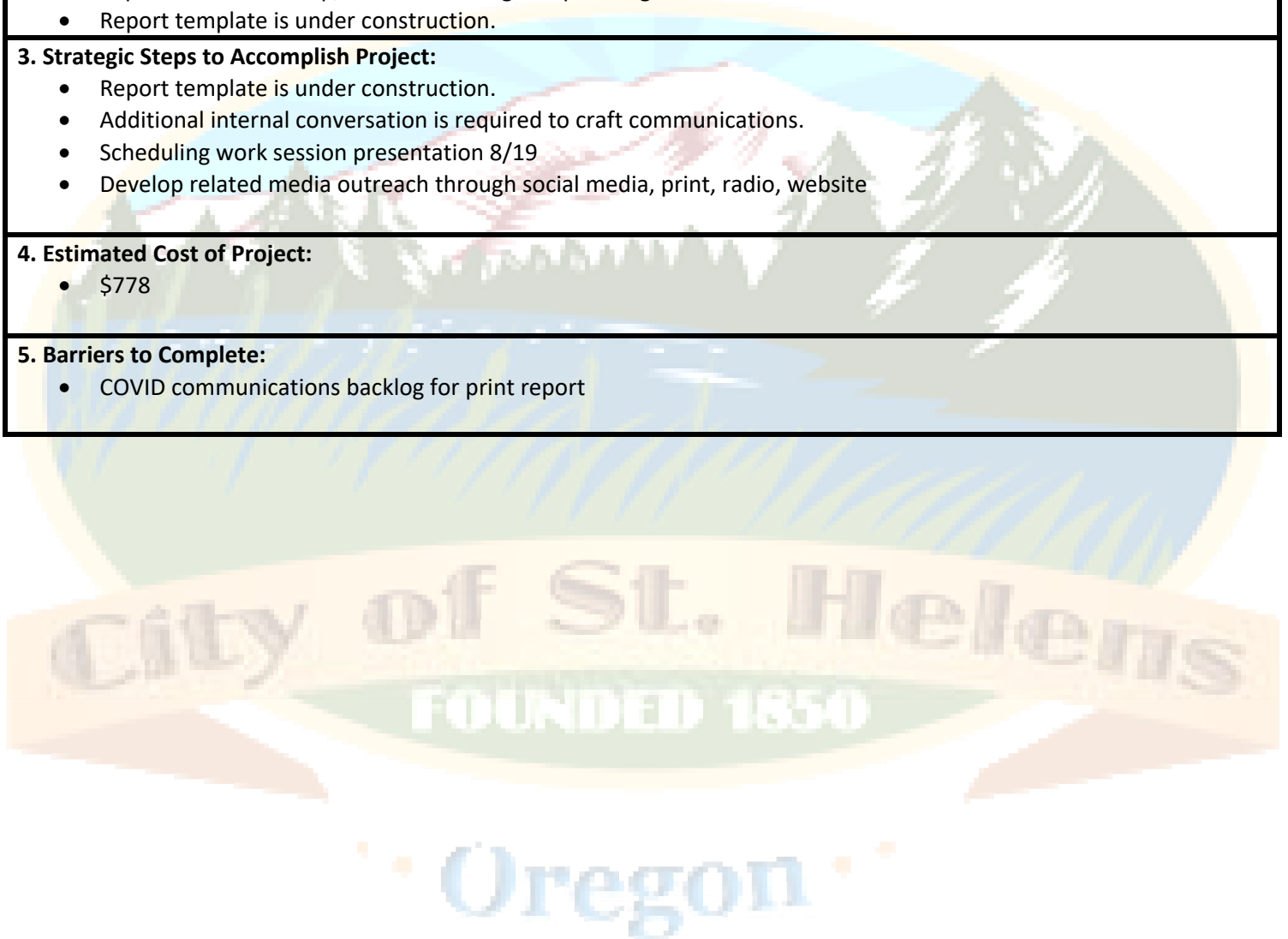
- Report template is under construction.
- Additional internal conversation is required to craft communications.
- Scheduling work session presentation 8/19
- Develop related media outreach through social media, print, radio, website

4. Estimated Cost of Project:

- \$778

5. Barriers to Complete:

- COVID communications backlog for print report



2020 Community Input Survey Key Takeaways August 2020



1

City of St. Helens Mission



Vision

To provide quality, effective and efficient service to our citizens.

Mission

- Develop and preserve the highest possible quality of life for our residents, businesses, and visitors.
- Provide a safe and healthy environment within a sound economic framework.
- Provide leadership which is open and responsive to the needs of the community and works for the benefit of all.

2

Overview



- The Community Input Survey opened at the State of the City event January 2020.
- Closed Leap Day February 29, 2020.
- Survey distributed via web link, social media, emailed invitations and in person.
- 645 respondents – approximately 5% of pop.
- Of those responding, 493 people left a comment. ** This is 75% of respondents **

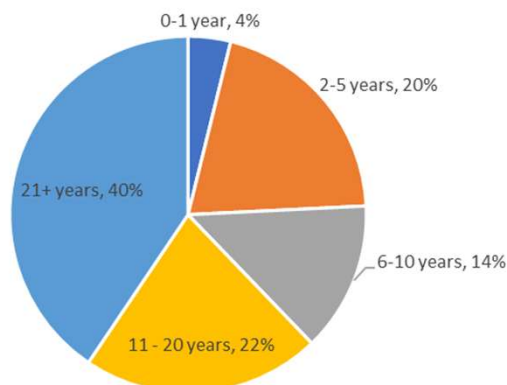
3

2020 Community Input Survey

Who responded? 645 of our neighbors



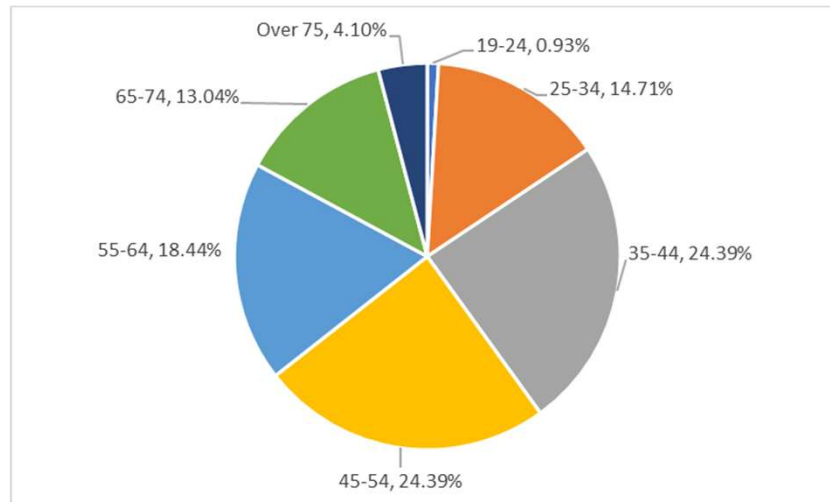
About how many years have you lived in St. Helens?



4

2020 Community Input Survey

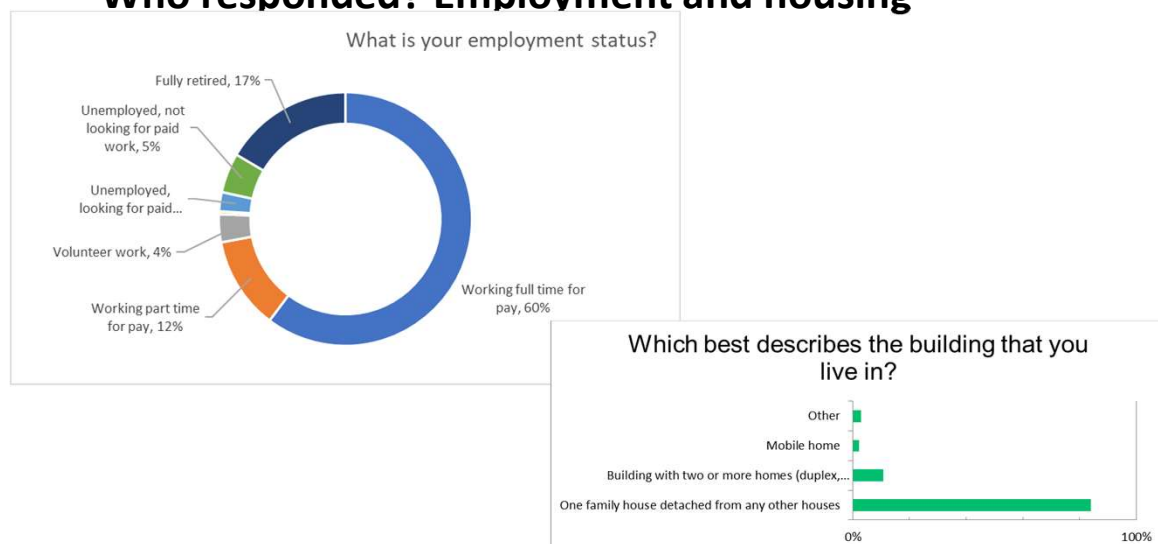
Who responded by age group



5

2020 Community Input Survey

Who responded? Employment and housing



6

What do you like most about living in St. Helens?



7

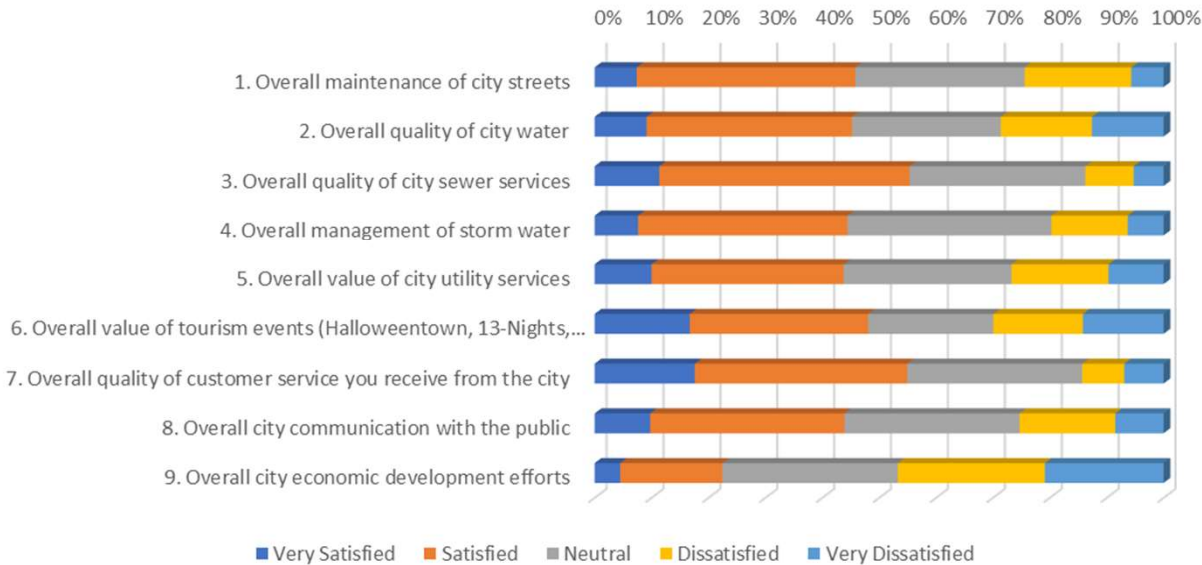
Key Takeaways - Core Services



- St. Helens does a solid job of delivering core services.
- 70% positive and neutral rankings for street maintenance, sewer, stormwater management and communications.
- 82% were positive and neutral on the quality of customer service from City employees.
- Overall value of tourism events was reported at 69% positive and neutral.
- Residents were least satisfied with the effectiveness of economic development efforts (52% positive and neutral).
- A note on "Neutral Responses" a rating of "3" on a 5-point scale indicates that residents are, for the most part, satisfied with City services. They may believe improvements could be made, but they do not have strong feelings of dissatisfaction.

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Core Services



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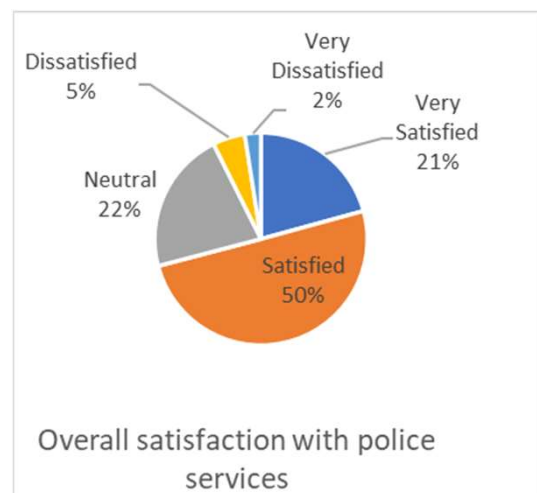
Police Department



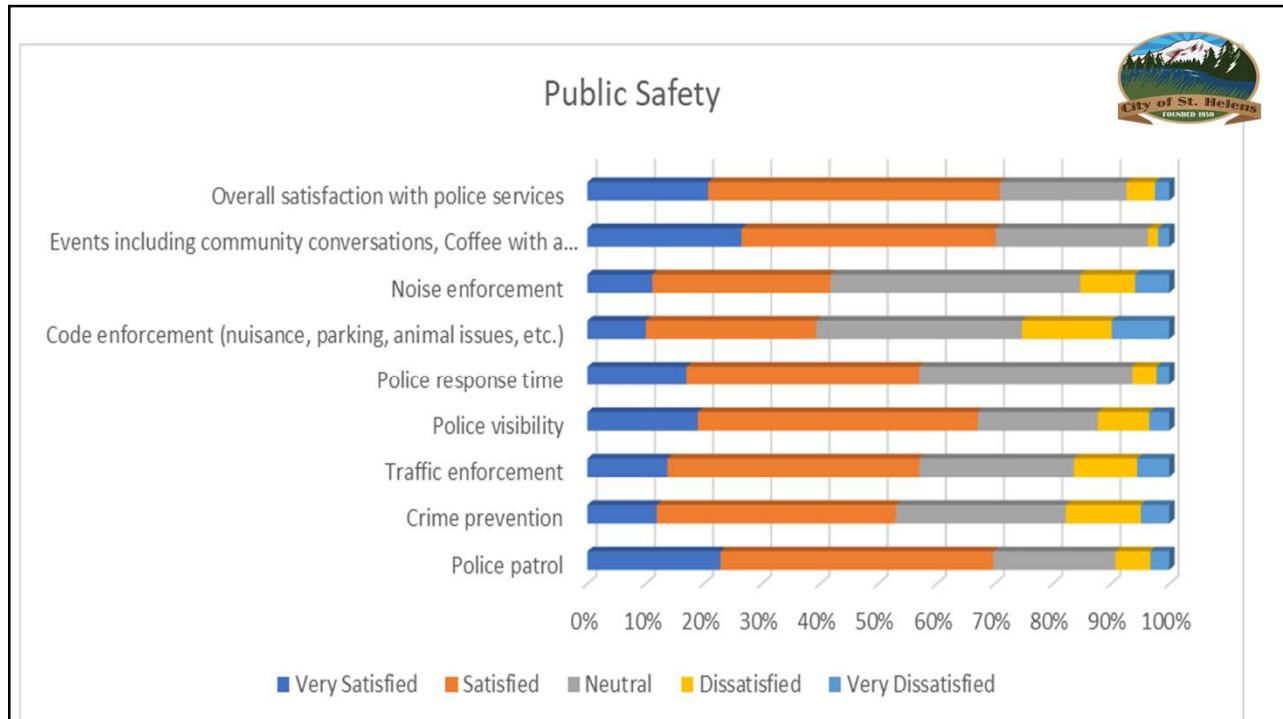
Respondents have high levels of satisfaction with public safety services in St. Helens. **Over 91% have no negative feelings about the overall quality of police services.**

Community events, Police response times and Police patrol have the highest level of non-negative responses.

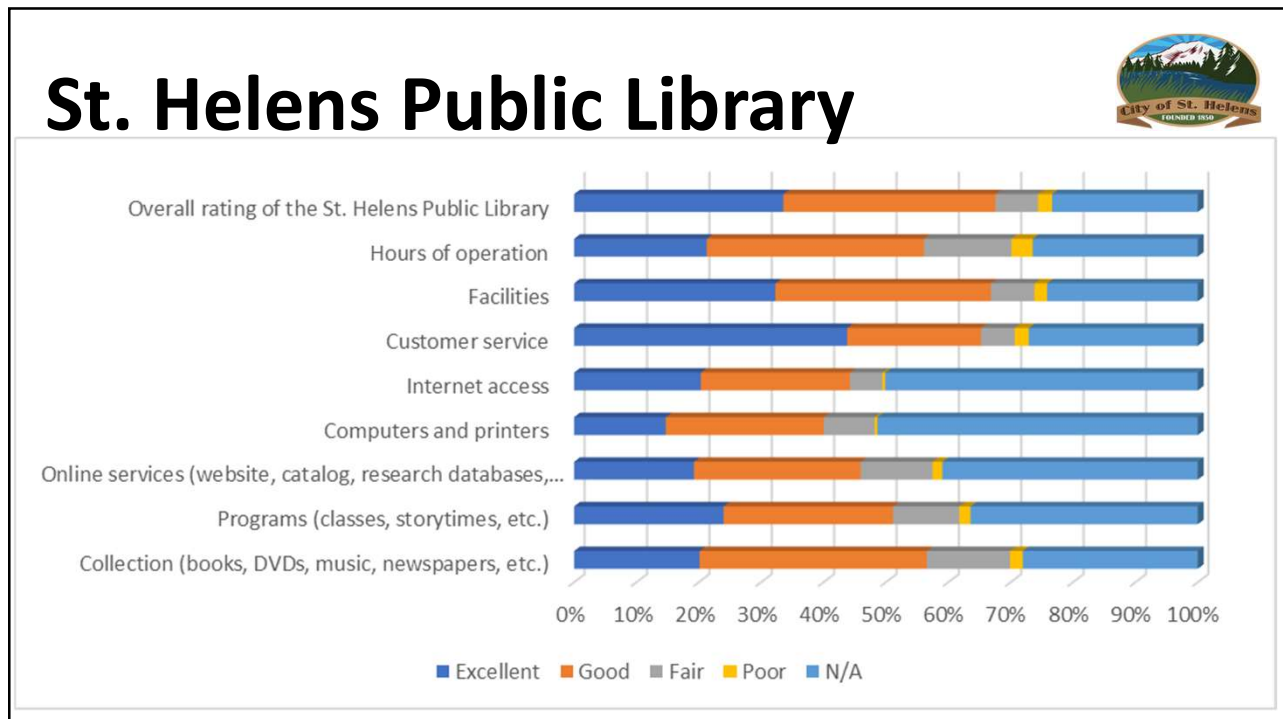
It seems that the areas with the fewest positive responses are related to enforcement (code and noise ordinance).



10



11

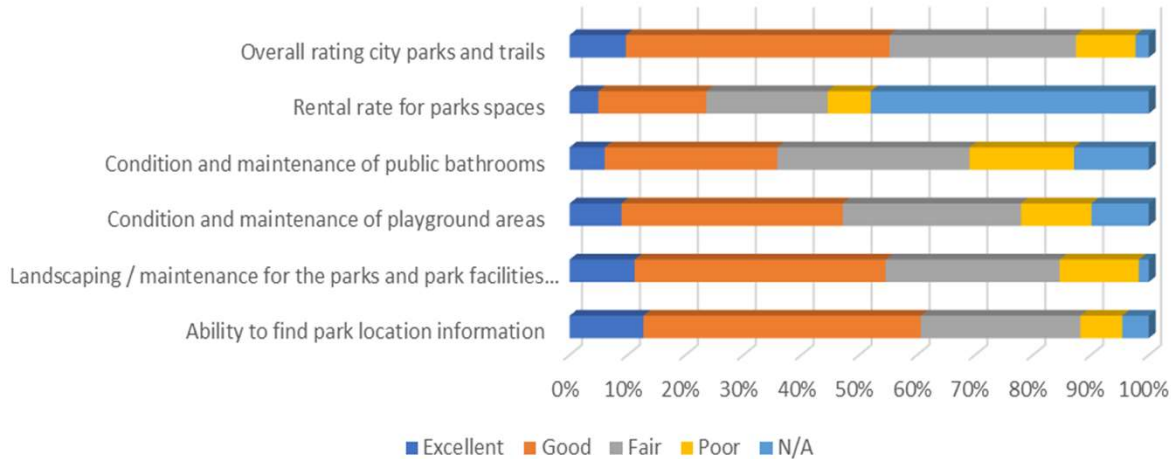


12

Parks & Trails



Thinking about city parks and trails, how do you rank the following?



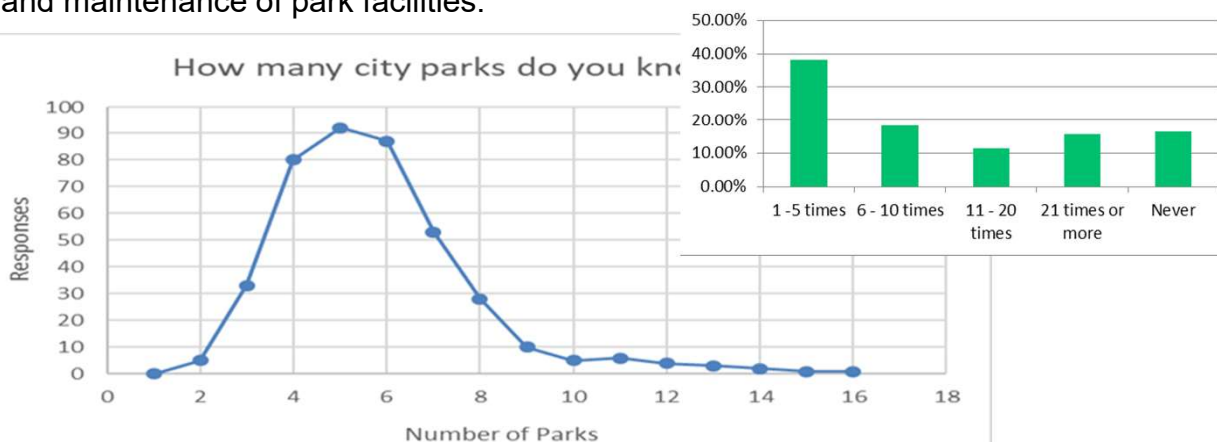
13

Parks & Trails



Most respondents (68%) rate parks and trails as excellent or good with highest marks for the ability to find park location and the landscaping and maintenance of park facilities.

In the last 6 months how often did you visit a city park or trail?



14

Recreation Program

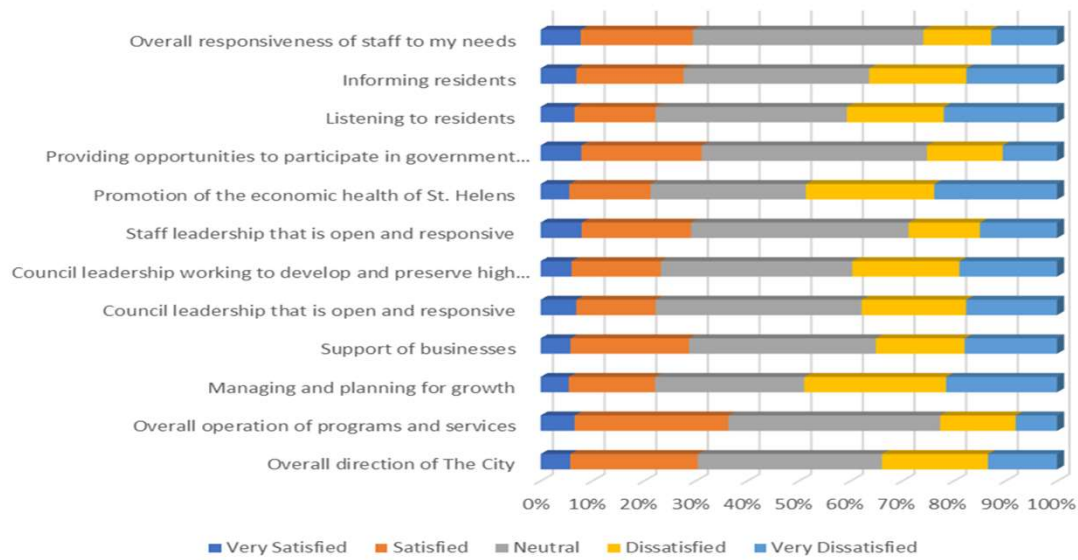


Thinking about the Recreation Program, please rate the following:



15

Elected and staff leadership



16

Elected and Staff Leadership



- For staff and elected leadership the highest positive and neutral ratings were found in the areas of overall operation of programs, at almost 75%.
- The rating for open and responsive staff leadership reflects 65% positive and neutral feelings.
- City Council as a governing body is seen as open and responsive by 57% of respondents.
- Council is viewed as working to develop and preserve high quality of life by 63% of respondents.
- Perceptions of how the city supports business at 62% positive and neutral.

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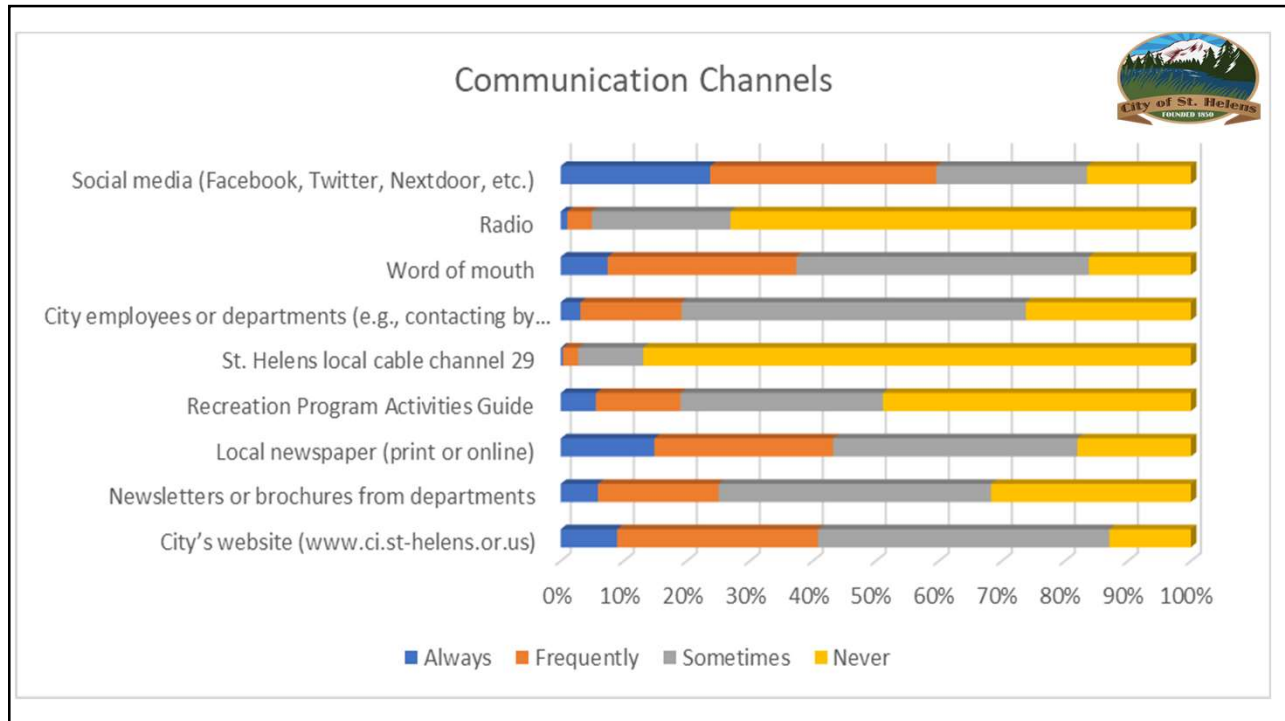
Opportunities



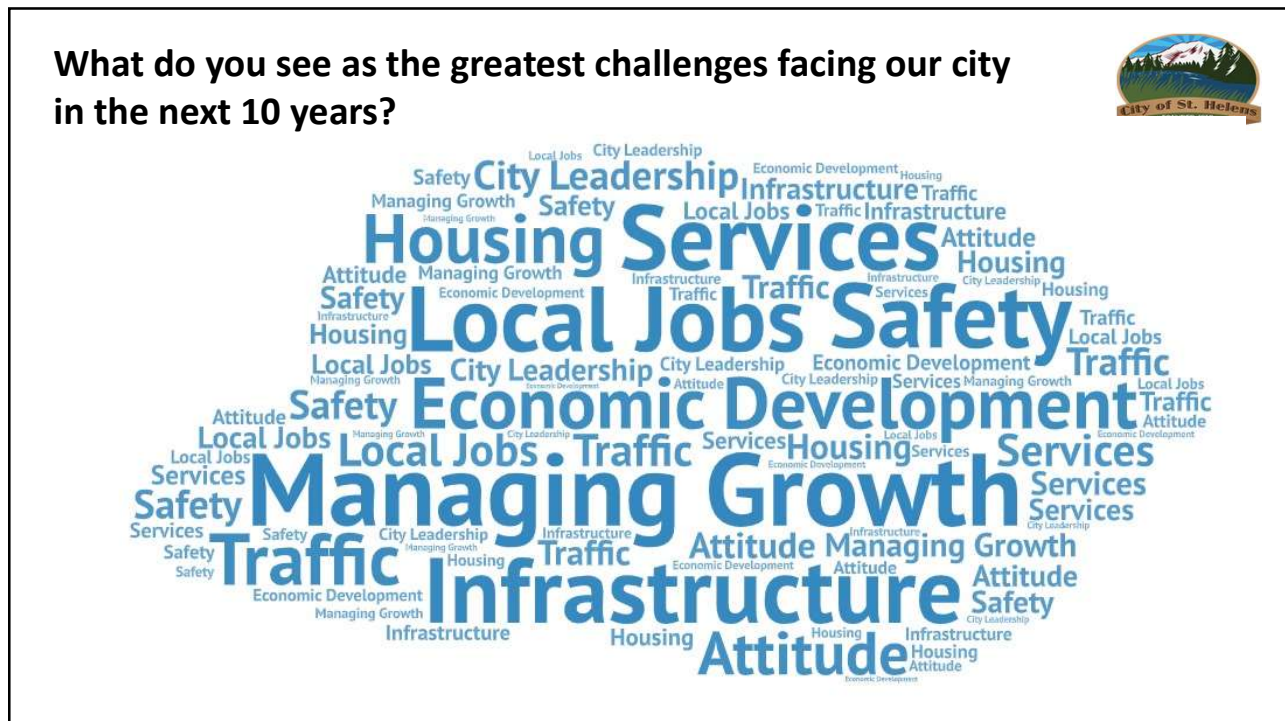
Improvement opportunities

- Responses reflect that citizens do feel that there are opportunities available to participate in our government but that there is room for improvement in listening to and informing residents.
- Just under half of respondents (49%) have positive or neutral views of how the city promotes the economic health of our city, this question also revealed a higher level of active dissatisfaction.
- There is room for growth in the area of managing and planning for growth.

18



19



20

Actions



We set out to better understand:

- What residents think of the current services we provide
- What our community expects of City leadership and services
- If respondents think we are heading in the right direction
- How citizens engage with city government

Development and Adoption of a Strategic Workplan for 2020 - 2022.

Opportunities fall into all goal areas. This further emphasizes:

- Commitment to transparency and accountability.
- Focusing resources on strategies that best serve the needs and aspirations of our community.
- Building support and partnership from all across our community to further St. Helens' continued livability, smart growth and prosperity.

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City Goals



GOAL 1
EFFECTIVE
ORGANIZATIONAL
STRUCTURE



GOAL 2
COMMUNITY
ENGAGEMENT



GOAL 3
SAFE AND
LIVABLE
ENVIRONMENT



GOAL 4
ECONOMIC
DEVELOPMENT



GOAL 5
LONG-TERM
PLANNING

22



THANK YOU

Questions?

***"If you want to go fast, go alone.
If you want go far, go together."
- African Proverb***



City of St. Helens, OR

PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY APPLICATION

Filed by: Stuart K. Peterson

Application No: _____

Organization: _____

Date Filed: 7/29/20Address: 7665 SW Lantna Ct. Beaverton, OR 97008Phone: 503.348.4147 (m) 503.626.3809 (h)E-mail: stuart.k.peterson@gmail.com

Detailed Description of Donated Item (attach additional pages, drawings, diagrams and photos, as necessary)

See attached email

Location (include reasons for location choice)

McCormick Dog Park - My mother-in-law, Nancy Stutzman, received a great deal of enjoyment from watching the dogs run and play in the eight years she lived adjacent to the park at 135 Melvin Ave.

Placement (who, how, when)

Requesting the city to install the donated bench

Term (length of time you would like the donated item to remain in place)

Indefinitely

Maintenance (required maintenance and who will be expected to perform)

Requesting the city to maintain the donated bench

Signature: _____

Signing this document means that you have read and understand the City's policy concerning the placement of donated items on City property, and that you, and by extension everyone belonging to the organization on behalf of whom you are filing this application, accept the terms and conditions as set forth in the Policy section of this document.



Stuart Peterson <stuart.k.peterson@gmail.com>

Proposal of Park Bench Donation

Stuart Peterson <stuart.k.peterson@gmail.com>

Mon, Jul 27, 2020 at 6:06 PM

To: suen@ci.st-helens.or.us

Cc: Linda <needle-n-thread@comcast.net>, lt.danord@gmail.com, darylsmessages@hotmail.com

Hello, Sue.

Thank you, very much, for taking the time to speak with me today about the possibility of donating a park bench to the McCormick Off-Leash Dog Park area of McCormick Park in St. Helens.

My mother-in-law, Nancy Stutzman, lived at 135 Melvin Avenue, in St. Helens, for approximately 8 years. While there, although she never owned a dog, she received a great deal of enjoyment from watching the dogs run and play in the Dog Park immediately behind her house. Mrs. Stutzman recently passed away, and the family has been mulling over ideas of how we could create a lasting memorial in a setting that she truly loved.

To that end, Nancy's family would like to explore the possibility of donating a park bench to the Dog Park. I have included one possible example of such a bench below, made entirely with recycled plastic. The manufacturer of this particular bench offers a 50-year warranty against breakage. For such a bench to hold up to the rigors of public use, we would also consider a concrete footing as a permanent mounting point.

As we discussed, I would like to be added to the agenda for the monthly Parks & Trails Commission meeting on the 2nd Monday of August 2020 (8/10/2020) to discuss this idea. I understand the meeting is held virtually via Zoom, so if you could please forward the meeting link to me, once the agenda item is in place, I would be very grateful.



Thank you, again, for your time this afternoon. I look forward to the next steps in making this idea a reality.

Sincerely,

Stuart Peterson
Son-in-Law of Nancy Stutzman

cc: Linda Peterson, Daryl Stutzman, and Daniel Stutzman (Nancy's children)

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Stuart K. Peterson Application No: _____

Organization: _____ Date Filed: 7/29/20

Arts & Cultural or Parks Commission			
	approve	approve w/ changes	decline
Concept: <u>Memorial Benjamin dog park</u>	<u>8-10-20</u>		
Location: <u>McCormick ^{dog} Park</u>	<u>8-10-20</u>		
Term: <u>Indefinitely</u>	<u>8-10-20</u>		
Maintenance: <u>City</u>	<u>8-10-20</u>		

Council - Concept			
	approve	approve w/ changes	decline
Concept:			
Location:			
Term:			
Maintenance:			

Public Works			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

Community Development			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

City of St. Helens, Oregon
APPLICATION FOR PLACEMENT OF DONATED ITEMS ON PUBLIC PROPERTY

Filed by: Stuart K. Peterson Application No: _____

Organization: _____ Date Filed: 7/29/20

Other agency: _____ name: _____		approve	approve w/ changes	decline
Design:				
Location:				
Term:				
Maintenance:				

Other agency: _____ name: _____		approve	approve w/ changes	decline
Design:				
Location:				
Term:				
Maintenance:				

Other agency: _____ name: _____		approve	approve w/ changes	decline
Design:				
Location:				
Term:				
Maintenance:				

Council - Final			
	approve	approve w/ changes	decline
Design:			
Location:			
Term:			
Maintenance:			

St. Helens Wellness Committee

Bicycle Giveaway Volunteer Program Proposal

Background

- The Police Department has approximately 25 bicycles in storage that have been declared surplus and brought to the Recreation Program. They are about half adult, half children bikes, with some BMX bikes.
- They are in mostly working condition, but need light repairs, cleaning, and airing of tires.
- The former Bicycle & Pedestrian Commission (now the Parks & Trails Commission) has approximately \$1,700 in funding remaining. At their 8/11 meeting, they approved up to \$500 for supplies to get the bikes in working condition. They also have enough helmets to give one away with each bicycle, which are being stored at the Public Works shops.

Proposal

- The Wellness Committee would like to create a Volunteer Program for City staff to be able to contribute up to 2 hours per City employee volunteer to clean, repair, and give away working bicycles and helmets for a September 2020 giveaway. Activities will be available for volunteers with all levels of experience.
- Bike repairs and cleaning to be conducted outdoors or indoors with 6-foot spacing with masks.
- Work parties will consist of one or all of the following activities: assessment of bicycle condition, light repair of bicycles (airing tires, brake repair, tube replacement, etc.), bicycle cleaning, bicycle transport (from surplus to work party location), and lastly, the bicycle/helmet giveaway.
- A Wellness Committee member or another designee will be on-site during work parties to coordinate tasks and ensure adequate supplies.
- The giveaway will be schedule at a specific date and time where bicycles will be given away with a first-come, first-served policy.
- A digital flier will be distributed to organizations like CAT, SAFE, and on the City's Facebook.

Benefits

- Increases partnership and collaboration between various City Departments and Boards & Commissions
- Bicycle surplus must be handled with or without this program
- City staff can convert bicycles that may be destroyed into excitement for children and families
- Builds community trust with City staff and increased community wellbeing by providing bicycles to those in the community who do not have the financial capacity to purchase them
- Promotes physical activity through a sustainable means of transportation
- Volunteers will learn basic bicycle maintenance and repairs
- Provides a sense of community connection during uncertain and tumultuous times

Future of the Program

- City-wide Volunteer Program that offers the opportunity for City employees to volunteer 2 hours a month during work hours at approved organizations
- Sustainable Surplus Bicycle Program housed under the Recreation Program where City employees and others can volunteer time repairing bicycles



CITY COUNCIL MEMO*TOPIC: CITY HALL OFFICE REMODEL REQUEST**DATE: 8/19/2020*

BACKGROUND

With the additional staff members that have come on board in the last few years, a new addition of a Public Works Director, and additional staff members that are potential in the near future related to Engineering, Interns, Building Inspectors, City Hall is at capacity with current work and office space. City Hall staff upstairs have identified a remodeling idea that would increase staff workspace to accommodate folks for hopefully the next several years of service to the City of St. Helens.

CURRENT CITY APPROACH

The City Hall upstairs staff have met with Roger/Tim from Public Works to identify the attached proposal for the upstairs office space. The end goals obtained include creating office space for the Planning Department that is together, keeping Engineering together, keeping Finance together, providing additional workspaces for additional and temporary staff as needed and creation a real break area for our team upstairs.

Potential Costs of this project (Estimates):

\$3,000 - Construction costs, minimal because PW will be doing all construction and plumbing work.

\$10,000 – Electrical work: Peak Electric for lights and cabling needed for new offices and to clean up current space

\$4,000 to \$8,000 – Wayne Martin Flooring, depending on choice of regular carpet/laminate/carpet squares

\$2,000 – Plumbing work and addition of a bottle-filler drinking fountain upstairs

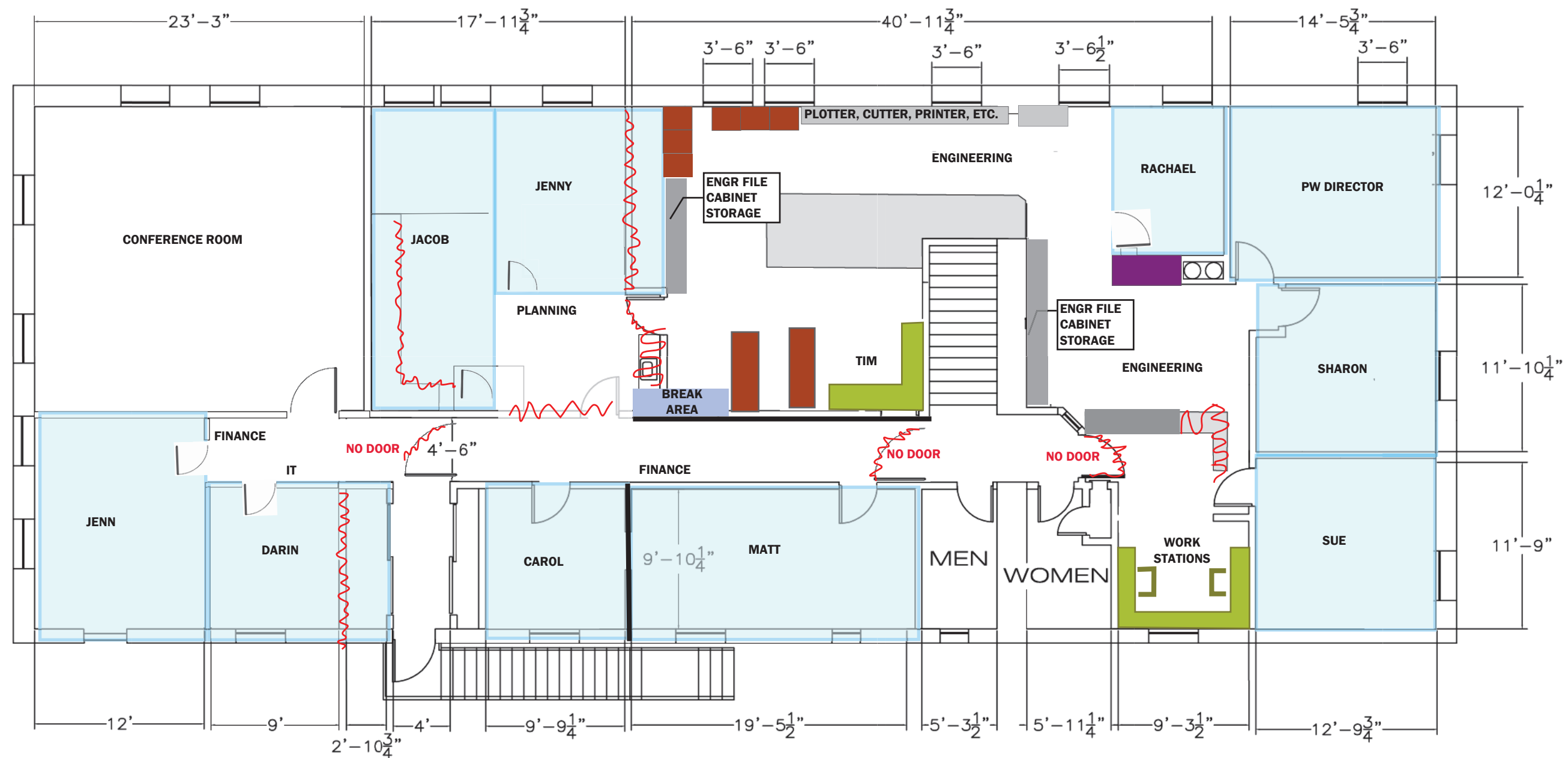
\$4,000 – Unknown. With all projects, especially at City Hall, we may encounter an issue we were not prepared for.

TOTAL = \$25,000 (estimate)

Because this remodel includes Finance, Planning, IT, Engineering, and Public Works, the costs for this project would be spread out amongst the General Fund and PW Operations Fund. These are unbudgeted expenses as of right now, but both funds have plenty of funds in contingency to afford a project such as this.

STAFF RECOMMENDATION

City staff is recommending moving forward on this project to ensure that we have the facilities that are needed for City staff to continue working in City Hall for the next several years. Our hope, when/if a new Police facility is built that all IT infrastructure and IT personnel would move over to the new Police Station. Municipal Court, as of right now, is planning on moving over to the new Police facility as well. These moves will open up additional space at City Hall in the future.





Zoom Meeting Policies and Guidelines

Approved by City Council on 8/19/20

In effect until directed otherwise by City Council

Zoom Meeting Requirements:

1. All City boards and commissions are directed to hold Zoom meetings for all public meetings until directed otherwise by City Council. No public in-person boards and commission meetings will be held at this time until changes to meeting requirements are approved by City Council.
2. Zoom public meetings must follow all public meetings laws and standards.

Zoom Meeting Setup Requirements:

1. Boards and commission meetings must be setup by the City staff for each board and commission. This is normally a department manager or directed staff liaison member. Each board and commission has a dedicated staff department manager and staff liaison appointed. Both members are required to be at each meeting. If a department manager or staff liaison cannot attend, a substitute must be used.
 - a. The Zoom meeting manager will be a separate person dedicated to management of the online meeting and should not be the same person managing or heavily involved in the public meeting.
2. When setting up a public Zoom meeting, the following must be setup:
 - a. Security
 - i. Waiting room
 1. The waiting room forces the meeting manager to admit each participant.
 2. The meeting manager shall not admit anyone without a real looking name or phone number.
 3. The meeting manager may chat with the waiting room people individually when necessary to confirm that the person is attending for the specified reason.
 - ii. Passcode
 1. A passcode is a 6-digit code that is used to sign into the meeting. This adds another level of security and helps avoid Zoom “jumpers” that will type in random web addresses trying to connect to meetings.
 2. All attendees will need to know this password, meaning that this passcode will need to go out on public notices for meetings.
 - b. Meeting Options
 - i. Enable join before host
 1. This option should be UNCHECKED. This means that folks attending the meeting will not be allowed to join the meeting before the host actually opens up the meeting and admits people.
 - ii. Mute participants upon entry
 1. This option should be CHECKED. This mutes all individuals that are entering the room. An individual will have to be unmuted by the host to be heard.

Zoom Meeting In-Meeting Setups (before you start your meeting):


1. As host for the meeting, you may allow others to be co-host if they need to share their screen for a presentation. The Zoom meeting manager should remain the full HOST of the meeting at all times.
2. Ensure the following settings:
 - a. Security Tab – This tab is located on the bottom settings bar menu
 - i. CHECKED - Enable waiting room

- ii. UNCHECKED - Allow participants to share screen
 - iii. CHECKED (If really needed) - Allow participants to chat
 - iv. UNCHECKED - Allow participants to rename themselves
- b. Participants Tab – These options can be found by clicking the “...” box in the participants box/window
 - i. CHECKED – Mute participants upon entry
 - ii. UNCHECKED – Allow participants to unmute themselves
 - iii. UNCHECKED – Allow participants to rename themselves
 - iv. UNCHECKED – Play entry/exit chime
 - v. CHECKED – Enable waiting room
 - vi. UNCHECKED – Lock Meeting.
 - 1. This may be locked during Executive Sessions
- c. Zoom Group Chat Tab – These options can be found by clicking the “...” box in the Chat box/window
 - i. Participants can chat with – HOST ONLY should be checked.
- d. Share Screen – These options can be found by clicking the up arrow on the Share Screen item in the main menu
 - i. One Participant can share at a time should be marked.
 - ii. Who can Share? Only Host should be marked.
 - 1. This will force to host to give co-hosting capabilities to anyone who wants to share their screen.
- e. Recording
 - i. All public meetings should be recorded and stored in the corresponding department folders on the City’s server and also posted to our video archive on YouTube/Granicus/Other platform that the City may use.

Zoom Meeting Requirements During Meetings:

- 1. The host should admit known board and commission members, City staff, and known presenters first into the meeting. Then visitors and guests can be added lastly before the meeting begins.
 - a. Allow Commission members, staff, and known presenters to show their video if they would like.
 - b. For guests attending the meeting and individuals not presenting, video should be turned off to avoid distractions and possible video mishaps.
- 2. Public comment periods
 - a. During public comment periods, allow all participants to “raise their hand” or submit a comment/question to the host through the Chat feature to be read aloud.
 - i. If a participant has called in via phone, the zoom meeting manager should ensure that the participant does or does not want to give public comment. Since there is no potential video mishaps, the Zoom meeting manager should say the phone number for the record and ask that the person on the phone identify themselves before giving public testimony.
- 3. As directed by the Chair of each board or commission, the host may mute and turn off video of any participant
 - a. The Zoom meeting manager may also automatically mute and turn off video if any participant begins using foul language or using obscene gestures.

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Interim Public Works Director	
Date:	12 August 2020	
Subject:	July Public Works Department Activity Summary	

Engineering

1. Reviewed plans for improvements on Matzen and Brayden Streets for new storage building.
2. Released the N. Vernonia Road sidewalk project out for bids.
3. Completed design and plans for an ADA ramp improvement project.
4. Completed the 2020 Sanitary Sewer Rehab project.
5. See complete report.

Parks

In addition to mowing, general parks maintenance, watering street trees, and collecting garbage:

1. Re-opened the restrooms at McCormick Park.
2. Removed graffiti from the restrooms and playground at McCormick Park.
3. Repaired the sprinkler systems at the Library and the Veterans Memorial.
4. Replaced some dead street trees.
5. See complete report.

Public Works Operations & Maintenance

1. Picked up supply of dust palliative and applied to gravel roads.
2. Started work to demo courts at Campbell Park.
3. Built new access road for Wilsonville Concrete at St. Helens Industrial Business Park.
4. Started annual street marking re-painting.
5. Serviced and/or made repairs on 36 vehicles and/or equipment.
6. Responded to four after-hours call outs.
7. See complete reports.

Water Filtration Facility

1. Produced 53.1 million gallons of filtered drinking water, an average of 1.71 million gal/day.
2. Interviewed applicants for Water Filtration Operator position.
3. Developing project to move disinfection system and eliminate excess piping and hosing.

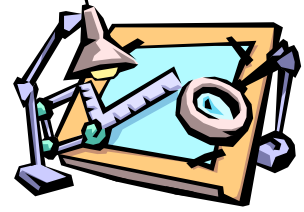
Waste Water Treatment Plant

1. Performed maintenance and repairs on SolarBees; moved to secondary lagoon.
2. Cleaned headworks and south contact tank.
3. Worked with Letica on pretreatment reports.
4. Changed batteries in remote emergency call out systems.
5. See complete report.



Engineering Department Status Report

12 August 2020



Most of the restrictions implemented in March by the City, County, and State due to the COVID-19 pandemic continue to remain in place. Although contractors and Public Works employees continue to work, various safety precautions have been instigated including social distancing, restricting the number of people in a vehicle, increased frequency of hand washing, mandatory hand sanitizer in vehicles, also have soap and clean water available on job sites if possible or required if hand sanitizer is not available. Private contractors and City employees are required to follow these rules.

In addition to the above requirements, the staff at the City Shops remain working a staggered schedule to reduce the number of people that are in the building before each shift and during breaks and lunch. This makes it possible for them to maintain social distancing protocols. City Hall offices are closed to the public and available by appointment only. The WWTP staff is working an altered schedule to reduce the amount of time that they would be in close proximity to each other since they are working within a lab and/or office environment more frequently than the Operations staff at the Shops and at the Parks Department.

DEVELOPMENT PROJECTS

Greystone Estates Subdivision

The public improvements are close to being finished. Underground utilities are done and tested, and paving has been completed in the past couple of weeks. The curb returns and ADA ramps are scheduled for later this week.

St. Helens Place Apartment Project

Construction is continuing to finish the remainder of the apartment buildings.

Brayden Street Storage Building

Reviewing plans for the public improvements on Brayden and Matzen Streets. This work is being done by the owner of the new St. Helens Place Apartments for construction of a storage building at the southeast corner of Matzen and Brayden Streets to be used by the apartment tenants. Frontage upgrades on both streets will be required including sidewalks, storm drainage, and a new fire hydrant for required fire protection.

Hanna's Place Development

No change in status: The Project Engineer is waiting to finalize the project until some last-minute details are completed.

Control Solutions Development at McNulty & Industrial Way

Work is continuing on the storm drain and frontage improvements for this new light industrial development at the corner of McNulty and Industrial Way.

Potential New Grocery Outlet at Violette's Villa Property

An application has been approved by the Planning Department for a Grocery Outlet store to be constructed on Lot #4 of the Violette's Villa subdivided property. This will be just south of the new Legacy health clinic, in front of the new apartments under construction.

St. Helens Industrial Business Park Development

Participated in a site visit, provided review and additional comments on the preliminary drafts for development of the St. Helens Industrial Business Park site.

STREET AND TRANSPORTATION PROJECTS

Gable Road Improvement Project

This project is substantially complete. A few sections of curb and some ADA ramps that did not meet design criteria will need to be redone by the Contractor. Approximately 70 new trees will be planted in the fall during the specified appropriate planting period.

N. Vernonia Road Sidewalk Project

This project is currently out to bid. Because we cannot have the previously planned open house because of COVID restrictions, we will be notifying all property owners along the route of the upcoming project and informing them of changes that will be made to their driveways (if any) and about any trees to be removed. Funding for this work is approximately half from the Oregon Surface Transportation Block Grant Fund Exchange Program and half from System Development Charges.

Columbia Boulevard Sidewalk Safe Routes to School Grant Project

Some very preliminary plans have been reviewed by staff. The first draft design should be submitted for review in the next few weeks.

ADA Ramp Project

Staff has been preparing a project to install approximately 8 new ADA compliant sidewalk ramps at various locations along higher classification streets.

Annual Striping Project

The contract with Apply-A-Line Inc. has been finalized. This work is typically scheduled for August but can be done at any time.

St. Helens Entry Sign

Working with the Planning Department to reserve a location for a new entry sign on the ODOT plans for the signalized intersection at Millard Road and Highway 30.

WATER SYSTEM PROJECTS

N. 7th, N. 9th, and N. 11th Waterline Improvements Project

This project is complete.

2MG Reservoir Rehabilitation Project

Working through the attorney to schedule the required repairs.

Water Filtration Facility Computer and SCADA Upgrade

This upgrade is being spearheaded by the More Power staff to minimize costs and provide reliable hardware and backups for the Water Filtration Facility's operating systems.

SANITARY SEWER AND STORM DRAIN SYSTEM PROJECTS

2020 Sanitary Sewer Rehabilitation Project

This project is complete.

Sanitary Sewer and Storm Drain Master Plan Project

A great deal of information has been compiled and sent to the Consultant for review. A formal kick-off meeting with staff is being scheduled for mid-August.

Columbia Boulevard Sanitary Sewer Extension

Revised plans to be in conformance with Columbia County's future storm culvert replacement were submitted in the first week of August. Once approved, the private party will be able to start construction of the public sanitary sewer extension.

S. 14th Street Backyard Storm Extension

Design of a public storm drain system extension has been completed and this project is currently out to bid. It will be constructed late summer/early fall so help provide storm drainage relief to the property located at 314 S, 14th Street and surrounding area.

MISCELLANEOUS PROJECTS AND ACTIVITIES

Campbell Park Sports Court Grant Project

Developed contract documents and specifications to put out to bid for the construction of new tennis/pickleball courts and a new basketball court at Campbell Park. Worked with Public Works to start demo of existing facilities and start prepping site for the new courts and other planned improvements

Blazers Moda Assist Program

No change in status: Although we were fortunate enough to win this grant, the final amount is not yet known due to the impacts of COVID-19 on the NBA season. When we learn of the total grant amount, we will use those funds to purchase all-inclusive playground equipment to augment the new play structure for McCormick Park. There will be community outreach to help make the final equipment selection.

Right-of-Way and Construction Permits

There were six permit issued in July: Two to NW Natural, one for geotechnical borings around the funeral home; one to Comcast for a service; one to MultiTech Engineering for a plan review; and one to NW Regional ESD for a new cable service.

Miscellaneous Projects

Management staff continues to spend a considerable amount of time discussing and implementing the COVID-19 protocols, which change on an almost daily basis. There has been a lot of coordinating with various departments to ensure the safety and well-being of all of our employees and the public to the best of our capabilities.

Selected a replacement for the Water Filtration Operator position. This candidate ultimately was not able to accept the position; it was then offered to the next best qualified candidate.

Coordinating with Tina on upcoming events and assisting her with various projects and requests.

Training Workshops and Committee Meetings

Participated in the quarterly Executive Risk Management Team meeting.

Participated in the Quarterly Oregon APWA Joint Board Meeting.

Meet with members of the girls softball league and other staff to discuss field usage.

Participated by video in the monthly Parks & Trails Commission meeting. Discussed Wellness Committee proposal to use some of the unused Bike & Pedestrian Committee funds to assist with a bike giveaway program. The program involves volunteer time, distributing unclaimed surplus bikes currently stored at the Police Department and Public Works, and providing a service to the community. It was received very positively and will now be presented to the City Council.



Parks Department for July 2020



Daily duties were performed which include: restocking portable restrooms, garbage pickup, mowing, and general parks maintenance.

****Reminder that the Parks Staff is currently down one position that has not been filled, and we have just been given authorization to hire temporary summer helpers. Additionally, the community service workers are not able to assist due to COVID-19 restrictions. There is likely a noticeable reduction of overall parks maintenance due to the lack of staffing.****

Worked on the sprinkler system at the Library

Put bark dust in the Veterans Memorial flower beds

Watered street trees twice a week

Reset the sprinklers at Campbell Park

Replaced dead street trees

Repaired mowers

Reset sprinklers on the ballfields at McCormick Park

Recovered a bench from the creek

Recovered a picnic table from the canyon at Godfrey Park

Supplied light bulbs for the Sand Island restrooms

Repaired sprinklers at the Veterans Memorial

Reserved space on the docks for a cruise ship (didn't come)

Trimmed trees and brush along the trails at McCormick Park

Removed tape and reservation signs from the docks

Repaired sprinklers at the Library

Moved porta potty to Campbell Park

Removed graffiti from the restrooms at McCormick Park

Spread chips under the swings at Campbell Park

Painted the restroom doors at McCormick Park

Reserved space at the docks for the Coast Guard

Repaired a broken sprinkler line at the flower bed at S. 18th and OPR

Removed tape and reservation signs from the docks

Removed graffiti from the playground at McCormick Park

Painted and repaired picnic tables

Opened the McCormick Park restrooms

Repaired a broken lock on the storage room at McCormick Park

Washed some of the Parks Dept. vehicles

Weed-eated at McCormick Park

Mowed some of the old Boise park area

Filled some of the ruts and holes at the old Boise park area

Removed the tennis nets at Campbell Park

Sprayed the infields at McCormick Park and 6th Street ballfields

More mower repair

Public Works Work Report July 2020

Water Dept:

Read meters and heavy users
Installed six new radio read meters
Cleaned up oil spill on OPR
Turned water off for leak in basement at 1380 West St.
Weedeated at shop and reservoir
Zoom meeting on new Master Meter radio read program
Put Storz fittings on three fire hydrants
Replaced meter box at 855 Tice Rd.
Went to Portland to pick up dust coat liquid and manhole risers
Put dust coat on gravel streets
Cleared brush and limbs to widen road on Boise property by pier
Replaced shut-off valve at 300 N. 3rd St.
Helped clean inside #2 well room
Replaced shut-off at 285 N. 8th St.
Hauled four loads of dirt to Boise property to fill in road
Pulled concrete out of valve box across from Magnolia Apts.
Cut and capped three old service lines on Kelly St.
Installed new service at 497 N. 7th St.
Hydro-excavated on S. 11th St. and changed three services to new main
Dug up chlorine line at WFP
Taking down fence at Campbell Park BB & tennis courts

Sewer Dept:

Worked on storm drain project on Columbia Blvd. - a few days
Cleaned oil out of catch basin on Shore Dr. by Meadow Park
Did storm survey at Tualatin & S. 16th & S. 17th Sts.
Put new lid on storm at Tualatin & S. 17th St.
Wire located storm on Peak Ct. & Vail Ct.
Wire located 564 S. 12th for NW Plumbing for possible sewer service
Moved Solar Bees to shore and then to secondary lagoon at WWTP
Push-cammed storm line at Tualatin & S. 16th St.
Push-cammed storm line on S. 18th St.
Push-cammed 175 N. 7th St.
Pot-holed on N. 9th St.
Cleaned up blackberries at Boise
Shot grade for slide at Godfrey Park
Worked on road at Boise to pier for Wilsonville Concrete for a few days
Helped repair water leak on 100 blk of N. 7th St.
Worked on N. 9th storm project for a few days

Building Maintenance/Other

Put cover on furnace at shop
Hauled garbage
Worked on story walk at McCormick
Painted Friesen building two days
Worked on street signs
Sprayed weeds
Built overhang at shop
Painted streets several days
Worked at Library and City Hall

Call-Outs

Picked up dead deer at 2nd St. & Columbia Blvd.
Sewer plug at 434 N. 11th – on owner's side
Red light out at S. 18th St. & OPR on Boise side
127 N. 4th needs water off for leaking hose bib

Miscellaneous:

Swept streets
Marked 91 locates
Checked wells & reservoirs daily

July 1st to 31st

July 1st

Parks #23 Installed the mower deck onto the mower hooked up the hydraulic lines and adjusted the deck test ran the mower
 PW Checked the equipment
 PW Looked at a road at the Boise Property to see how we can widen it out for a contractor
 PW #55 Brought the sweeper out to the JMF to sweep the business district in the morning

July 2nd

PW Swept streets
 Parks #20 Repaired a mower deck tire
 Parks #2 Started cleaning the truck
 PW #23 Broken hydraulic line replaced the line and the fluid
 Keith Vacation

July 6th

Parks #2 Washed the truck and cleaned the interior
 PW #20 Installed the wheel and hub on the mower
 PW #14 Took the truck to Portland to have a cab guard and lights installed
 Keith Vacation

July 7th

PW #56 Cleaned the truck inside and out installed new stickers
 Shop Mowed the grass
 Parks #12 Checked for a hydraulic leak found nothing filled reservoir
 Parks #3 Started service installed new stickers
 Keith Vacation

July 8th

Parks #3 Finished service
 PW Went to Scappoose and picked up weed eater blades
 PW #30 Took the truck to Portland to have the cab guard and light installed also picked up #14
 And brought it back to public works
 Keith Vacation

July 9th

PW #54 Installed new stickers and cleaned the interior welded up the hitch
 Keith Vacation

July 10th

Parks Helped water street trees
 PW #55 Installed and adjusted a new set of dirt shoes on the sweeper head also removed and
 Replaced a broken bolt that lifts the hood up and down
 Keith Vacation

July 13th

PW #54 Checked all fluids and lights also checked the brakes
 PW Picked up as leaf blower from Columbia feed in Scappoose
 PW Checked on the equipment

July 14th

PW #54 Took the truck to Portland to have the lumber rack and lights installed and also picked up #30 and brought it back to Public Works
 PW #6 Jump started the truck and also started the pony motor

July 15th

PW #6 Jump started the oiler on north 5th street took it back to public works and test ran it for a while, Took the truck over to get fuel and it died again battery terminals were hot removed the battery and installed a new one truck ran fine after that
 PW Took a look up to Conibear road for the gate
 PW #34 Looked at the broken windows that vandals broke out while it was at left at McCormick park too long

July 16th

PW #54 Went to Portland and picked up a truck that had a lumber rack and lights installed on
 Parks #12 Mower dead over by the Rec center

July 17th

Brett Vacation

July 20th

Brett Vacation
 PW #55 Removed a large amount of tar from the left-hand tire

July 21st

Office Computer work
 PW #55 Inspected the rest of the hood on the sweeper
 PW #57 Full service, replaced 4 tires and installed new stickers

July 22nd

PW #7 Received the new truck today, Installed new stickers a container for the freeze bottles
 Lined up a mount for the pipe vice.

July 23rd

PW #7 Installed more items to the new truck
 WWTP 39 Removed the shift lever indicator and ordered a new one
 PW #78 checked and filled the coolant system
 PW #61 Put air in the front tires

July 24th

Office Computer work

Shop Cleaned the restroom and shop sink

PW #7 Installed more things to the truck

PW Repaired a chain saw

July 27th to 31st

Brett Vacation



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 July 2020

Water Production: 53.1 million gallons, which averages 1.71 million gallons per day

Week 1 Produced and sent July's OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Charging all units to keep batteries full, (fork lift, hi-lift, riding mower).

Week 2 Quarterly backups, Cl-17 reagents replaced, V2030 (final disinfection valve) o-rings replaced and micro switches recalibrated.

Week 3 Chlorine delivery, applicant reviews for filtration operator position

Week 4 Mowing and trimming grounds, applicants interviews for filtration operator

Week 5 Interior light bid with PEAK, working towards moving disinfection system to main floor near air tank (assembling ideas, bids, and sticky points)

Respectfully submitted Guy Davis

WWTP Monthly Operations and Maintenance Report

July 2020

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 7/1-Flushed sample line.
- 7/2-Peak Elec here to set overloads and thermostats on aerators 4 and 13 after switching them.
- 7/2-Pulled aerator #18 out of water because float is sinking. Will drain and attempt to repair.
- 7/16-Replaced bushing blocks on SolarBees from Primary (now in secondary).
- 7/19-Aerator #13 tripped. Reset and running.
- 7/20-Boat motor won't start. Found two burnt fuses. Replaced and working.
- 7/22-Placed SolarBee I in quiescent zone and took 18 back to its spot.
- 7/24-SolarBee I not charging. Found wires backwards and fixed.
- 7/26-Aerator #13 tripped. Reset and it tripped immediately. Found worn wire in weatherhead.
- 7/29-Aerator #10 tripped. Reset and restarted. Immediately tripped and smoke came out of the bucket. Peak Elec out on the 30th and found the bucket destroyed. Will take our spare and rebuild.

Primary System Report

- 7/13-Prepped SolarBees for removal.
- 7/14-Public works down to help move SolarBees to secondary lagoon.

Pump Stations

- 7/2-PS#11-Pump #1 failure alarm. Pulled relay to see if that will stop the "alarms".
- 7/2-PS#11-Changed Mission battery.
- 7/5-PS#11-Replaced Mission battery again. Will charge the other one and keep as a spare.
- 7/7-PS#1-Cleaned wetwell.
- 7/17-PS#3-Cleaned floats.

Sodium Hypochlorite System

- 1767 gallons used this month.
- 2119 gallons used last month.
- 7/8-Took apart and cleaned spare hypo pump.

Call-outs

- No after hour call-outs.

Plant

- 7/10-Replaced old cable on headworks hoist.
- 7/14-Changed Millipore water filters.

- 7/16-Cleaned south contact tank.
- 7/17-Cleaned gravel out of headworks channel 2.
- 7/23-TCMS here for quarterly maintenance.
- 7/27-Changed membrane and button on DO probe.
- 7/27-Ethan here to fix backflow device.
- 7/29-Motor on headworks screen #2 shaking. Found bad bearing.

Pretreatment

- 7/23-Met with Shane from Letica regarding their reports.

Other

- 7/6-10-Quarterly sampling.
- Replaced screws in shop roof.
- 7/9-Monthly copper testing on river.
- Bioassay failed *C. dubia*. Set up retest for the last week of the month.
- 7/28-Sampled for OSU study. Last time.

Next Month

- Place second SolarBee