



# COUNCIL WORK SESSION

Wednesday, December 21, 2022 at 2:00 PM

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## COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

## LOCATION & CONTACT:

HYBRID: Council Chambers & Zoom (details below).

Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)

Email | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)

Phone | 503-397-6272

Fax | 503-397-4016

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## AGENDA

### CALL WORK SESSION TO ORDER

### RECOGNITION OF COUNCILOR TOPAZ'S 4-YEAR TENURE ON CITY COUNCIL

**VISITOR COMMENTS** - *Limited to three (3) minutes per speaker*

**DISCUSSION TOPICS** - *The Council will take a break around 4:00 p.m.*

- [1.](#) Semi-Annual Public Works Department Report - *Mouhamad Zaher, Director*
- [2.](#) Review Application for Community Grants - *Kathy*
3. Report from City Administrator John Walsh

### ADJOURN

### 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.*

**JOIN US AT 5:30PM FOR A RECEPTION HONORING  
COUNCIL PRESIDENT MORTEN  
FOR HIS 16-YEAR TENURE ON CITY COUNCIL**

**FOR YOUR INFORMATION**

## Upcoming Dates to Remember:

- December 21, 2:00PM, Council Work Session, Council Chambers and Zoom
- December 21, 5:30PM, Reception for Council President Morten, Council Chambers
- December 21, 7:00PM, Council Regular Session, Council Chambers and Zoom
- CLOSED December 23 - In observance of Christmas Eve
- CLOSED December 26 - In observance of Christmas Day
- CLOSED January 2 - In observance of New Year's Day

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

- PH: January 4, 6:30PM, Street Vacation, N. 9th Street (Murphy Family Trust & Kylie Bellar)

**VIRTUAL MEETING DETAILS**

Join: <https://us02web.zoom.us/j/84692250132?pwd=VCt2NzV5c3JITmV5RW5pZ3RTNE1CUT09>

Meeting ID: 846 9225 0132

Passcode: 388991

Dial: 253-205-0468

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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at 503-397-6272.

Be a part of the vision and get involved...volunteer for a City Board or Commission! For more information or for an application, go to [www.sthelensoregon.gov](http://www.sthelensoregon.gov) or call 503-366-8217.

# PUBLIC WORKS DEPARTMENT

2022 SEMI-ANNUAL REPORT

MOUHAMAD ZAHER  
PUBLIC WORKS DIRECTOR

City of St. Helens  
FOUNDED 1850

# PW 2022 KEY PROGRESS

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PW 2022 Project Accomplishments

PW 2022 Cost Saving / Cost Recovery

Current & Upcoming Projects





An aerial photograph of a suburban neighborhood. The scene shows a mix of single-story and two-story houses with various roof colors (grey, brown, blue). There are many green trees scattered throughout the area. A paved road with yellow lane markings runs diagonally from the top left towards the bottom right. In the foreground, there's a parking lot with several cars (black, red, white). A semi-truck is parked on the side of the road. The overall atmosphere is bright and sunny.

# PW 2022 PROJECT ACCOMPLISHMENTS



# SUMMER PAVING AND TRENCH PATCHING

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- The summer of 2022 saw the first major paving project in the City since 2017. Streets paved were 1,380LF of Old Portland Rd from Port Avenue to 100 feet west of the Bridge; 350LF of N 7th Street at Columbia Blvd; 655LF of Milton Way from Columbia Blvd to Bridge; 925LF of McBride St from Matzen St to Maplewood Dr. The project also included approximately 2,500 SF of trench patching.
- One new feature the Engineering Division has adopted in paving project is to ensure that at least two to three small local streets are paved with the major paving street paving so that local streets are not ignored year after year and allowed to fall apart.
- The project plans and specifications were developed by Engineering Division staff. The project contractor was TFT Construction, based in Scappoose.





Before



After



OLD PORTLAND RD



Before



After





Before



After



MCBRIDE AVE





# IMPLEMENTATION OF THE MERCURY TMDL PLAN

- The City's Mercury TMDL Implementation Plan for the Willamette Watershed went into effect September 3, 2022. The first report of the City's activities required in the plan is due to DEQ in June 2023.
- The City's internal team met this fall to discuss implementation steps. The internal team includes staff from Public Works Engineering, Operations, Water Quality, Facilities, Planning Division, and Communications.
- Currently we have begun tracking all street sweeping, cleaned catch basins, and the first public stormwater pollution awareness brochure is being developed.



# NEW K9 KENNEL ST. HELENS POLICE DEPARTMENT

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- Home for the new K9 dog that will be arriving middle of next month.
- 5 Days Project Duration.
- This was all done for around **\$900 dollars**.
- Facilities Maintenance team built the doors and window covering,
- Installed plywood on the walls and built the walls that have wire openings.
- SHPD K-9 officer was very pleased with the project outcome.
- Great cost saving through collaborative teamwork, leveraging internal resources & expertise.





New K9 Kennel at the  
ST. Helens Police Department





New K9 Kennel at the  
ST. Helens Police Department



# PW COST SAVINGS / COST RECOVERY





# ENGINEERING COST SAVINGS ON CAPITAL IMPROVEMENT PROJECT

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- **WWTP Influent Flowmeter**
  - The 2021 Wastewater Master Plan Update revealed that the current influent flow measurements at the WWTP are not being reliably measuring peak flows during high flow events because typically during high flow events the plant operators must open the headworks to bypass the channel.
  - The project aims to construct an influent flowmeter to that has the capability to accurately measure peak flows to ensure the City can accurately track system flows, including Inflow and Infiltration, over time.
  - **The project was budgeted at \$68,000.**
  - **Lowest bid price came in at \$129,800.**
  - All bids were rejected, and the decision was made to perform the project in-house. The project is in progress and is a team effort between **PW Engineering and Operations**
  - **The final project savings is estimated to be over \$84,000!**





# OTHER COLLABORATION PROJECT SUCCESS

- **Waterfront Project (Phase 1):** Public Works, Administration, Planning, and Communications actively working in close association on the project.
- **Sewer Capacity:** Engineering and Planning have worked closely over the past several months to develop solutions regarding sewer capacity fees for new and redevelopments needing to connect to sewers which impact the "at-capacity" trunklines.
- **Mercury TMDL:** Great team effort consisting of Engineering, Operations, Facilities Maintenance, Planning, and Communications will ensure the City's compliance with the Mercury TMDL for the Willamette Watershed.
- **WWTP Influent Flow Meter:** The In-House Design and Construction of a new influent flow meter at the WWTP is a collaborative effort of the Engineering, Operations, and Water Quality Divisions of the Public Works Department.
- **City Events:** The Public Works Department works closely with Tina and Chris to help ensure the success of Spirit of Halloween, 13 Nights Summer Concert series, and more.



Public Works Department



## CHEMICAL BUILDING WATER FILTRATION COST SAVINGS

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- This is an example of cost savings by having the City's skilled craftsman, Roger Stauffer, build a chemical building for a fraction of the cost that a contractor would have charged. The work included the construction of the new concrete sidewalk with help from PW Operations. The new building houses the chlorine pumps at the Water Filtration Facility.
- **Project Cost Saving:** \$10,000.
- **Project Duration:** One Week.



# HOW UPDATING AND CHARGING ENGINEERING FEES CONSISTENTLY HAVE IMPACTED BUDGET

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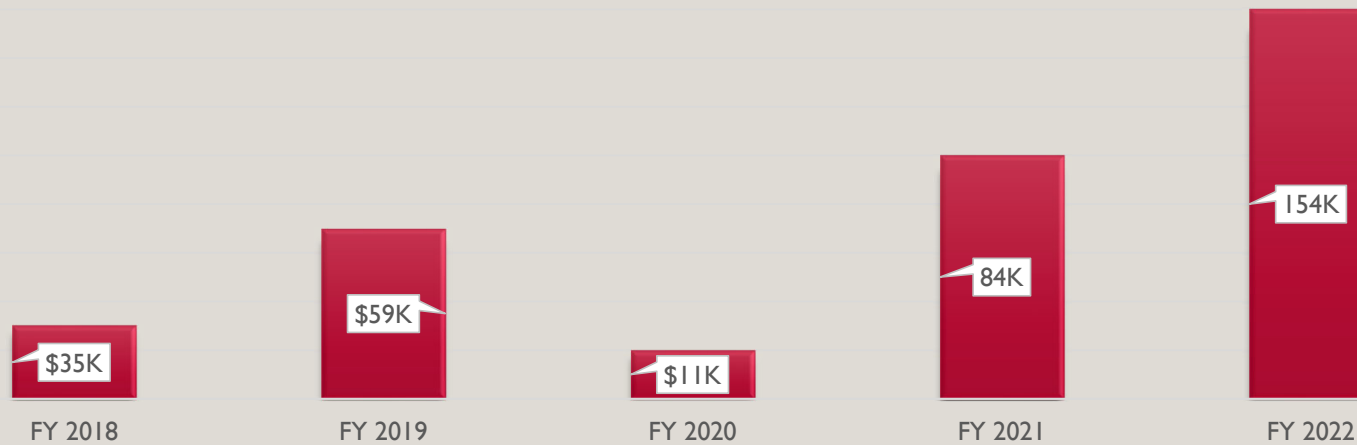
- FY 7/2018 – 6/2019 Engineering Fees brought in \$35,945
- FY 7/2019 – 6/2020 Engineering Fees brought in \$59,397
- FY 7/2020 – 6/2021 Engineering Fees brought in \$11,690
- **FY 7/2021 – 6/2022 Engineering Fees brought in \$84,196**
- **FY 7/2022 – 6/2023 Engineering Fees brought in \$154,320 (and counting!).**

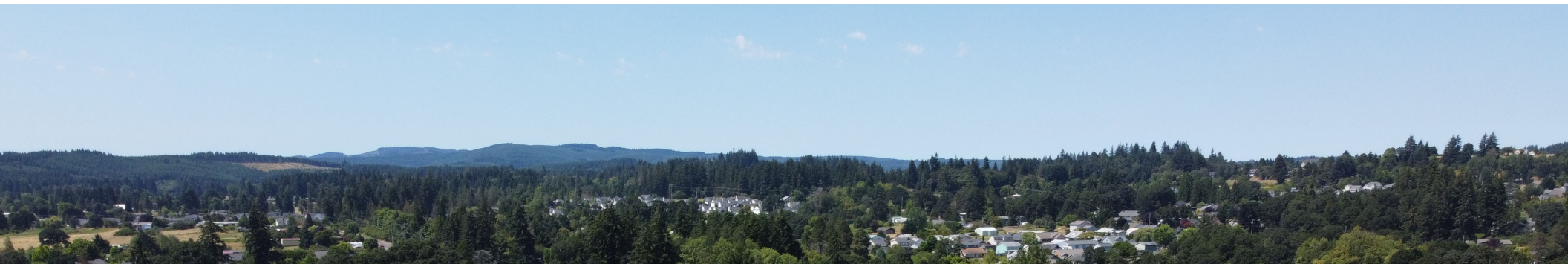
**23% increase in funds in just the past year.**



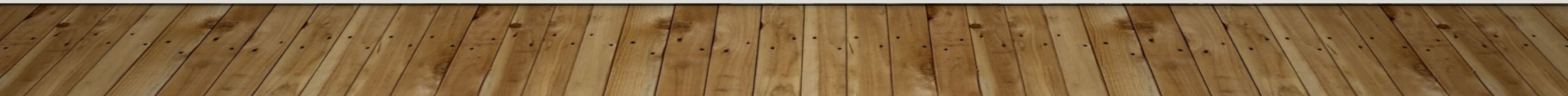
# ENGINEERING COST RECOVERY

5 Years





# CURRENT & UPCOMING PROJECTS



## S.I<sup>ST</sup>. & STRAND STREET EXTENSION PROJECT IN CONSTRUCTION

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- **Major Contract Cost Saving:**
- Construction Management fees reduced from \$1,038,946.55 to \$486,263.25
- Construction Management & Inspection.
- Current Project Saving: \$200k Per year.





# ORIGINAL CONTRACT

Otak, Inc.	Mayer Reed	Leeway	Grayling	DKS	NV5	Total Hours	Total Budget by Task
660						660	\$87,740.00
56				4		60	\$9,530.00
1664						1664	\$226,034.00
476	284	163	222	159	24	1328	\$202,631.00
2509	30	40	56		155	2790	\$393,412.00
148	71	12	72	33	53	389	\$53,021.00
72				18		90	\$13,518.00
5585	385	215	350	214	232	6981	
\$775,495.00	\$49,560.00	\$33,316.00	\$60,788.00	\$34,975.00	\$31,752.00		<b>\$985,886.00</b>
\$10,474.00	\$300.00	\$297.00	\$27,434.00	\$336.00	\$3,700.00		<b>\$42,541.00</b>
\$10,519.55							<b>\$10,519.55</b>
\$796,488.55	\$49,860.00	\$33,613.00	\$88,222.00	\$35,311.00	\$35,452.00		<b>\$1,038,946.55</b>





# NEGOTIATED CONTRACT

Otak, Inc.	Mayer Reed	Leeway	Grayling	DKS	NV5	Total Hours	Total Budget by Task
400						400	\$51,776.00
38				4		42	\$6,676.00
258						258	\$36,092.00
276	226	91	216	102	32	943	\$150,295.00
879	20	16	42		51	1008	\$145,855.00
108	71	8	72	33		292	\$39,330.00
70				18		88	\$13,094.00
2029	317	115	330	157	83	3031	
\$286,553.00	\$39,305.00	\$20,352.00	\$57,320.00	\$25,655.00	\$13,933.00		<b>\$443,118.00</b>
\$3,400.00	\$150.00	\$297.00	\$27,434.00	\$336.00	\$3,700.00		<b>\$35,317.00</b>
\$7,828.25							<b>\$7,828.25</b>
\$297,781.25	\$39,455.00	\$20,649.00	\$84,754.00	\$25,991.00	\$17,633.00		<b>\$486,263.25</b>



## PROJECT TIMELINE (NOVEMBER 2021–SEPTEMBER 2024)

\$552,683 Contract Negotiation Net Saving.

\$200 K per year saving – Additional Construction Management

Weekly Project Meetings throughout project life-cycle

Ramping up starting January.

Project Schedule end of 2022





# UPCOMING PUBLIC WORKS PROJECTS

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- Sanitary Sewer Capacity Upgrades – Three Basins/Three Projects (CWSFR Loan, One-Stop CBDG Grant) to fund projects
- Engineering Manual update
- City Standard Details for Construction update
- New CAD Standards manual to ensure the CAD files received from Developers and Engineers are consistent with Engineering Division format
- Salmonberry Recreation Reservoir Water Rights Renewal
- Repair of the 2MG Reservoir



# THANK YOU

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Public Works Department

# Council Action Sheet



To: Mayor and City Council Members

From: Kathy Payne  
Human Resources Coordinator/City Recorder

Date: December 21, 2022

Subject: Review of Community Grant Application

## Background

Once a year, the City Council accepts applications from local non-profits for projects/activities that benefit the citizens of St. Helens. Attached is the draft 2023 application form for your review.

As a reminder, at a recent meeting the Council discussed requiring that any non-profit awarded a grant would be required to volunteer at one of four community events. This was in an effort to get more help for these events. Those events are Citizens Day in the Park, 13 Nights on the River, Spirit of Halloweentown Events, and the Halloweentown Parade. After speaking with Tina, our Events Coordinator, I added the 4<sup>th</sup> of July Event. In my discussion with Tina, she expressed concern about having 13 Nights and the Spirit of Halloweentown Events on the application. I believe that she will attend your December 21 meeting and can shed light on why she feels that way.

## Recommendation

Discuss the content of the application and listen to Tina's concerns. Then direct staff to amend application as needed.

The deadline to submit grant applications is January 31. I intend on bringing all the applications to the Council at your February 15 Work Session for your review/action.

Attachment: 2023 Draft Community Grant Application Form





# APPLICATION FOR NON-PROFIT TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051  
City Contact: Kathy Payne | [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov) | 503-366-8217

**DEADLINE: Tuesday, January 31, 2023, 5PM**

Applicant/Organization Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Organization Information	
<b>Organization Type:</b> <i>Must be a local St. Helens non-profit.</i>	<b>Federal Tax ID No:</b>
<input type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit: Type _____	Brief description of organization:

<b>Authorized Signer</b>	<b>Phone:</b>
<b>Print Name:</b>	<b>Fax:</b>
<b>Title:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>Mailing Address:</b>
<b>Contact Person</b>	<b>Phone:</b>
<b>Print Name:</b>	<b>Fax:</b>
<b>Title:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>Mailing Address:</b>

Please provide an explanation of what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted. *(This is not project-specific; this is specific to your organization.)*

### Detailed Proposed Project Budget

*Including money leveraged from other sources for this project*

Budget Line-item	*City Funds	**Non-City Funds	Agency Contribution	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Totals</b>	<b>\$*</b>	\$	\$	\$

*\*City Funds Total must not exceed \$1,000.*

**Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
<b>Total</b>	\$	

### Detailed Project Description

*Include the problem, the need for the request, and how many persons will be served by this project*

**Detailed Proposed Solution**

*Include project design, readiness to proceed, and financial need*

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### Service Commitment

*All organizations receiving an award will be required to commit to volunteer service at one or more of the following community events*

Select one or more events that your organization is willing to volunteer service at:

- ☐ Citizens Day in the Park – June 24, 2023 (one-day event)
- ☐ 13 Nights on the River Concert Series – June 1 – August 31, 2023 (Thursdays in the summer)
- ☐ 4<sup>th</sup> of July Community Event – Tuesday, July 4, 2023 (one-day event)
- ☐ Spirit of Halloweentown Parade – October TBD, 2023 (one-day event)
- ☐ Spirit of Halloweentown Event – September 23 – October 31, 2023 (multiple days available)

You will be contacted by the event's coordinator when they are doing their volunteer planning for their event. There is no specified time commitment. We just need people who are willing to help out with these community events.

**Agency Contact Name:**

**Agency Contact Phone:**

### General Certification

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

\_\_\_\_\_  
**Signature**

**(must be Board Chair, President or other authorized official)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



If you have any questions, please contact City Recorder Kathy Payne at [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov) or 503-366-8217.

**You may submit your application materials via email to [kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov) or you may mail or drop them off at City Hall, Attn: Kathy Payne, 265 Strand Street, St. Helens, OR 97051. If you email, please expect confirmation from Kathy that your materials were received.**

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