

City Council Meeting Minutes

THURSDAY, DECEMBER 6, 2012

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1 **CALL TO ORDER/ROLL CALL:**

CONVENED:

Council President Marson called the regular meeting to order at 6:00 p.m. Council President Marson led the flag salute.

COUNCIL MEMBERS PRESENT:

Council President Sally Ann Marson
Councilor Shannon Fitzgibbons
Councilor Josh Fromm
Councilor Casey Wheeler

COUNCIL MEMBERS ABSENT:

Mayor Cheryl A. Young

ALSO PRESENT:

Michael McGlothlin, Chief of Police
Micah Rogers, Public Works Superintendent
Erik Hoovestol, City Engineer
Leahnette Rivers, City Administrator/Recorder

ATTORNEY PRESENT:

Harold Olsen, City Attorney (arrived 6:02 p.m.)

A quorum was present and due notice had been published.

AGENDA ITEM 2 **PUBLIC HEARINGS:**

None.

AGENDA ITEM 3 **CITIZEN INPUT:**

Ray Biggs of Columbia City requested an exception from the sign ordinance to temporarily place "For Rent" signs in the right-of-way as outlined in his e-mailed request dated December 3, 2012. He said the signs are on metal t-posts and will be placed outside of the traveled portion of the roadway, but within the undeveloped right-of-way. He said one sign would be next to the bridge railing on Fourth Place pointing to the alley, another on "M" Street adjacent to the Jensen's property with their permission, and the third in front of the house on Fourth Place.

Leahnette said no signs are permitted within the right-of-way without the express permission of the City Council.

MOVED (WHEELER), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO APPROVE THE OCCASIONAL TEMPORARY PLACEMENT OF FOR RENT SIGNS AS REQUESTED BY RAY BIGGS.

AGENDA ITEM 7 NEW BUSINESS:

7.1 Draft Wastewater Collection System Facility Plan: Erik Hoovestol of Kennedy/Jenks Consultants presented the draft Wastewater Collection System Facility Plan dated November 30, 2012.

Erik provided an overview of the draft plan and discussed the plan at length with Council, staff and members of the audience. He explained the results of the flow mapping, TV work and smoke testing that was done as part of the system evaluation process. He noted that a lot of extra time was spent evaluating the 477 septic tanks and what would be required in order to eliminate the tanks and convert to a direct flow system. He explained that he broke the tank abandonments into 20 different projects and provided the payback period for each project to help the City prioritize the transition. He noted that the City also needs to remove or replace 56 steel tanks that have reached the end of their useful life, and that information was incorporated into each tank abandonment project. Erik discussed each of the projects outlined in the draft capital improvement plan in detail.

Erik asked the Council and staff to let him know if they have any comments about the draft. He said the draft plan will be sent to DEQ for their review and comments next week, and the next step of this project will involve a user rate study and an update to the system development charge study which will kick off in January.

Staff and Council commended Erik on his work in preparing the draft report.

AGENDA ITEM 4 COUNCIL REPORTS:

4.1 Parks Committee: Chair Fitzgibbons said she recently visited Jim Bundy Memorial Park with Leahnette to consider part of the site for the development of a dog park. Leahnette said the Veteran's Memorial Grant review committee conducted their review of the City's application yesterday.

4.2 Water Source and Development Committee: Chair Fromm said the Committee met recently with Erik and prioritized the capital projects contained in the draft Water System Master Plan.

4.3 Street Committee: Chair Wheeler said the RV/Vehicle Storage/Parking Study Group held their last meeting on Tuesday and made a recommendation to the City Council to adopt ordinance changes that will address the concerns Committee Members identified about RV parking and storage in the right-of-way.

Leahnette said she will develop a newsletter article that outlines the proposed changes, and schedule a public hearing during the second meeting in January to provide citizens with an opportunity to comment on the proposed changes.

4.4 Sewer Committee: No report.

4.5 Audit Committee: Secretary Wheeler said the report from the last meeting is in the packet.

4.6 Hazard Mitigation Planning Group: Team Leader Fromm said the minutes from the last meeting are in the packet, and the group is working on a partnership with Dyno Nobel and the Fire Department related to emergency response issues.

Council President Marson said there is a vacancy on the Hazard Mitigation Planning Group, and she would like to nominate Council Wheeler to fill the vacancy. It was the consensus of the Council that this item be added to the consent agenda.

4.7 Other Reports: Council President Marson said the next Solid Waste Meeting will be held in January.

AGENDA ITEM 5 CONSENT AGENDA:

- 5.1 **Bills paid with check numbers 16969 through 17024 during the month of November 2012.**
- 5.2 **Minutes of the Regular City Council Meeting of November 1, 2012.**
- 5.3 **Minutes of the Regular City Council Meeting of November 15, 2012.**
- 5.4 **Activities report from the City Administrator/Recorder.**
- 5.5 **Appointment of Casey Wheeler to the Hazard Mitigation Planning Group.**

MOVED (FITZGIBBONS), SECONDED (FROMM), AND CARRIED UNANIMOUSLY BY ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA AS AMENDED.

AGENDA ITEM 6 UNFINISHED BUSINESS:

Merchant Services: The Council discussed merchant services at length with staff. Leahnette explained that the fees for merchant services estimated to equal approximately 2.5% to 3.5% of gross revenues received from debit and credit card transactions. It was the consensus of the Council that the City add merchant services after we upgrade our Springbrook Software, which will provide us with the ability to offer customers a discount if they pay with cash, checks or auto pay.

AGENDA ITEM 7 NEW BUSINESS (continued):

- 7.2 **Budget Augmentation Request: Second budget augmentation request for Master Planning, User Rate and SDC studies from Kennedy/Jenks Consultants.**

The Council reviewed a budget augmentation request dated December 3, 2012, from Erik Hoovestol of Kennedy/Jenks requesting a budget increase of \$1,200 for the Water System Master Plan project and a budget increase of \$7,900 for the Wastewater Collection System Facility Plan project due to extra efforts associated with both projects.

MOVED (WHEELER), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO APPROVE THE BUDGET AUGMENTATION REQUEST.

- 7.3 **Canvass of Votes: Official canvass of votes cast at the General City Election held within the City of Columbia City, Oregon, on Tuesday, November 6, 2012.**

The Council canvassed the votes cast as follows:

- Josh Fromm - 622 votes
- Sally Ann Marson - 643 votes
- Write in - 37 votes

MOVED (FITZGIBBONS), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO ACCEPT THE CANVAS OF VOTES.

AGENDA ITEM 8 OTHER BUSINESS:

Boot Allowance: Leahnette asked the Council to consider changing the Public Works boot allowance from \$100 annually to \$200 once every two years.

MOVED (WHEELER), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO AMEND THE PUBLIC WORKS BOOT ALLOWANCE TO ALLOW \$200 DURING EVERY TWO YEAR PERIOD.

Comprehensive Plan Review Committee: Leahnette said she is looking for interested citizens to serve on a Comprehensive Plan Review Committee to re-visit the City's Comprehensive Plan and consider possible changes to insure it fits in with the City's newly

adopted vision statement. Councilor Wheeler offered to write an article soliciting participation for inclusion in the next issue of the newsletter.

Senator Merkley to hold public forum in Community Hall: Leahnette said Senator Merkley will hold a public forum in the Community Hall. She recommended the Council waive the rental fees because the meeting is in the best interest of the citizens.

MOVED (WHEELER), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO WAIVE THE RENTAL FEES FOR SENATOR MERKLEY'S USE OF THE COMMUNITY HALL FOR A PUBLIC FORUM.

Public Works Department update: Micah reported that someone from the County came out on behalf of the State of Oregon Department of Health Services to conduct a survey of our water system. He said everything went very well.

Police Department update: Chief McGlothlin said the Department recently underwent a LEDS audit and everything was found to be in order.

Chief McGlothlin said he was recently contacted by Nathan Russell, who said his father George Russell served as Columbia City's Marshall during the 1940's and 1950's. He said Nathan provided the department with a photo of his father in uniform, along with three Columbia City badges. He shared the photo and the badges with the Council, and said he plans to have them mounted in a shadow box for display within the department.

Chief McGlothlin reported that Officer Greisen is currently on bereavement leave as a result of his mother's recent passing.

Chief McGlothlin reported that the annual Shop with a Cop event will take place this Saturday at WalMart beginning at 10:00 a.m. He said approximately 15 officers from around the County will participate in the event this year. He said three families and approximately 20 children from the area will shop for essential warm clothing and some wish list items during the shopping event.

December 20th City Council Meeting: It was the consensus of the Council that the meeting be cancelled unless something pressing comes up.

Citizen resource list: Ray Biggs said he recently attended a CEPA meeting, and learned that some other communities, such as Clatskanie, have prepared a citizen resource list. He said the list identifies citizens with various resources, such as four-wheel drive pick-ups, that might be needed in the event of a flood or some other type of emergency. He said this would be a good resource for Columbia City.

AGENDA ITEM 9

ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 7:29 p.m.

APPROVED:

Sally Ann Marson
Council President

ATTEST:

Leahnette Rivers
City Administrator/Recorder