

City Council Meeting Minutes

THURSDAY, OCTOBER 19, 2017

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

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

CONVENED:

Mayor Young called the regular meeting to order at 6:00 p.m. Mayor Young delivered the invocation and led the flag salute.

COUNCIL MEMBERS PRESENT:

Mayor Cheryl A. Young
Councilor Karli Ebert
Councilor Nell Harrison
Councilor Sally Ann Marson
Councilor Gordon Thistle

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Micah Rogers, Public Works Superintendent
Leahnette Rivers, City Administrator/Recorder

ATTORNEY PRESENT:

None

A quorum was present and due notice had been published.

AGENDA ITEM 2 **PUBLIC HEARINGS:**

None.

AGENDA ITEM 3 **CITIZEN INPUT:**

None.

AGENDA ITEM 4 **COUNCIL REPORTS:**

4.1 Parks Committee: Leahnette said the City has successfully acquired a construction easement on private property adjacent to some of the City's future trail system property. She said the property is located at the north end of Sixth Street. She said the idea is to fill a ravine that negatively impacts the construction of the City's future trail system. She said the property owners would also like to see the ravine filled, and the Public Works crew has fill dirt they want to get out of the shop yard, so it's a win-win for both parties.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO WAIVE THE FILL PERMIT ASSOCIATED WITH FILLING THE RAVINE AT THE NORTH END OF SIXTH STREET.

Leahnette announced that the National Park Service has selected Columbia City's McBride Creek Trail System as one of more than 50 projects in the Pacific West Region to receive technical assistance under the Rivers, Trails and Conservation Assistance Program. She said the assistance will occur throughout the 2018 federal year.

4.2 Water and Sewer Committee: Leahnette confirmed the City's receipt of a FEMA Hazard Mitigation Grant award equal to up to \$225,000 for seismic upgrades to both of the City's steel water reservoirs.

4.3 Street Committee: Chair Marson said the Street Committee met last night to review and discuss the results of a recent survey of the City's street system. She said members also identified updates for the next Five-Year Capital Improvement Plan.

4.4 Audit Committee: Secretary Harrison said the Committee will meet again next month. Leahnette noted that the City's auditors will be conducting field work on Monday, and Audit Committee Members are welcome to meet with them while they are here.

4.5 Hazard Mitigation Planning Group: Member Ebert said the Group will meet again on Monday. She said she recently attended a CAP meeting at Dyno Nobel, along with Councilor Marson and Leahnette. She said they have established a new company-wide grant program that will offer grants for a variety of community programs or needs. She said they also reported the outcome of a recent emergency response table top exercise that they conducted with local emergency responders at the Dyno Nobel facility.

Councilor Marson said she recently attended a news conference held at the Columbia County Emergency Operations Center. During the event, she said they unveiled three new PodRunners, which are state of the art communication tools - and the first to be acquired in Oregon. She said they plan to house one in St. Helens, one in Clatskanie, and one in Vernonia. She said they will be training employees and volunteers in their use.

Ray Murphy suggested the Group organize an exercise that includes the use of one of the PodRunners to provide our local responders and volunteers with some first hand working knowledge.

Leahnette suggested we have one displayed during next year's Prepare Fair.

4.6 Other Reports: Councilor Marson noted that, at the request of Mayor Young, she recently interviewed Leeanne Landenberger, Planning Commission applicant, about her interests in serving. As a result of her interview, Councilor Marson said she recommends the Council approve her appointment to the Planning Commission.

AGENDA ITEM 5

CONSENT AGENDA:

5.1 Investment and Cash Balance Summary for the quarter ending June 30, 2017.

5.2 Investment and Cash Balance Summary for the quarter ending September 30, 2017.

5.3 Financial report for the month ending September 30, 2017.

5.4 Activities report from the City Administrator.

5.5 Activities report from the Public Works Superintendent.

5.6 Appointment of Leeanne Landenberger to the Planning Commission.

It was the consensus of the Council that the appointment of Leeanne Landenberger to the Planning Commission be added to the Consent Agenda.

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

AGENDA ITEM 6

UNFINISHED BUSINESS:

None.

AGENDA ITEM 7 NEW BUSINESS:

7.1 Council Bill No. 17-829; Resolution No. 17-1199-R: A Resolution supporting the City's submission of a 2017-19 Technical Assistance Grant Application to the Department of Land Conservation and Development for the development of an economic opportunities analysis and an industrial park target industry analysis.

MOVED (THISTLE), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 17-829.

7.2 City Administrator recommendation: Recommendation from the City Administrator regarding the restructuring of administrative office duties and associated salary ranges.

The Council reviewed a memo dated October 13, 2017, from Leahnette Rivers, City Administrator, recommending some restructuring and associated salary ranges prior to hiring a replacement for Colleen Calkins, retiring Accounting Clerk.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO APPROVE THE RESTRUCTURING OF ADMINISTRATIVE OFFICE DUTIES AND ASSOCIATED SALARY RANGES AS PROPOSED BY THE CITY ADMINISTRATOR.

7.3 Council Bill No. 17-830; Resolution No. 17-1200-R: A Resolution adopting job descriptions for the City of Columbia City, Oregon.

MOVED (HARRISON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 17-830.

AGENDA ITEM 8 OTHER BUSINESS:

Request for expanded rental hours at the Community Hall: The Council reviewed an email dated October 18, 2017 from Renatta Marino requesting permission to rent the Community Hall from 5 pm to 2 am on New Years eve for a 50th birthday party. Leahnette said Renatta fully understands that the City will reserve the right to close them down early if we receive any noise complaints.

MOVED (HARRISON), SECONDED (MARSON) AND CARRIED UNANIMOUSLY THAT THE REQUEST FOR EXTENDED HOURS BE APPROVED.

Request for donation: Leahnette said she somehow misplaced a request from the School District for a donation of \$100 to \$500 to help fund their "Welcome Back Barbecue" for staff and family members, which was held at the Columbia City Grade School this last summer.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED TO APPROVE A DONATION OF \$500 TO THE SCHOOL DISTRICT FOR THE EVENT. Mayor Young abstained from voting.

Sewer lien: Council reviewed a letter dated October 12, 2017 from Eric Dahlgren offering two \$5,500 payments - one now and one on December 4th - to clear up the sewer lien against his property located at 2100 and 2110 Sixth Street. Leahnette explained that the offer reflects an interest rate that is very close to 9%. She said if the lien were recalculated at a 9% interest rate (as opposed to 18%) the current payoff, including release fees, would be approximately \$11,374 - a difference of about \$375.

MOVED (EBERT), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO COUNTER THE OFFER WITH A TWO-PAYMENT PAYOFF OFFER THAT WILL COVER THE FULL 9% INTEREST RATE CALCULATION.

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AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 6:40 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder