

City Council Meeting Minutes

THURSDAY, JANUARY 21, 2016

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 Sally Ann Marson
Councilor Josh Fromm
Councilor Nell Harrison
Councilor Gordon Thistle

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Micah Rogers, Public Works Superintendent
Michael McGlothlin, Chief of Police
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:** Chair Marson said the Committee will meet next week.

4.2 **Water and Sewer Committee:** Chair Fromm said the Committee will meet in February.

4.3 **Street Committee:** Chair Marson said the Committee will meet in February.

4.4 **Audit Committee:** Secretary Harrison said the Audit Committee rescheduled their meeting to January 28th.

4.5 Hazard Mitigation Planning Group: Team Member Fromm said the Group will meet on Monday.

4.6 Other Reports: None.

AGENDA ITEM 5 CONSENT AGENDA:

5.1 Financial Reports for the period ending December 31, 2015.

5.2 Investment and Cash Balance Summary for the quarter ending December 31, 2015.

5.3 Bills paid with check numbers 19142 through 19201 during the month of December 2015.

5.4 Minutes of the Regular City Council Meeting on January 7, 2016.

5.5 Activities report from the Public Works Superintendent.

5.6 Activities report from the Chief of Police.

5.7 Activities report from the City Administrator.

Item 5.5 was deleted from the consent agenda.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO APPROVE THE CONSENT AGENDA AS AMENDED.

AGENDA ITEM 6 UNFINISHED BUISNESS:

None.

AGENDA ITEM 7 NEW BUSINESS:

7.1 Council Bill No. 16-777; Resolution No. 16-1160-R: A Resolution assessing abatement costs, fees and accrued interest as a lien against property described as Tax Account No. 5121-CA-05900, located at 3325 Fifth Street, Columbia City, Oregon, currently under the ownership of Tye E. and Rebecca A. Holien.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 16-777.

7.2 2015-16 Policy Goals and Objectives: Report describing mid-year progress towards accomplishing 2015-16 Policy Goals and Objectives.

The Council reviewed the City Administrator's six-month progress report.

7.3 Proposals: Proposals for color copy/print/scan/fax systems.

The Council reviewed proposals received from Ricoh USA, Inc., Copytronix, Pacific Office Automation, and Solutions Yes. Leahnette recommended the purchase of a Ricoh MP C4503 in the amount of \$6,510.00 with a 60-month fixed maintenance cost of \$0.0050 for black and white copies and \$0.0480 for color copies.

MOVED (FROMM), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE PURCHASE OF THE RICOH MP C4503 IN THE AMOUNT OF \$6,510.00 WITH FIXED MAINTENANCE COSTS FOR 60-MONTHS FROM RICOH USA, INC.

7.4 Change Order No. 1: Change Order No. 1 for the Columbia City Sewer System Improvements Project in the amount of \$0.00.

Leahnette said this change order relates to the replacement of the Davis-Bacon wage rates associated with the contract with Landis and Landis Construction, Inc. for sewer improvements, and it will have no effect on the contract price.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO APPROVE CHANGE ORDER NO. 1 IN THE AMOUNT OF \$0.00.

7.5 Change Order No. 2: Change Order No. 2 for the Columbia City Sewer System Improvements Project in the amount of \$9,775.00.

Leahnette said this change order relates to lining the RCE wet well. She said after seeing the coating that was recently put on the manholes, staff thought it would be prudent to coat the RCE wet well concrete with the same lining. Micah said the wet well will already be offline during the upcoming improvements project, which makes it a prime time to do this work. He said the coating should extend the life of the existing wet well. He said everything else related to the lift station will be replaced during the project.

MOVED (HARRISON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE CHANGE ORDER NO. 2 IN THE AMOUNT OF \$9,775.00.

7.6 Pay increase recommendation: Recommendation for a pay increase for Michael McGlothlin, Chief of Police.

Leahnette recommended Chief McGlothlin receive a 5% pay increase, retroactive to December 15, 2015, for receiving a Masters Degree in Business Administration/Public Administration. Leahnette noted that Chief McGlothlin maintained a 4.0 grade point average, and the Mayor and Council commended him for his very worthy accomplishment.

MOVED (MARSON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE A 5% PAY INCREASE FOR CHIEF MCGLOTHLIN RETROACTIVE TO DECEMBER 15, 2015.

AGENDA ITEM 8

OTHER BUSINESS:

Public Works update: Micah said the sewer project is progressing smoothly. He said the line bursting work is complete, and they are currently working on the tank abandonment work. He said they are preparing to start work on the RCE lift station improvements. Micah said since December they have experienced a variety of issues with the RCE lift station and he is looking forward to the completion of the RCE improvements project.

Police update: Chief McGlothlin said the Department may be losing Reserve Officer Vance to a full-time position with the Lake Oswego Police Department, and may be gaining Mary Goodwin as a new Reserve Officer. He said Mary previously worked as a St. Helens Police Officer.

Councilor Marson noted that the Spotlight recently reported that Columbia City was ranked as the second safest City in the State of Oregon, and Columbia County had a total of three cities ranked in the top ten.

Community Hall rental fee refund request: The Council received an e-mailed request dated January 17, 2016 from Inge Andersen requesting a refund of rental fees in the amount of \$205.00. In her request, Inge said there was a misunderstanding because she thought she was renting the Knapp Social Center.

MOVED (FROMM), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY THAT THE CITY RETAIN A \$35.00 ADMINISTRATIVE FEE AND REFUND THE REMAINING \$170.00.

Vacant property registration: Leahnette said she's given more thought to whether or not the City should charge a penalty for failing to register vacant property in a timely manner. She recommended no late fee be established. She said in most cases we won't know who to go after for the late fee, and in some cases the late fee may discourage registration which would not benefit the City. No objections were heard from the Council.

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AGENDA ITEM 9

ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned 6:41 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder