

City Council Meeting Minutes

THURSDAY, APRIL 5, 2018

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

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

CONVENED:

Mayor Cheryl A. Young called the meeting to order at 6 pm. Mayor Young delivered the invocation and led the flag salute.

COUNCIL MEMBERS PRESENT:

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

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

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:**

3.1 **Columbia Humane Society:** This item was postponed until the next meeting.

3.2 **Street Vacation Inquiry:** Bill Dickson of Columbia City discussed his interest in vacating a portion of the Franklin Street right-of-way to the west of Penn Street. Bill explained that he won't be able to acquire the consent of property owners adjacent to the right-of-way in question for various reasons, and asked if the City Council would consider initiating the vacation. He said he'd like to remove some trees in the right-of-way area adjacent to his property because they will be too close to the building site and would pose a hazard to the new construction. He said the right-of-way area is very steep, and it dead-ends at the westerly edge of the City limits. He said due to steep slopes, the right-of-way would not be of any use for street purposes, and the City could benefit from the vacation through increased taxes and a reduction in liability associated with tree maintenance.

Melissa Kooyman of Columbia City expressed concerns about the removal of trees along the steep slopes due to slide hazards.

Gary Komp of Columbia City objected to Mr. Dickson logging trees for profit to improve the view from his property. He said it's ridiculous how many trees Mr. Dickson has already cut down up there. He said he is very concerned about landslides - he has lived here for 45 years and has already seen three landslides.

Katrina Clift of Columbia City said she believes the City should consider the best interests of the City and all of the citizens when acting upon this request. She said she'd like to know what easements are in the area and what impact this activity might have on the salmon as far as slides are concerned. She said Mr. Dickson's interest is in profiting from the land, improving the views from his property, and benefiting more from the sale of his lots.

Mr. Dickson said he would not be selling any logs, he'd only be removing a few of the trees, and there would be no improvement to any views from the property.

Leahnette explained that if the Council decides to move forward with a street vacation, a formal public hearing would be held. She said there are no easements within the City's right-of-way areas. She said when the City vacates right-of-way, the City Council has the option of retaining easements for existing or future public purposes. She said property owners are responsible for the maintenance of the vegetation on their half of undeveloped right-of-way adjacent to their property. She said a tree permit would be required for the removal of any trees within the City's right-of-way.

Mayor Young said she would want to take a look at the right-of-way area in question before making a decision about how to proceed, and she suggested no decisions be made until the next meeting. She agreed with the concerns raised about the potential for landslides up there.

Councilor Ebert said it sounds like the best solution to this problem would be for Mr. Dickson to simply apply for tree removal permits as needed to remove the trees within the right-of-way that are posing the greatest hazard to his construction site. She said she doesn't see how the City will benefit from the street vacation and why the City would want to invest any time into exploring the idea further.

Mayor Young suggested we think about the request until the next meeting.

AGENDA ITEM 4 COUNCIL REPORTS:

4.1 Parks Committee: Chair Marson said the minutes of the last Parks Committee Meeting have been included in the packet.

4.2 Water and Sewer Committee: No report.

4.3 Street Committee: No report.

4.4 Audit Committee: No report.

4.5 Hazard Mitigation Planning Group: Member Ebert said she missed the last meeting, but she believes they started their review of the Hazard Mitigation Plan.

4.6 Other Reports: Councilor Marson said she thought the first annual Easter Breakfast in the Community Hall went well, with 120 breakfasts served, and the recent Coffee and Commerce Event in the Community Hall was very well attended. She said both events gave the Community Hall some great exposure.

AGENDA ITEM 5 CONSENT AGENDA:

5.1 Minutes of the Regular City Council Meeting on March 15, 2018.

5.2 Application for Portable Basketball Hoop in Right-of-Way Permit as applied for by Chris Edwards of 1720 Ninth Street.

5.3 Application for Portable Basketball Hoop in Right-of-Way as applied for by Chris and Kelcie Rofinot of 425 Skookum Court.

5.4 Activities Report from the Chief of Police

5.5 Activities Report from the City Administrator.

Item 5.4 was not available and was removed from the Consent Agenda.

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

AGENDA ITEM 6

UNFINISHED BUSINESS:

6.1 Second reading of Council Bill No. 18-838; Ordinance No. 18-705-O: An Ordinance adopting an inflation adjustment factor to calculate changes to the Storm Drainage Development Charges; amending charges established by Ordinance No. 462.

The Council completed the second reading of Council Bill No. 18-838.

MOVED (MARSON), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 18-838.

6.2 Second reading of Council Bill No. 18-839; Ordinance No. 18-706-R: An Ordinance adopting an inflation adjustment factor to calculate changes to the City's Parks System Development Charges; amending charges established by Ordinance No. 02-578-O; repealing Ordinance No. 08-643-O.

The Council completed the second reading of Council Bill No. 18-839.

MOVED (MARSON), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 18-839.

AGENDA ITEM 7

NEW BUSINESS:

7.1 Council Bill No. 18-840; Resolution No. 18-205-R: A Resolution authorizing a transfer of appropriations within the General Fund during the fiscal year beginning July 1, 2017.

Leahnette asked the Council to refer to the revised version of Council Bill No. 18-840, which increased the total appropriation transfers from \$5,100 to \$9,600.

MOVED (HARRISON), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT THE REVISED VERSION OF COUNCIL BILL NO. 18-840.

7.2 Council Bill No. 18-841; Resolution No. 18-206-R: A Resolution adopting a Five-Year Capital Improvement Program for the 2018-19 Fiscal Year for the City of Columbia City, Oregon.

Leahnette asked the Council to refer to the revised version of page 6, McBride Creek Trail System Project, noting that she had previously neglected to update the project description.

MOVED (HARRISON), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT THE REVISED VERSION OF COUNCIL BILL NO. 18-841.

7.3 Restructuring and Salary Range Adjustments: Restructuring and Salary Range Adjustment Recommendations from the City Administrator.

The Council reviewed a memo dated March 28, 2018, from Leahnette recommending some additional restructuring and salary range adjustments within the office staff in further preparation for her retirement. The changes involve transitioning the Account Clerk

position (33 hours per week) to a Finance Clerk position (40 hours per week) with additional responsibilities including maintenance of the general ledger, general accounts receivable and fixed assets, preparation of financial reports, and a 10% increase in the salary range, and further fine tuning of the Clerk II position (20 hours per week) to include additional responsibilities related to monthly payroll reports, year-end accounts payable reports, more of a key role in community event coordination, and a 5% increase in the salary range.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO APPROVE THE CITY ADMINISTRATOR RECOMMENDATIONS.

7.4 Council Bill No. 18-842; Resolution No. 18-1207-R: A Resolution adopting job descriptions for the City of Columbia City, Oregon.

MOVED (MARSON), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 18-842.

AGENDA ITEM 8 OTHER BUSINESS:

Harvard Park parking issues: Katrina Clift expressed concerns about the lack of an identified parking area for Harvard Park. She said people are parking on the paved portion of Penn Street and the alleyway to the west of Harvard Park, creating hazardous conditions for pedestrians and vehicles. She suggested adding some signage along both sides of Penn Street between Sixth Street and the alleyway that say, "Park here in the grass" or something to that effect.

AGENDA ITEM 9 ADJOURNMENT:

9.1 2018-19 Goal Setting Workshop: There being no further business to come before the Council, the meeting adjourned at goal setting workshop at 6:45 pm.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder