

# City Council Meeting Minutes

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THURSDAY, MAY 5, 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 Nell Harrison  
Councilor Sally Ann Marson  
Councilor Gordon Thistle

**COUNCIL MEMBERS ABSENT:**

Councilor Josh Fromm

**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:**

Angela Willson of Deer Island said she is currently working on her senior project which involves the construction and placement of a tiny library. She said her goal is to bring the community together by providing a small neighborhood library that functions by people taking and leaving books to circulate throughout the neighborhood. She said she would like to place her tiny library in Harvard Park, and she has identified some people that are affiliated with the Friends of the Columbia City Community Library that live in the neighborhood and are willing to help with maintenance. She provided the Council with photos of the tiny library.

Micah suggested the tiny library be placed near the edge of one of the planting areas. He noted that the post should be set in concrete.

Councilor Harrison suggested the door latch be spring loaded or magnetic to prevent it from swinging open if not properly closed.

The Council discussed the request at length with Angela and City staff.

MOVED (MARSON), SECONDED (HARRISON), AND CARRIED UNANIMOUSLY TO APPROVE ANGELA'S REQUEST TO PLACE A TINY LIBRARY IN HARVARD PARK IN ACCORDANCE WITH THE REQUIREMENTS OF THE PUBLIC WORKS SUPERINTENDENT AND SUBJECT TO A COMMITMENT FROM THE FRIENDS OF THE LIBRARY FOR MAINTENANCE AND REPAIRS.

**AGENDA ITEM 4      COUNCIL REPORTS:**

**4.1      Parks Committee:** Chair Marson said the plans for the Memorial Day Ceremony are well underway, and the brick work is progressing. Member Harrison said the St. Helens Garden Club has been working in the Veterans Park cleaning up the weeds around the wild flower beds and planting annuals. She said more petunias have been ordered to complete the plantings for this season.

**4.2      Water and Sewer Committee:** Leahnette said the Columbia City Sewer Improvements Project is officially complete.

Leahnette said a funding application for a Drinking Water Source Protection Grant in the amount of \$30,000.00 was submitted today. She said the proposed \$43,000.00 project will eliminate two drywells on Third Street that are within the one-year time of travel zone of the City's water source protection area. She said the project consists of the construction of a storm system that will deliver the storm water to an existing system of drainage swales on Third Street.

MOVED (HARRISON), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO AUTHORIZE THE APPLICATION FOR A DRINKING WATER SOURCE PROTECTION GRANT.

**4.3      Street Committee:** No report.

**4.4      Audit Committee:** Secretary Harrison said the Audit Committee will meet again on May 16, 2016.

**4.5      Hazard Mitigation Planning Group:** Leahnette said the last meeting went very well. She said the Group worked on finalizing the plans for this year's Prepare Fair and met with the new representatives of Dyno Nobel. Leahnette said Dyno Nobel has invited representatives of the City to attend a luncheon at their facility to discuss their operations and meet with their new staff in an effort to improve community relations.

**4.6      Other Reports:** None.

**AGENDA ITEM 5      CONSENT AGENDA:**

- 5.1      Minutes of the Regular City Council Meeting on April 7, 2016.**
- 5.2      Minutes of the Regular City Council Meeting on April 21, 2016.**
- 5.3      Activities report from the City Administrator.**
- 5.4      Ratify Resolution authorizing a savings account with Bank of the West.**
- 5.5      Letter of resignation dated April 11, 2015 from Patsy Graham, Reserve Officer.**
- 5.6      Letter of resignation dated April 27, 2016 from William Vance, Reserve Officer.**

MOVED (THISTLE), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO APPROVE THE CONSENT AGENDA.

**AGENDA ITEM 6      UNFINISHED BUISNESS:**

None.

**AGENDA ITEM 7      NEW BUSINESS:**

**7.1 First reading of Council Bill No. 16-781: An Ordinance declaring the City's election to receive state revenues.**

The Council completed the first reading of Council Bill No. 16-781.

**7.2 FEMA Infrastructure Contract: Infrastructure Contract with the State of Oregon Office of Emergency Management and the City of Columbia City for FEMA funding assistance.**

MOVED (MARSON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO AUTHORIZE SIGNATURE TO THE AGREEMENT.

**7.3 Agreement for Septic Tank Service: Agreement for Septic Tank Maintenance Services between the City of Columbia City and ABS Services, Inc., DBA St. Helens-Scappoose Septic Service.**

Leahnette explained that we went through a formal Request for Proposals process, but only received one proposal for services. She said staff recommends authorizing a three-year agreement with St. Helens-Scappoose Septic Service.

MOVED (THISTLE), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO APPROVE THE AGREEMENT FOR SEPTIC TANK MAINTENANCE SERVICES WITH ST. HELENS-SCAPPOOSE SEPTIC SERVICE.

**7.4 Formal quotes for L Street paving: Formal quotes for the L Street widening and refurbishment work.**

Council reviewed quotes received for widening and refurbishment work (Option A) on L Street as follows:

Hoss Paving, Inc.	\$ 97,940.00
TFT Construction	111,773.75
Mike George Paving	105,065.49

Micah said some of L Street does not have much in the way of base rock, so the work includes removing some pavement areas and putting in new base rock. He said it also includes widening the street and adding a new overlay. He said the widened areas and repaired base rock areas will get 4-inches of new pavement and the overlay areas will receive 2-inches of new pavement.

MOVED (HARRISON), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO AWARD THE CONTRACT TO HOSS PAVING, INC. IN THE AMOUNT OF \$97,940.00.

**AGENDA ITEM 8**

**OTHER BUSINESS:**

**Public Works:** Micah said the new seasonal Utility Worker, Leland VanDolah, is doing a great job.

**Solicitation Permit Hours:** Leahnette mentioned that a citizen recently complained about the solicitation permit hours, which currently extend from 9 am to 9 pm. It was the consensus of the Council that the hours be reduced to 9 am to 7 pm.

**AGENDA ITEM 9**

**ADJOURNMENT:**

There being no further business to come before the Council, the meeting adjourned at 6:30 p.m.

4 - Regular City Council Meeting  
May 5, 2016

APPROVED:

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Cheryl A. Young  
Mayor

ATTEST:

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Leahnette Rivers  
City Administrator/Recorder