

City Council Meeting Minutes

THURSDAY, JULY 19, 2018

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 pm. 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:

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 Tuesday at 5 pm, and the minutes from the most recent meeting were included in the meeting packet.

4.2 Water and Sewer Committee: Leahnette said the Public Works crew responded to a break in the high pressure sewer main along Highway 30 between L and I Streets on Saturday. She said they worked on completing a temporary repair from about 4 pm Saturday until 5 am Sunday. She said the break occurred within the City's water source protection area, and Micah did the right thing by shutting down the well to protect the source until he had an opportunity to consult with the City's hydrogeologist, Eric Collins. Leahnette said the break occurred where the line makes a 90-degree corner, and Micah said it was the result of the use of an improper fitting when the line was originally constructed. She said the crew completed the permanent repair on Monday.

- 4.3 **Street Committee:** No report.
- 4.4 **Audit Committee:** No report.
- 4.5 **Hazard Mitigation Planning Group:** Member Ebert said the Hazard Mitigation Planning Group will meet on July 30.
- 4.6 **Other Reports:** None.

AGENDA ITEM 5 **CONSENT AGENDA:**

- 5.1 **Minutes of the Regular City Council Meeting on June 7, 2018.**
- 5.2 **Minutes of the Special City Council Meeting on June 13, 2018.**
- 5.3 **Minutes of the Regular City Council Meeting on June 21, 2018.**
- 5.4 **Minutes of the Special City Council Meeting on June 28, 2018.**
- 5.5 **Bills paid with check numbers 31109 through 31189 during the month of June 2018.**
- 5.6 **Activities report from the City Administrator.**
- 5.7 **Ratify application for Temporary Use of an Annual License for the DAR's Michael Allen Harrison Concert as applied for by Stansbury Management, Inc.**

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

AGENDA ITEM 6 **UNFINISHED BUSINESS:**

None.

AGENDA ITEM 7 **NEW BUSINESS:**

- 7.1 **Application for an Exception Permit for Boat Storage in City Right-of-Way: Exception Permit as applied for by Stanley and Peggy Meek of 1805 Sixth Street.**

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO DENY THE APPLICATION BECAUSE THE STORAGE CANNOT BE MAINTAINED SIX FEET FROM THE EDGE OF THE STREET PAVEMENT, WHICH IS A REQUIREMENT.

It was the consensus of the Council that staff be instructed to refuse to accept applications that fall short of meeting each of the minimum requirements established for an exception permit.

- 7.2 **Request to Abate Weeds: Request from the City Administrator for authorization to abate noxious weeds on properties located at 1715 Second Street, 2205 Second Street and 1515 Sixth Street.**

MOVED (EBERT), SECONDED (THISTLE) AND CARRIED TO AUTHORIZE THE ABATEMENT OF WEEDS ON PROPERTIES LOCATED 1715 SECOND STREET, 2205 SECOND STREET AND 1515 SIXTH STREET. Councilor Marson abstained from voting.

- 7.3 **Council Bill No. 18-858; Resolution No. 18-1223-R: A Resolution adopting Financial Management Procedures for the City of Columbia City, Oregon; rescinding Resolution No. 17-1202-R.**

MOVED (THISTLE), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 18-858.

- 7.4 **Council Bill No. 18-859: A Resolution adopting an amendment to the City of Columbia City Personnel Policies and Procedures Manual dated April 18, 2002.**

Councilor Ebert questioned the qualifying dependents listed under the Medical Insurance benefit description. After further review, Leahnette said she'd like to do some research and get back to the Council regarding the qualifying dependents description, and Council action on Council Bill No. 18-859 was postponed.

With regard to Council Bill No. 18-859, Leahnette explained that staff recommends a change to the number of hours an employee must work in order to be eligible for insurance benefits. She said currently, all regular employees working over 32 hours per month qualify for full benefits for themselves and their dependents, which are 100% funded by the City. She said staff recommends reducing the number of hours to 20 hours per month, and requiring all employees working under 40 hours per week to pay a pro rata share of the benefit costs. She said staff believes that offering the pro rata benefits package may improve our applicant pool during upcoming hiring processes.

Leahnette said staff also recommends changing the City's meal reimbursement process. She said currently we require the submittal of meal receipts, which is tedious and time consuming. She said staff recommends switching to set per diem rates for travel.

Leahnette noted that the proposed effective date for Council Bill No. 18-859 is January 1, 2019, which is the start date for the next insurance benefit year. However, she said the Request for Coverage for the 2019 insurance benefits is due July 27, 2018, so staff needs to know if the Council supports the recommended change to a pro rata benefit package for regular employees working less than 40 hours per week but at least 20 hours per week.

MOVED (EBERT), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO APPROVE THE RECOMMENDATION TO OFFER A PRO RATA BENEFIT PACKAGE TO EMPLOYEES WORKING LESS THAN 40 HOURS PER WEEK BUT AT LEAST 20 HOURS PER WEEK.

AGENDA ITEM 8

OTHER BUSINESS:

League of Oregon Cities (LOC) Legislative Priorities: The Council reviewed the LOC priorities and came up with the following recommendations:

Highest priority:

- Beer and Cider Tax Increase
- Mental Health Investment
- Permanent Supportive Housing Investment
- Third Party Building Inspection.

Lowest priority:

- Lodging Tax Definition Broadening
- Safe Routes to School Match
- Speed Cameras

Police Department Update: Chief McGlothlin said C-COM's recent change in CAD systems continues to delay his access to the statistical information he needs to complete his monthly reports. He reported that the Department's newest Reserve Officer is currently in remedial firearms training to brush up his firearms skills.

Street Light Rate Increase: The Council reviewed information from the Columbia River PUD about a 25% increase in the rates the City pays for street lights effective July 1, 2018, and questioned whether or not the City should move towards installing new LED light fixtures throughout the City. Leahnette said this is a topic the City Council should visit in the future, but suggested they hold off to see what continues to happen with fixture costs and monthly rates. She also suggested the Council take a close look at the LED light to see if they actually like it, and ask Tim Lammers to visit with them about the topic.

AGENDA ITEM 7

NEW BUSINESS (continued):

4 - Regular City Council Meeting
July 19, 2018

7.5 Executive Session: The Council will meet in Executive Session in accordance with ORS 192-660(2)(a) to consider the employment of a public employee.

The Council convened in Executive Session at 7:15 pm.

The Council reconvened in Open Session at 7:31 pm.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO MOVE FORWARD WITH ADVERTISING TO FILL A 1/2-TIME POLICE OPERATIONS SERGEANT POSITION.

AGENDA ITEM 9

ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 7:31 pm.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder