City Council Meeting Minutes

THURSDAY, MARCH 3, 2011

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

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

CONVENED:

Council President Marson called the regular meeting to order at 6:03 p.m. Council President Marson delivered the invocation and led the flag salute.

COUNCIL MEMBERS PRESENT:

Mayor Cheryl A. Young (arrived 6:10 p.m.)
Council President Sally Ann Marson
Councilor Shannon Fitzgibbons
Councilor Josh Fromm
Councilor Casey Wheeler

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Micah Rogers, Public Works Superintendent (arrived 6:05 p.m.)
Michael McGlothlin, Chief of Police
Leahnette Rivers, City Administrator/Recorder

ATTORNEY PRESENT:

Harold Olsen, City Attorney (arrived 6:04 p.m.)

A quorum was present and due notice had been published.

AGENDA ITEM 2 **PUBLIC HEARINGS:**

None.

AGENDA ITEM 3 **CITIZEN INPUT:**

3.1a **School District Report - Financial Conditions:**

Superintendent Patricia Adams said the School District's most recent financial forecast shows additional staffing and budget cuts will be required over the next two years. She said during the last two years the District met $6 million in cuts, and the next two years don't look any better. She said the revenue forecasts for the State of Oregon are very bleak, and the final State revenue forecasts will be released on May 15. In the meantime, she said the School is working with a lot of unknowns while attempting to settle contracts with licensed and classified staff. She said their projections indicate another $2.1 to $2.2 million in cuts, on top of the $6 million they've just made. She said the impacts of further cuts could mean a loss of school days, and will definitely mean a

loss of staff, and programs, sports and everything else is on the table for the Budget Committee's review.

Patricia said the School Board has passed a resolution to ask the voters for a $1.6 million operating levy for five years during the May 2011 Primary Election. If approved, she said the levy would reduce the number of additional cuts the District is facing. She said the cost of the levy would be $1.20 per $1,000 assessed value.

3.1b School District Report - Half-Street Improvements:

Nathan Nash, Maintenance Department Lead, said in 1999 the School District entered into an agreement with the City to postpone the construction of 600+ feet of street and sidewalk improvements associated with the expansion of the School for a period of five years. He said the District entered into a second agreement postponing the improvements for an additional five years, and finally received a third extension for another six months.

Nathan said the District has submitted construction drawings for the project, and the City Engineer has reviewed and commented on the plans. He said in an effort to minimize the cost of the improvements, Andrew Neimi, the District's Engineer, has suggested the District ask the City to allow the improvements to be constructed in accordance with the approved 1999 design.

Andrew Neimi of Lower Columbia Engineering said in 1999 the street improvements were designed for the entire block surrounding the Columbia City Elementary School, and although the design was approved at that time, the installation of about 1/2 of the improvements was deferred. He said the City's current Engineer has made some comments about the construction drawings, and most of those comments can be addressed at little cost to the District. However, he said the Engineer's recommendation pertaining to storm drainage would come at quite a cost. He said the original approved design contained distances of 500 to 600 feet between catch basins, which is unusual because the distance exceeds the ideal standard. However, he said adding catch basins and a drainage swale to the project will also add considerable cost, not only for the School District during construction, but for the City through long-term maintenance. He said while the distance between catch basins is not ideal, but it would be in the best interest to stay with the original design. He said the downside of the original design is that during an occasional heavy rain event, the gutter flows will be deeper than ideal.

Patricia said the School District needs to put this project to closure, and they want to move forward with constructing the project at this time.

It was the consensus of the Council that the request be forwarded to the City Engineer.

AGENDA ITEM 3 CITIZEN INPUT:

None.

AGENDA ITEM 4 COUNCIL REPORTS:

4.1 Parks Committee: Chair Fitzgibbons said the March meeting has been cancelled.

4.2 Water Source and Development Committee: No report.

4.3 Street Committee: No report.

4.4 Sewer Committee: Micah reported that the sewer has been flowing through the new River Club Estates Forcemain as of 4:00 p.m. yesterday.

4.5 **Audit Committee:** No report.

4.6 **Library Report:** No report.
4.7 **Hazard Mitigation Planning Group:** No report.

4.8 **Other Reports:** Mayor Young said she attended the City County Quarterly Dinner Meeting with several other City representatives, and everyone thought it was very educational.

AGENDA ITEM 5 **CONSENT AGENDA:**

5.1 **Minutes of the Regular City Council Meeting of February 3, 2011.**
5.2 **Minutes of the Regular City Council Meeting of February 17, 2011.**
5.3 ~~**Written report from the Public Works Superintendent.**~~
5.4 **Written report from the City Administrator/Recorder.**
5.5 **Appointment of the City Administrator/Recorder as Budget Officer for the 2011-12 budget process.**

Micah asked the Council to remove item 5.3 from the consent agenda.

MOVED (FROMM), SECONDED (MARSON) 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. 11-584; Ordinance No. 11-665-O: An Ordinance annexing property to the City of Columbia City and re-zoning annexed property.**

The Council completed the second reading of Council Bill No. 11-584.

MOVED (MARSON), SECONDED (WHEELER) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 11-584.

AGENDA ITEM 7 **NEW BUSINESS:**

7.1 **Agreement: Managed Service and Maintenance Agreement between Utilize I.T., Inc., and the City of Columbia City.**

Leahnette said about six months ago she and Officer Mansheim developed a request for proposals for IT support, and they have complete a review and ranking of the responses. She said they recommend hiring Utilize I.T., Inc. Leahnette commended Officer Mansheim for his invaluable technical expertise and assistance throughout this process.

MOVED (WHEELER), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO AUTHORIZE SIGNATURE TO THE AGREEMENT.

AGENDA ITEM 8 **OTHER BUSINESS:**

Police update: Chief McGlothlin said he is in the process of writing a new Policy and Procedures Manual for the Department.

Used pick-up purchase: In response to a recent discussion about the shortage of surplus vehicles available for purchase, Harold Olsen said the City can pursue the purchase of a used truck from a sole source, but the City should develop some findings of fact as to why it is the best method to follow.

Attorney fees: The Council discussed approving the payment of 14.4 hours of work at a rate of $200 per hour to Harold Olsen for legal services rendered during the discussions with XFuels during the month of December 2010.

MOVED (FITZGIBBONS), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO APPROVE THE PAYMENT UPON RECEIVING REIMBURSEMENT.

AGENDA ITEM 9 **ADJOURNMENT:**

There being no further business to come before the Council, the meeting adjourned to a Workshop at 6:46 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder