

City Council Meeting Minutes

THURSDAY, SEPTEMBER 1, 2011

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 Shannon Fitzgibbons
Councilor Josh Fromm
Councilor Sally Ann Marson
Councilor Casey Wheeler

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Jeff Mansheim, Police Sergeant
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:**

None

AGENDA ITEM 4 **COUNCIL REPORTS:**

4.1 **Parks Committee:** Chair Fitzgibbons said the Committee held a meeting at the north end of the bike path and toured a roughed-in section of trail leading down to McBride Creek. She said she would like to hold additional meetings in some of the other parks, weather permitting.

4.2 **Water Source and Development Committee:** No report.

4.3 **Street Committee:** No report.

4.4 **Sewer Committee:** No report.

4.5 **Audit Committee:** No report.

4.6 **Hazard Mitigation Planning Group:** Team Leader Fromm said the group will meet in September.

4.7 **Other Reports:** None.

AGENDA ITEM 5 **CONSENT AGENDA:**

5.1 **Minutes of the Regular City Council Meeting of August 4, 2011.**

5.2 **Minutes of the Regular City Council Meeting of August 18, 2011.**

5.3 **Written report from the City Administrator/Recorder.**

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

AGENDA ITEM 6 **UNFINISHED BUSINESS:**

6.1 **Accept Bids and Bid Award:** Accept bids and bid award for the City of Columbia City Portable Generator Project.

The Mayor and Council reviewed the bid results for the Portable Generator Project as follows:

Peterson Power Systems	\$84,815.91
Cummins Northwest, LLC	37,665.00
Leete Generators	37,288.00 + \$940.00 option
Bowers Generator Systems	53,146.00
Pacific Power Generation	40,656.00

MOVED (MARSON), SECONDED (WHEELER) AND CARRIED UNANIMOUSLY TO ACCEPT THE BIDS.

Leahnette, Micah and Councilor Fromm, who had reviewed the details of each bid received, recommended the Council award the bid to Leete Generators because it appeared to be the best value for the amount of the purchase and it seemed to be the best fit with respect to the specifications outlined in the Request for Bids.

MOVED (MARSON), SECONDED (WHEELER) AND CARRIED UNANIMOUSLY TO AWARD THE BID TO LEETE GENERATORS.

AGENDA ITEM 7 **NEW BUSINESS:**

7.1 **Weed Abatement:** Request from the City Administrator/Recorder for authorization to abate tall weeds and noxious growth at property located at 1645, 1655, 1715, and 1735 Third Street, Columbia City, Oregon, under the ownership of E & V Development LLC.

MOVED (WHEELER), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO AUTHORIZE THE ABATEMENT AS REQUESTED.

7.2 **Performance and Maintenance Agreement:** Performance and Maintenance Agreement between St. Helens School District No. 502, Kessi Construction, Inc., and City of Columbia City, Oregon.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO AUTHORIZE SIGNATURE TO THE PERFORMANCE AND MAINTENANCE AGREEMENT.

AGENDA ITEM 8 OTHER BUSINESS:

Police Department update: Sergeant Mansheim reported on the recent Department Meet and Greet, which was held in Harvard Park last Saturday. He said Chief McGlothlin is including the top 5 questions raised by citizens during the Meet and Greet sessions, along with his responses to those questions, in the monthly Newsletter. Sergeant Mansheim said some additional Department statistical information will be added to the City's website.

Public Works Department update: Micah reported that the crew recently finished installing the water line and electrical conduit between the two City wells. He said he will wait until water demands drop off before making the live connection. Micah reported that some warranty on the A-E Street Sewer Project was recently completed by W-5 Excavation, Inc.

Proposed Water Meter/Pressure Reducing Valve Project: Leahnette and Micah discussed a proposed Water Meter Replacement and Pressure Reducing Valve Project with the Mayor and City Council at length. The project, estimated to cost \$227,000, would qualify for 40%, or \$90,800, in grant funds from the Green Project Reserve, and the remaining balance could be financed for up to 20 years at an interest rate equal to 80% of market rates from the Safe Drinking Water Program. Leahnette and Micah discussed the many benefits associated with replacing the 546 remaining manual-read meters, which are more than 20 years old, with radio read meters, which include increases in meter accuracy and water sales and improved customer service, coupled with reductions in manpower costs, supply costs, wear and tear on vehicles, liability, and unaccounted for water. They also discussed the many benefits associated with replacing and/or repairing the existing pressure reducing valves, including increased water conservation, reductions in water loss, fewer line failures, reductions in manpower, maintenance and repair costs, and improved pressure regulation throughout the water system. It was the consensus of the Council that staff move forward with applying for grant and loan funds for the project.

Community Visioning Project: Staff and Council developed a specific schedule for steering committee meetings, community workshops, and community surveys related to the upcoming visioning process as follows:

- August - December, 2011: Project organization, identify steering committee members and preliminary communication with prospective steering committee members
- January 11, 2012 - 7 PM: 1st steering committee meeting – issues, values & aspirations
- February 2012 Newsletter: Community survey – Issues, values & aspirations
- February 8, 2012 - 7 PM: 1st community workshop - Issues, values & aspirations
- February 15, 2012 - 7 PM: 2nd steering committee meeting – Synthesize input, SWOT analysis
- Taskforce meetings (optional)
- March 14, 2012 - 7 PM: 3rd steering committee meeting – Draft vision statement
- April 11, 2012 - 7 PM: 2nd community workshop
- April 18, 2012 - 7 PM: 4th steering committee – present & finalize vision
- May 3, 2012 - 6 PM: Council adoption

Officer Bubar highly recognized: Leahnette announced that Officer Bubar has received a Department level commendation for his recent off-duty actions during a traffic

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accident, and he will receive a Life Saving Award from the Oregon Association of Police Officers during a ceremony in November.

AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 6:39 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder