

City Council Meeting Minutes

THURSDAY, OCTOBER 20, 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:

Michael McGlothlin, Chief of Police

ATTORNEY PRESENT:

Harold Olsen, City Attorney

A quorum was present and due notice had been published.

AGENDA ITEM 2 **PUBLIC HEARINGS:**

None

AGENDA ITEM 3 **CITIZEN INPUT:**

3.1 Wm. Al Peterson regarding the Ford Institute Leadership Program Banner

Project: Al Peterson said he is a member of Cohort 3, the latest group of the Ford Family Foundation Institute Leadership Program, which helps to promote self-help community development in rural Oregon. He said the Cohort is required to come up with a project in order to finish the program. He explained Cohort 3 decided their project would involve the removal of the existing Lewis and Clark banners within each Columbia County City along Highway 30, and replacing them with new community banners. He said the new banners would maintain a consistent theme throughout the county, yet each city would also have a unique banner. He said this would be done by repeating the same style throughout the county. He said two banner designs would be repeated in each community – one banner depicting a sailboat and a fish, and another depicting a blue heron. In addition, he said each community would come up with their own design for the third banner. For example, he said Rainier has selected the Lewis and Clark bridge for their banner, while the Scappoose banner will display a house and an airplane. He said

the idea is to promote a cohesive image for all of the communities along Highway 30 and remove the frayed and faded Lewis and Clark banners. He said their group has members from most of the cities within the County, including Columbia City. He said the total project is estimated to cost around \$25,000, which consists of material costs of about \$15,000 and an in-kind installation cost from the two PUDs valued at \$10,000. He said the cities of Clatskanie, Rainier, St. Helens and Scappoose have all committed to a donation to the project, and the group has asked the PUDs to assist with the removal and installation of the banners. He said individual banner and bracket material costs are estimated at about \$175 each. He said at this point they have not selected a company to print the banners. He said he thinks they plan to install about 10 to 12 banners in Columbia City, and the banners would measure 30 inches wide by six feet tall. He said the group is looking to obtain Columbia City's support of the project, and requests a donation of \$1,500. He said the group is aware of Columbia City's financial constraints, and understands that a donation of that size may not be possible. He noted that even if Columbia City cannot contribute, the group would still like to include Columbia City in the project. He said the group would also like to find out what the Council would like to use for Columbia City's banner design. Al distributed budget details of the project and banner design information to the staff and Council.

3.2 Tim Goodman, Manager of Government Affairs, Comcast Cable: Tim Goodman introduced himself as the new government representative for the Columbia County area, and distributed his business card to Council Members. He suggested staff and Council Members contact him if any issues come up with respect to Comcast services within the City. He also introduced the Council to the new Internet Essentials program. He said this program provides broadband services to families that have at least one student in the free lunch program for an affordable monthly rate of just \$9.95 per month. In addition, he said low cost computers and free Internet training will also be available to eligible families under the program. He said as long as the family has at least one child in the free lunch program, the service will continue at the same rate. He distributed brochures about the program to Council Members. He thanked the Council for helping him get the word out about the valuable program.

3.3 Joe Stevenson of Columbia City said he, along with several other citizens, have concerns about the wording on the signs that are placed around town because they are misleading and scary for older people. He said they are saying vote yes to retain the Columbia City Police, which gives the impression that if you don't vote yes, you will lose your Police Department. He asked if that was a fact, or a poor choice of wording. He said "support" would have been a better word to use than "retain." He said people are asking why, all of a sudden, after all of these years of having a Police Department, we will lose the Department if we don't vote for this. He said if you're retired and on a fixed income and have some reliance on police help, the sign is a major obstruction, and he doesn't like it. He said if you want to plead, do it with the word "support", not "retain." He said if you were vying for a public office and taking the same position the next year, the word retain would be applicable. He said he's been told the City had nothing to do with the signs, and that the City didn't put them up, rather someone else did. Joe said that does not apply, either. If they're up, they have a City issue on them, and the City should be concerned about how people feel about that. He said it did not pass at the last election, or the one before, and it's not about Chief McGlothlin – it's strictly about the dollars. He said the City should be concerned about how everyone feels about it.

AGENDA ITEM 4

COUNCIL REPORTS:

4.1 Parks Committee: Chair Fitzgibbons said the Parks Committee met last Tuesday and they've identified the location for the flagpole at the entrance sign site. Councilor Fromm said he will pour the concrete for the flagpole. Chair Fitzgibbons said the Committee has selected rocks to mount the plaques on in Datis and Harvard Parks. She said the Committee has scheduled a rose bush planting party at the entrance sign.

Mayor Young thanked Councilor Marson for the many hours of work she's put in at the entrance sign site.

4.2 Water Source and Development Committee: Leahnette asked the Council if she should continue to move forward with completing the final funding application materials for the Water Facilities Plan, which will replace the outdated 1997 Water Master Plan and address servicing the 93 acres of underdeveloped industrial land owned by the Port of St. Helens. She said the funding package for the project would consist of the following:

Infrastructure Finance Authority (IFA) Grant	\$20,000
Port of St. Helens cash contribution	1,000
City cash match in the form of an IFA Loan (Loan terms are seven years at 2.94%)	<u>19,000</u>
Total Project Cost:	\$40,000

MOVED (WHEELER), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO CONTINUE TO MOVE FORWARD WITH THE FINAL FUNDING APPLICATION MATERIALS FOR THE WATER FACILITIES PLAN PROJECT.

4.3 Street Committee: No report.

4.4 Sewer Committee: Leahnette asked the Council if she should continue to move forward with completing the final funding application materials for the Wastewater Facilities Plan, which will replace the outdated 1997 Wastewater Master Plan, address servicing the 93 acres of underdeveloped industrial land owned by the Port of St. Helens, and explore the replacement of 56 City-owned steel septic tanks. She said the funding package for the project would consist of the following:

Infrastructure Finance Authority (IFA) Grant	\$20,000
DLCD Technical Assistance Grant	20,000
Port of St. Helens cash contribution	1,500
City cash	<u>9,800</u>
Total Project Cost:	\$50,800

MOVED (MARSON), SECONDED (WHEELER) AND CARRIED UNANIMOUSLY TO CONTINUE TO MOVE FORWARD WITH THE FINAL FUNDING APPLICATION MATERIALS FOR THE WASTEWATER FACILITIES PLAN PROJECT.

4.5 Audit Committee: Secretary Wheeler said he will meet with the City's auditors tomorrow at 9:00 a.m.

4.6 Hazard Mitigation Planning Group: No report.

4.7 Other Reports: Councilor Marson said the Solid Waste Advisory Committee Meeting Minutes are included in the packet.

AGENDA ITEM 5

CONSENT AGENDA:

- 5.1 Financial Reports for the period ending October 31, 2011.**
- 5.2 Written report from the City Administrator/Recorder.**
- 5.3 Written report from the Chief of Police.**

MOVED (FROMM), SECONDED (FITZGIBBONS), 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 ODOT Motor Carrier Intergovernmental Agreement: Intergovernmental Agreement between the State of Oregon, Department of Transportation, Motor Carrier Transportation Division, and the City of Columbia City.

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

7.2 Office Supervisor: City Administrator/Recorder recommendation for the assignment of Office Supervisor Responsibilities.

The Council reviewed a request from the City Administrator/Recorder to assign office supervisory responsibilities to Colleen Calkins' Accounting Clerk job description and increase the salary range for the position by 5%.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO APPROVE THE REQUEST.

7.3 Council Bill No. 11-614; Resolution No. 11-1026: A Resolution adopting a job description for the City of Columbia City, Oregon; rescinding Resolution No. 01-737-R.

MOVED (MARSON), SECONDED (WHEELER) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 11-614.

AGENDA ITEM 8 OTHER BUSINESS:

House numbering project: Leahnette said Rachel Edwards has requested a solicitation permit to paint house numbers on the curbs as a fund raising effort. Leahnette said she thought she should check with the Chief of Police and the Council prior to issuing the permit to ask if there were any concerns. Staff and Council discussed the project, and no concerns were identified.

Police update: Chief McGlothlin said Jessica has been actively working on soliciting donations for the Shop with a Cop Program. He reported that the City has experienced a recent increase in fraud cases targeting the elderly. He said one incident involved Internet based fraud and forged US Post Office money orders, and the other fraud occurred over the telephone. He said some low value items were also stolen from several unlocked vehicles last month.

City Attorney report: Harold reported that in Portsmouth, England, the City Council informed a woman with an inflatable two-foot wading pool in her backyard that she must have a lifeguard on duty.

City banner design: It was the consensus of the Council that a sternwheeler be displayed on Columbia City's banner.

AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 7:55 p.m.

APPROVED:

Cheryl A. Young
Mayor

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ATTEST:

Leahnette Rivers
City Administrator/Recorder