

City Council Meeting Minutes

THURSDAY, NOVEMBER 17, 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 6:00 p.m. Council President Marson led the flag salute.

COUNCIL MEMBERS PRESENT:

Mayor Cheryl A. Young (arrived 6:04 p.m.)
Councilor Shannon Fitzgibbons
Councilor Josh Fromm
Councilor Sally Ann Marson

COUNCIL MEMBERS ABSENT:

Councilor Casey Wheeler

ALSO PRESENT:

Michael McGlothlin, Chief of Police
Leahnette Rivers, City Administrator/Recorder

ATTORNEY PRESENT:

Harold Olsen, City Attorney (arrived 6:02 p.m.)

A quorum was present and due notice had been published.

AGENDA ITEM 2 **PUBLIC HEARINGS:**

None

AGENDA ITEM 3 **CITIZEN INPUT:**

On behalf of the Chamber of Commerce, Tricia Stockwell, Board Member, spoke to the Council about their interest in possibly using the Community Hall for the annual banquet. She said they have outgrown the Scappoose Creek Inn. She said the Inn used to waive fees, and retain the proceeds from the alcohol sales. She said the Chamber is a non-profit organization, but the City's rental policy does not allow a discount for a non-profit when the rental includes alcohol. She asked if the Council could reduce the fees for the Chamber's use of the hall for this purpose.

The Council discussed the request at length with Tricia and staff.

MOVED (FROMM), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO PERMIT A ONE-TIME 50% FEE REDUCTION FOR THE CHAMBER'S USE OF THE COMMUNITY HALL FOR THE ANNUAL BANQUET BECAUSE OF THE FOLLOWING EXCEPTIONAL CIRCUMSTANCES: 1) THE HALL WILL RECEIVE A SIGNIFICANT AMOUNT OF PROMOTIONAL EXPOSURE FROM THE EVENT; AND 2) THE CITY IS A MEMBER OF THE CHAMBER OF COMMERCE.

AGENDA ITEM 4 COUNCIL REPORTS:

- 4.1 Parks Committee:** Chair Fitzgibbons said volunteers recently planted about 40 roses along the bank at the entrance sign site, and they are working on installing the flagpole and lighting fixtures for the site. She said an anonymous citizen has agreed to donate \$1,000 towards the lighting project. She said the Columbia River PUD will install the power at no cost to the City, and Councilor Fromm has volunteered to do the cement work for the flagpole.
- 4.2 Water Source and Development Committee:** Councilor Fromm said we made it through the summer with our well water supply.
- 4.3 Street Committee:** Leahnette said the crack seal work has been completed.
- 4.4 Sewer Committee:** No report.
- 4.5 Audit Committee:** No report.
- 4.6 Hazard Mitigation Planning Group:** Team Leader Fromm said the next meeting will be held on Monday, December 5, 2011 at 6:00 p.m.
- 4.7 Other Reports:** Mayor Young said the City of Columbia City has received the GFOA Distinguished Budget Presentation Award again this year.

Leahnette said during the annual meeting for the Columbia County Economic Team, the City of Columbia City was one of 5 recipients of an award for the Economic Development Initiative of the Year for its support and involvement in the expansion of the South Columbia County Enterprise Zone. She said the award was shared by the cities of Columbia City, St. Helens, Scappoose, Columbia County, and the Port of St. Helens.

AGENDA ITEM 5 CONSENT AGENDA:

- 5.1 Minutes of the Regular City Council Meeting of October 6, 2011.**
- 5.2 Minutes of the Regular City Council Meeting of October 20, 2011.**
- 5.3 Financial Report for the period ending October 31, 2011.**
- 5.4 Bills paid with check number 16173 through 16226 during the month of October 2011.**
- ~~5.5 Written report from the Public Works Superintendent.~~**
- 5.6 Written report from the Chief of Police.**
- 5.7 Written report from the City Administrator/Recorder.**

Item 5.5 was deleted from the Consent Agenda.

MOVED (MARSON), SECONDED (FROMM), 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 Amendment Number 1 to ODOT Motor Carrier Intergovernmental Agreement: Amendment Number 01 to the Intergovernmental Agreement between the State of Oregon, Department of Transportation, Motor Carrier Transportation Division, and the City of Columbia City for the Motor Carrier Safety Assistance Program during Federal Fiscal Year 2011.**

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

7.2 Council Bill No. 11-615; Resolution No. 11-1027-R: A Resolution authorizing the adoption of a Plan Restatement for the City of Columbia City Deferred Compensation Plan.

MOVED (MARSON), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 11-615.

7.3 Council Bill No. 11-616; Resolution No. 11-1028-R: A Resolution appointing a Steering Committee for the Columbia City Visioning Process.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 11-616.

7.4 Water/Wastewater Facilities Master Planning, User Rates and SDC Studies: Scope of Work for Water and Wastewater Facilities Master Planning, User Rates and SDC Studies as prepared by Kennedy/Jenks Consultants.

The Mayor and Council reviewed a memo dated October 18, 2011, from the City Administrator/Recorder outlining the Water and Wastewater Facilities Planning projects funding packages, as well as optional work tasks including user rate studies and SDC updates. In the memo, Leahnette explained the cost effectiveness of completing the user rate studies and SDC updates during the facilities planning process because the data needed to produce the rate and SDC studies readily available and up-to-date. The memo also addressed some final modifications to the project budgets, which consisted of a \$3,700 increase in the Wastewater Facilities Plan budget, and a \$2,000 decrease in the Water Facilities Plan budget.

The Mayor and Council also reviewed the proposal for Master Planning, User Rates and SDC studies dated November 14, 2011, prepared by Erik Hoovestol, Project Manager, of Kennedy/Jenks Consultants, including the scope of work for each project, along with the Financial Plan for Rate and System Development Charge Analysis prepared by Shaun Pigott Associates, LLC, dated November 2011. The proposal included cost estimates for the project as follows:

Wastewater Facilities Plan	\$34,500	
Wastewater User Rate Study	5,500	(optional)
Wastewater SDC Study	2,500	(optional)
CCTV Work	<u>20,000</u>	(to be contracted
TOTAL	\$62,500	separately by the City)
Water Facilities Plan	\$38,000	
Water System User Rate Study	7,100	(optional)
Water System SDC Study	<u>2,500</u>	(optional)
TOTAL	\$47,600	

In the memo, Leahnette outlined the project funding as follows:

Wastewater:	IFA Grant	\$20,000
	DLCD Grant	20,000
	Port Contribution	1,500
	SDC Funds	2,500
	Sewer Usage Fees	<u>18,500</u>
TOTAL		\$62,500
Water:	IFA Grant	\$20,000
	IFA Loan	19,000
	Port Contribution	1,000
	SDC Funds	2,500
	Water Usage Fees	<u>5,100</u>
TOTAL		\$47,600

The Mayor and Council discussed these projects at length with staff.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO APPROVE THE SCOPE OF WORK FOR THE MASTER PLANS, INCLUDING THE OPTIONAL USER RATE STUDIES AND SDC STUDIES.

AGENDA ITEM 8

OTHER BUSINESS:

Levy Election: Chief McGlothlin expressed his extreme gratitude for the citizen support of the police levy during the recent election. He thanked the Mayor, Council, staff, and his officers for their efforts in this regard, with special mention to Councilor Fitzgibbons and Leahnette Rivers for their exceptional efforts. The Mayor and Council discussed this topic at length with staff, along with the financial struggles Columbia County is currently facing. Councilor Fitzgibbons said she attended a recent Town Hall meeting held by Sheriff Dickerson, and it was very well done and informative.

Police Update: Chief McGlothlin said the Department recently received grant awards totaling \$4,000 to be used for overtime costs associated with seat belt and DUII traffic safety enforcement. He said these grants are funded by the Oregon Association of Chiefs of Police. He said there was a decrease in more serious types of crimes during this last month, and they've been dealing with two separate far-reaching fraud cases. He said they are still following up on a death investigation that appears to have been from natural causes. He said the Shop with a Cop program is moving forward, and they will continue to accept nominations through December 7, 2011.

Richard Turner Complaint: The Mayor and Council reviewed a memo from the City Administrator/Recorder dated November 14, 2011, regarding complaints from Richard Turner about his water usage and meter. The Council reviewed the usage history and a detailed outline of the events occurring over the past several months, discussed the matter at length with staff, and determined that no further action was needed at this time.

Holiday Party: Councilor Marson said she and Leonard will host a holiday get together at their home on Sunday, December 11, at 4:00 p.m. to replace the annual City-sponsored event that has been held in past years. All present were very supportive of the idea.

Community Hall – Employee Use: Leahnette asked if unpaid Police Reserve Officers qualify for free use of the Community Hall in the same manner as other employees. It was the consensus of the Council that the free use policy applies to unpaid Police Reserve Officers.

Highway 30 Access: Leahnette said Columbia City may be able to assist a developer with Highway 30 access to property just to the north of McBride Creek on the west side of the Highway. She said the matter is of interest to the City because the access would also extend to a future reservoir and well site the City is interested in. Leahnette explained that the City has an unused access point just to the south of the creek that could possibly be traded for access to the north of the creek. She said she is waiting to hear specifics from ODOT about the process. It was the consensus of the Council that the City would be willing to consider working with ODOT to provide access to the developer's site.

We Support our Veterans: Councilor Fitzgibbons suggested we add "We Support our Veterans" signs underneath the "Welcome to Columbia City" signs at each end of the City along Highway 30. It was the consensus of the Council that Leahnette check with ODOT to see what would be involved in adding the signs.

Annexation of County Islands: Councilor Fitzgibbons identified two county islands within Columbia City – one to the west of Sixth Street, just south of "E" Street, and the other off of Chimes Crest Road, to the south of the end of Sixth Street. She said these properties already receive City water service, and they benefit from other City services without paying for them. She said these properties should be annexed to the City. The Council discussed this subject at length with staff. It was the consensus of the Council that this matter be referred to the Planning Commission for feedback.

5 - Regular City Council Meeting
November 17, 2011

AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 7:28 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder