

City Council Meeting Minutes

THURSDAY, APRIL 4, 2013

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1

CALL TO ORDER/ROLL CALL:

CONVENED:

Mayor Cheryl A. 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 Sally Ann Marson
Councilor Casey Wheeler

COUNCIL MEMBERS ABSENT:

Councilor Josh Fromm

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:

2.1 Public Hearing: To hear public testimony about proposed amendments to Ordinance No. 504, regulating the parking and storage of recreational vehicles (RVs), travel trailers, utility trailers, motor homes, and boats upon City right-of-ways.

Public Hearing opened.

Mayor Young said the proposed ordinance changes were outlined in a recent newsletter article, and she asked the members of the audience if they had read the article and/or if they needed an overview of the changes.

Audience members indicated they had read the article and they did not need an overview of the changes.

Mike Simpson of Columbia City said he has not seen the revised language for the proposed ordinance revisions.

Leahnette said we are currently working on concepts, and once those have been determined the proposed ordinance revisions will be updated to reflect the changes.

Mayor Young said we've put a lot of effort into collecting input from the public, including the use of citizen committees, citizen surveys, public hearings, etc. She said the City Council carefully considered the citizen input, which is reflected in the proposed changes to the regulations which were outlined in detail in the recent issue of the City's newsletter.

Sue Kovich of Columbia City asked for clarification of the definition of the public right-of-way. She asked if it is six feet wide, and where exactly it is located - in front of the house, or on the side of the house.

Leahnette said the width and location of the public right-of-way can vary greatly - it is between 20 and 80 feet wide, depending upon the location, and it can be located to the front, side, and/or rear of a piece of property. She said the right-of-way might be improved with streets and sidewalks, or it might be unimproved. She said the proposed storage permits would be issued within the unimproved areas of the right-of-way that sits at least six-feet from the paved street surface. She suggested Sue stop by City Hall to look at the tax lot maps and visit with staff to obtain specific information about the right-of-way that is adjacent to her property.

Mayor Young said typically the City's water meter is located within the right-of-way directly adjacent to the private property line.

John Weinman of Columbia City said they have sidewalks, and his boat is parked in his driveway behind the sidewalk. He asked if it will be permitted to stay there with the proposed changes.

Leahnette said as long as the boat sits six feet from the edge of the paved street it can continue to be parked in his driveway without a permit.

Joe Kovich asked how far back the storage needs to be if there is no sidewalk.

Leahnette said if the storage is sitting within an approved driveway, then it needs to be kept at least six feet from the edge of the pavement. If the storage occurs within the undeveloped right-of-way, it will require a permit and must be kept at least six feet from the edge of the paved street. She said an approved driveway is a driveway that currently exists that connects to the street and extends onto private property, or a driveway that is constructed under a driveway permit that is issued by the City in the future.

Joe asked if the storage could occur up to the edge of the side of his property, or if it must meet a side setback requirement.

Leahnette said the current proposal would permit storage to occur up to the edge of the private property - the set back requirements that apply to buildings would not apply to the RV storage.

Barbara Wootan of Columbia City asked if the information described in the newsletter covers all of the changes that are currently proposed.

Leahnette said it does. She said other changes were considered during the process, but after considering public input, the City Council is looking at moving forward with only those changes that were outlined in the recent newsletter article. She said they are not currently proposing any changes to RV storage regulations upon private property.

Barbara asked what brought about these changes.

Mayor Young said we were aware of some problems that were occurring that needed to be cleaned up, and in some cases citizen complaints were received.

Leahnette said the City Council adopted a City-wide goal to focus more on code enforcement a few years ago. She said during the process of enforcing the existing

regulations relating to the storage of RVs and trailers, it became apparent that some changes were needed due to some conflicting elements within the existing regulations.

Bill Guy of Columbia City said the proposed changes look good, but he is concerned with the last statement within the recent article, which says the City Council may revoke an Exception Permit without cause. He said he would hope that the City would attempt to make contact with the owner of the storage before utilizing the right-of-way for another purpose unless it is a dire emergency.

Leahnette said the statement is addressing the City's right to continue to utilize the right-of-way at any time for any reason as recommended by the City Attorney. She said the City is not giving up the right to utilize the right-of-way for another purpose when a permit is issued. She said typically the City would only revoke a permit if the right-of-way is needed for a utility or a sidewalk or street improvement, but the City may also want to revoke a permit if the maintenance standards are not being adhered to.

Mike said the current definition for a utility trailer includes boat trailers.

Leahnette said the definition will be changed with the ordinance amendment.

Mike said slide outs and pop ups are not permitted under the Exception Permit. He said that will make it difficult for people that are getting ready for a trip.

Leahnette said under the 72-hour loading and unloading regulations, the pop outs and slide outs could be opened.

Barbara asked if the permits will be transferable between one trailer or RV and another.

Leahnette said the permits will be specifically associated to one specific RV or vehicle. The storage of a different RV or vehicle would require the application for a new permit. For example, she said a permit issued for a 12-foot utility trailer could not be used later to store a 40-foot RV. She said only one Exception Permit could be issued for any single piece of property at any time.

Rebecca Walling of Columbia City asked if public input will be permitted outside of the two scheduled public hearings.

Leahnette said the Council always accepts public input during their meetings, and it will take at least two more meetings to adopt the ordinance changes. She said the ordinance changes will be considered during the Council Meetings scheduled for May 2 and 16.

Public Hearing closed.

2.2 Public Hearing: To hear public testimony about the proposed adoption of a Resolution authorizing a loan from the Safe Drinking Water Revolving Loan Fund by entering into a Financing Contract with the Oregon Infrastructure Finance Authority.

Public Hearing opened.

Mayor Young said the loan will not exceed \$772,000, with \$308,800 eligible for principal forgiveness, and the interest rate will not exceed 2.69%.

Leahnette said the project involves the installation of automated water meters and the purchase of automated water meter reading equipment. She said it will also correct the over and under pressurized areas within the system, noting that currently 80% of the system is over-pressurized. She said the project will add two new pressure zones and some new pressure reducing valves (PRV) and PRV stations, and repair and/or modify some existing PRV stations and valves. She said the project also includes the abandonment of approximately 1800 feet of 4" water main that runs parallel to a 10" water main. She said the project includes a leak detection survey. She said each component of

the project promotes water conservation, which is why the project qualifies for 40% debt forgiveness.

Joe Turner of Columbia City asked if this is a fixed loan or if it is an adjustable rate.

Leahnette said it is a fixed loan.

Joe asked if the water rates will go down in 20 years after this loan is paid.

Leahnette said she cannot be certain of what will happen with the rates in 20 years. She said the annual payment requirements will end in 20 years after the loan is paid in full.

Mayor Young said if this loan were paid through a levy, then the tax levy would end when the loan is paid in full, but that is not the case. She said the loan payments will be made with water revenues.

Joe said if the City raises the rates to pay for this loan, then the rate increase should be tied to the loan payments.

Leahnette said during the next 20 years the City will need to generate a certain amount of revenue to make the annual loan payments of approximately \$29,000. She said at the end of the 20-year period, the Council may choose to lower the rates. However, they may decide instead to continue to collect the \$29,000 and use it for system maintenance purposes, or for another capital project. She said this City Council cannot obligate another City Council to do something 20 years from now.

Joe said during a recent Council Meeting, a gentleman recommended the Council consider a 3% rate increase per year for 20 years.

Leahnette explained that the City has hired a rate consultant who is projecting the need for 3% rate increases in water and sewer rates annually for the next five years. She said the increases are needed to pay for annual system operation and maintenance costs, capital project costs, and debt payments. She said his study projects the necessary rates for the next five years, but not for the next 20 years. She said the 3% annual rate increases are not tied specifically to this loan.

Joe said the project will cost about \$3.29 per household per month for the next 20 years.

Rebecca Walling of Columbia City asked if this project must happen.

Mayor Young said the automated meters will save money and time over the years, and the leak detection system will also save money.

Rebecca asked what liabilities are associated with having an automated system.

Leahnette explained that the manual meters that are being replaced have, for the most part, met or exceeded their life expectancy. She said they need to be replaced. She said automated meters are the standard today - manual meters are not typically purchased any longer. She said part of our system is already automated - we currently have more than 300 automated meters. She said all of the projects are needed and necessary, and the benefit in this case is that 40% of the project costs will be wrote off. She said it would likely be detrimental to the community to pass up this 40% funding opportunity and postpone these projects to a later date.

Rebecca asked if the 40% funding is secured.

Leahnette said it is. She said 40%, or up to \$308,800, of the total project costs will be forgiven.

Bill Guy said he believes that the removal of the 4" water main is state mandated.

Leahnette said at this point the City Council is considering the authorization of the loan documents, and the engineering for the project. During future meetings, the Council will consider bid awards for the various parts of the project.

Ray Biggs of Columbia City asked whether the 4" water main will be removed or abandoned in place.

Bill said it is being removed from service, or abandoned in place.

Public Hearing closed.

AGENDA ITEM 3 CITIZEN INPUT:

Rebecca Walling of Columbia City expressed her appreciation for the work that was recently done to the Second Place alley behind her house. She said the Public Works crew graded and graveled the area and the work was really needed and is greatly appreciated.

Ray Biggs said the County uses a product that is like a tar substance which they place on top of the gravel, and over time with compaction it turns into a rough asphalt material. He said the County crew finds it to be a very cost effective approach to road maintenance, and he suggested we check with them to find out what they use.

AGENDA ITEM 4 COUNCIL REPORTS:

4.1 **Parks Committee:** No report.

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:** Secretary Wheeler said they will be scheduling a meeting to review the activity during the last quarter.

4.6 **Hazard Mitigation Planning Group:** No report.

4.7 **Other Reports:** Mayor Young said she has had a conversation with the Municipal Judge as directed by Council during the last meeting, and a Request for Proposal has been sent out to find a replacement.

AGENDA ITEM 5 CONSENT AGENDA:

5.1 **Bills paid with check numbers 17187 through 17230 during the month of February 2013.**

5.2 **Minutes of the Regular City Council Meeting of March 7, 2013.**

5.3 **Minutes of the Regular City Council Meeting of March 21, 2013.**

5.4 **Activities report for the month of March 2013 from the Public Works Superintendent.**

5.5 **Activities report from the City Administrator/Recorder.**

5.6 **Resignation of Glen Pritchard from the Planning Commission.**

Item 5.4 was removed from the Consent Agenda.

MOVED (MARSON), SECONDED (FITZGIBBONS), 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. 13-668; Ordinance No. 13-673-O: An Ordinance amending the Comprehensive Plan for the City of Columbia City, Oregon, as adopted by Ordinance No. 03-585-O.

The Council completed the second reading of Council Bill No. 13-668.

MOVED (MARSON), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 13-668.

AGENDA ITEM 7

NEW BUSINESS:

7.1 Council Bill No. 13-669; Resolution No. 13-1076-R: A Resolution of the City of Columbia City, Oregon, authorizing a loan from the Safe Drinking Water Revolving Loan Fund by entering into a financing contract with the Oregon Infrastructure Finance Authority.

MOVED (WHEELER), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 13-669.

7.2 Council Bill No. 13-670; Resolution No. 13-1077-R: A Resolution adopting a Five-Year Capital Improvement Program for the 2013-14 fiscal year for the City of Columbia City, Oregon.

Leahnette asked that a change be made to the Water Conservation Project to show a portion of the project valued at \$67,100 in the prior year column, and reducing the 2013-14 column to \$704,900 because we plan to start work on the project next week.

MOVED (MARSON), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 13-670.

7.3 Council Bill No. 13-671; Resolution No. 13-1078-R: A Resolution adopting a Police Office job description for the City of Columbia City, Oregon.

MOVED (WHEELER), SECONDED (FITZGIBBONS) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 13-671.

7.4. Presentation of draft City Charter: Presentation of the draft City Charter for the City of Columbia City as prepared by the Columbia City Charter Review Committee.

Mayor Young said the Charter Review Committee is presenting this draft of the City Charter for the Council to consider approving.

Councilor Wheeler said the City will hold some community meetings to explain the draft Charter and obtain input from the public. He said the final draft will be placed on the ballot for a vote by the community.

It was the consensus of the Council that we move forward with the draft as presented.

7.5 Payment Solution Service Agreement: Payment Solutions Service Agreement between LexisNexis VitalChek Network, Inc., and the City of Columbia City.

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

7.6 Major Crimes Team Agreement: Intergovernmental Agreement for Columbia County Major Crimes Team between the State of Oregon, City of Columbia City, and other cities and agencies within the County.

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

7.7 Lien Release: Authorization to release a lien for unpaid water and sewer utility charges, fees and accrued interest against property under the ownership of James L. and Freida M. Bahl, located at 700 James Street, Columbia City, Oregon, describe as Tax Account No. 5121-CB-00600, as established by Resolution No. 13-1072-R.

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

7.8 Proposal for Engineering Services: Proposal for Engineering Services related to the 2013 Water System Improvement Project as presented by Erik Hoovestol of Kennedy/Jenks Consultants.

MOVED (FITZGIBBONS), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO APPROVE THE PROPOSAL FOR ENGINEERING SERVICES AS PRESENTED IN THE AMOUNT NOT TO EXCEED \$85,414 AND AUTHORIZE SIGNATURE.

AGENDA ITEM 8

OTHER BUSINESS:

Entrance Sign Site: Leahnette said the Columbia County Community Corrections Crew will be working on the installation of the electrical conduit for the lighting fixtures and the concrete work for the base of the flag pole as the entrance sign site.

Police Department Update: Chief McGlothlin said they received 42 applications for the traffic grant Police Officer position. He said 28 applications have moved through the initial review, and he said 22 applicants will be invited to take the written test on April 27th and the top 10 will move forward to appear before an oral board. He said the top 5 from that process will be further interviewed, and then an offer will be made pending a background check, medical and psychological exams.

Chief McGlothlin said everyone within the department has stepped forward to assist with coverage during the staffing shortfall. He said Officer Bubar has jumped back into service and we have three very well qualified reserve program applicants that are currently being considered.

Budget Committee Meeting: Leahnette suggested May 23rd as our first Budget Committee Meeting. No objections were heard.

AGENDA ITEM 9

ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 7:07 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder