

# City Council Meeting Minutes

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THURSDAY, NOVEMBER 20, 2014

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 6:05 p.m. and led the flag salute.

**COUNCIL MEMBERS PRESENT:**

Mayor Cheryl A. Young (arrived 6:12 p.m.)  
Council President Sally Ann Marson  
Councilor Josh Fromm  
Councilor Nell Harrison  
Councilor Gordon Thistle

**COUNCIL MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Michael McGlothlin, Chief of Police  
Lisa Smith, City Planner  
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 Marson said the Veterans Park improvements are progressing well.

**4.2 Water and Sewer Committee:** No report.

**4.3 Street Committee:** No report.

**4.4 Audit Committee:** Secretary Harrison said we are still in need of another Audit Committee Member, and asked Council Members to help solicit applicants for the position.

**4.5 Hazard Mitigation Planning Group:** Leahnette suggested the Hazard Mitigation Planning Group meetings for November and December be cancelled due to the holidays. Member Fromm agreed.

**4.6 Other Reports:** None.

**AGENDA ITEM 5**

**CONSENT AGENDA:**

**5.1 Minutes of the Regular City Council Meeting of November 6, 2014.**

**5.2 Financial Report for the period ending October 31, 2014.**

**5.3 Application for a Permit for a Portable Basketball Hoop in the right-of-way as applied for by Celestino Mendoza of 3545 Fifth Street.**

**5.4 Application for a Permit for a Portable Basketball Hoop in the right-of-way as applied for by Cameron Page of 3330 Park Drive.**

**5.5 Application for a Permit for a Portable Basketball Hoop in the right-of-way as applied for by Douglas Erceg of 400 Lincoln Street.**

**5.6 Activities report for the month of October 2014 from the Chief of Police.**

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

**5.8 Investment and Cash Balance Summary for the period ending September 30, 2014.**

**5.9 Application for a Permit for a Portable Basketball Hoop in the right-of-way as applied for by Josh Sexton of 415 Weown Court.**

Mayor Young arrived at 6:12 p.m.

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

**AGENDA ITEM 6**

**UNFINISHED BUISNESS:**

None.

**AGENDA ITEM 7**

**NEW BUSINESS:**

**7.1/7.2 Leak Detection Survey services: Review proposals for City-wide Leak Detection Survey services.**

The City Council reviewed proposal received for leak detection services as follows:

Utility Services Associates	\$8,099.00
American Leak Detection	\$6,837.50

MOVED (FROMM), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO SELECT AMERICAN LEAK DETECTION TO COMPLETE THE LEAK DETECTION SURVEY FOR \$6,837.50 AS RECOMMENDED BY STAFF.

**7.3 Council Bill No. 14-744; Resolution No. 14-1134-R: A Resolution adopting amendments to the City of Columbia City Personnel Policies and Procedures Manual dated April 18, 2002.**

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 14-744.

**7.4 Memorandum of Agreement - Delegated Building Inspection Program: Memorandum of Agreement relating to the Delegated Building Inspection Program between the Building Codes Division through the Department of Consumer and Business Services and the Columbia City Building Inspection Program.**

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

**AGENDA ITEM 8**

**OTHER BUSINESS:**

**Basketball Hoops within the right-of-way:** Councilor Marson recommended the City regulate basketball hoops that are permanently placed within the right-of-way in the very same manner as portable basketball hoops that are placed within the right-of-way, using the same permit process and permit fee.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO REGULATE PERMANENTLY PLACED HOOPS WITHIN THE RIGHT-OF-WAY IN THE SAME MANNER AS PORTABLE HOOPS WITHIN THE RIGHT-OF-WAY USING THE SAME PERMIT PROCESS AND FEE.

**Planning Commission Decision on Port of St. Helens building:** The Council reviewed and discussed information contained in a memorandum dated November 20, 2014, from Lisa Smith, City Planner, regarding the Limited Land Use Decision Appeal Process. The memorandum was developed in response to e-mail correspondence received from Larry Preston suggesting that the Council appeal the Planning Commission's November 12, 2014 decision about the Port of St. Helens building.

MOVED (FROMM), SECONDED (MARSON) AND CARRIED UNANIMOUSLY THAT THE CITY COUNCIL HAS NO INTENTION OF APPEALING THE PLANNING COMMISSION'S NOVEMBER 12, 2014, DECISION.

Leahnette said she received a follow-up e-mail from Larry Preston at 3:15 p.m. today, which read in part, ".....since the Council will consider this matter tonight, there is no longer a need for me to file a formal appeal and a request for a fee waiver." Mayor Young said she personally would not entertain a fee waiver. Lisa Smith said the City does not have any provision under Limited Land Use Decision-Making to waive an appeal fee.

**Emergency Operations Plan:** Leahnette said the new Columbia City Emergency Operations Plan has been developed with the assistance of Ecology and Environment, Inc., a consulting firm that specializes in emergency management planning. She said the project was funded by a Homeland Security Grant, and the new plan is consistent with the County's plan and other plans throughout the State of Oregon, which will be very beneficial to emergency response. She said the draft plan is available for review and will be placed on the next City Council Meeting Agenda for adoption.

**Police update:** Chief McGlothlin reminded Council Members that the deadline for Shop with a Cop nominations is coming up in early December.

**AGENDA ITEM 9**

**ADJOURNMENT:**

There being no further business to come before the Council, the meeting adjourned 6:30 p.m.

APPROVED:

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Cheryl A. Young  
Mayor

ATTEST:

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Leahnette Rivers  
City Administrator/Recorder