

City Council Meeting Minutes

THURSDAY, JUNE 18, 2015

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 Josh Fromm
Councilor Sally Ann Marson
Councilor Nell Harrison
Councilor Gordon Thistle

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Michael McGlothlin, Chief of Police
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:**

2.1 Public Hearing: To discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Columbia City Budget Committee.

Public Hearing opened.

Leahnette recommended the Council consider the following changes to the 2015-16 approved budget:

- Increase General Fund, Police Department Capital Outlay, Equipment by \$7,000 to cover additional equipment required due to new model of patrol vehicle;
- Increase General Fund, Police Department Capital Outlay, Equipment by \$10,100 to cover computer and technical upgrades required for the Criminal Justice Information System;
- Decrease General Fund, Non-Departmental, Contingency by \$17,100.

Council Members expressed support for the changes and no comments were heard from the public.

Public Hearing closed.

2.2 Public Hearing: To accept testimony about proposed adjustments to the current water and sewer rates as recommended in the Water and Wastewater Rate Analysis Summary Report prepared by Shaun Pigott and Associates LLC.

Public Hearing opened.

No comments were heard from the public.

Public Hearing closed.

AGENDA ITEM 3

CITIZEN INPUT:

3.1 Lowell Kiesow of KPLU: Lowell spoke with the Council about KPLU's interest in placing an FM translator on the upper reservoir site. Following a lengthy discussion between the Council, staff and Lowell, it was the consensus of the Council that Lowell proceed with applying for the FCC License prior to the negotiation of a lease agreement.

3.2 Casey Wheeler of Columbia Pacific Food Bank: Casey extended a personal thank you to the Mayor and Council for the City's recent donation to the Columbia Pacific Food Bank. He said the City's donation can be turned into 1500 meals with the resources that they have available to them. Casey reported that the Food Bank recently started delivering fresh produce to all of the schools around the county.

AGENDA ITEM 4

COUNCIL REPORTS:

4.1 Parks Committee: Chair Marson said the flowers are growing, and so are the weeds.

4.2 Water and Sewer Committee: Micah said the pumping levels in the well are dropping more than a month ahead of schedule. He said they are just about to drop the pumping levels by 5 gpm. He said it's quite likely we'll need to purchase wholesale water from St. Helens this summer.

Micah said the next focus of the department will be leak detection. He said he just ordered a couple of fire hydrants to replace some leaking hydrants, and they will make every effort to locate and repair all of the leaks that they can.

Micah noted that we won't need to look at restricting consumer water usage, but purchasing water from St. Helens will have an impact on our budget.

4.3 Street Committee: The Mayor and Council Members said the street striping looks great. Micah said they have one more day of striping to complete.

Leahnette said the new street light improvements have been ordered.

4.4 Audit Committee: No report.

4.5 Hazard Mitigation Planning Group: Chief McGlothlin said the Group will meet on Monday to continue discussions about the Continuity of Operations Plan, the Prepare Fair, and the Community Emergency Notification System Scripts.

4.6 Other Reports: None.

AGENDA ITEM 5

CONSENT AGENDA:

5.1 Minutes of the Regular City Council Meeting on May 7, 2015.

5.2 Minutes of the Regular City Council Meeting on May 21, 2015.

5.3 Financial Reports for the month ending May 31, 2015.

5.4 Activities Report from the Chief of Police for the months of April and May 2015.

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

AGENDA ITEM 6 UNFINISHED BUISNESS:

None.

AGENDA ITEM 7 NEW BUSINESS:

7.1 Columbia County Intergovernmental Agreement Amendment 2: Amendment 2 to the Intergovernmental Agreement between Columbia County, Oregon, and Columbia City, Oregon for the provision of supervised Corrections work crews.

Leahnette said this amendment will extend the current agreement for another two years.

MOVED (HARRISON), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO APPROVE AMENDEMENT 2 TO THE INTERGOVERNMENTAL AGREEMENT FOR SUPERVISED CORRECTIONS WORK CREWS.

7.2 Council Bill No. 15-757; Resolution No. 15-1144-R: A Resolution authorizing a transfer of appropriations within the General Fund, Street Fund, Water Fund and Sewer Fund during the fiscal year beginning July 1, 2014.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 15-757.

7.3 Council Bill No. 15-758; Resolution No. 15-1145-R: A Resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes for the 2015-16 fiscal year.

MOVED (HARRISON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 15-758.

7.4 Council Bill No. 15-759; Resolution No. 15-1146-R: A Resolution providing for water rates and charges for the City of Columbia City, Oregon; rescinding Resolution No. 14-1124-R.

MOVED (MARSON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 15-759.

7.5 Weed Abatement Recommendation: Recommendation from the City Administrator/Recorder to abate weeds on the following properties:

- 3325 Fifth Street, Tax Lot 5121-CA-5900, under the ownership of Tye and Rebecca Holien;
- 445 Skookum Court, Tax Lot 5121-CA-3900, under the ownership of Paul and Wilma Vincent.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO AUTHORIZE THE ABATEMENT OF WEEDS AT 33225 FIFTH STREET AND 445 SKOOKUM COURT.

AGENDA ITEM 8 OTHER BUSINESS:

Resignation from Linda Guy, Court Clerk: The Council reviewed a letter of resignation dated June 17, 2015, from Linda Guy, Court Clerk, effective no sooner than July 1, 2015 and no later than July 10, 2015. Leahnette said Linda's been with the City for 22 years and

is selling her home and moving. Leahnette said she has no objections to providing her with the flexible termination date.

MOVED (MARSON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO ACCEPT LINDA GUY'S RESIGNATION.

Recommendation from City Administrator regarding proposed Office Clerk and Planning/Court/Administrative Assistant positions: Leahnette said she would like to redistribute the Court Clerk duties to Helen Johnson, Planning/Building/Administrative Secretary, and create an entry-level Office Clerk position to work an average of 15 hours of per week. She recommended the following salary ranges for each of the positions effective July 1, 2015:

Planning/Court/Administrative Assistant:						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
16.63	17.46	18.33	19.25	20.21	21.22	22.29

Office Clerk:						
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
12.00	12.60	13.23	13.89	14.59	15.32	16.08

Leahnette noted that the range proposed for Helen Johnson's position includes a 3.38% pay increase, but overall the restructuring will result in a significant savings to the City.

It was the consensus of the Council that Leahnette move forward with the proposal. Leahnette will begin advertising to fill the new position and present the Council with the salary ranges and job descriptions for approval at the next meeting.

AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned 6:45 p.m.

APPROVED:

Cheryl A. Young
Mayor

ATTEST:

Leahnette Rivers
City Administrator/Recorder