

City Council Meeting Minutes

THURSDAY, MARCH 17, 2016

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

COUNCIL MEMBERS ABSENT:

None

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:**

None

AGENDA ITEM 3 **CITIZEN INPUT:**

None

AGENDA ITEM 4 **COUNCIL REPORTS:**

4.1 Parks Committee: Chair Marson pointed out that the Veterans & War Memorials Grant Agreement that is contained in the packet contains the scope of work for the Phase III improvements. She said the St. Helens Garden Club recently worked with the Columbia County Community Corrections Crew in Ruth Rose Richardson Park and they did a lot of trimming, pruning and general clean up. Leahnette said the Public Works Crew is prepping for the concrete pours in the Veterans Park and she has a team of volunteers lined up to pour the concrete. She said the tiles have been ordered and should arrive in a few weeks. Chair Marson said the orders for engraved bricks keep coming in.

4.2 Water and Sewer Committee: Chair Fromm said the RCE lift station work is complete and everything went really well. He said the contractor just turned the operations of the newly refurbished facility back over to the City.

4.3 Street Committee: Chair Marson said the Committee met last month to update the planned street projects list, and the list is now included in the proposed Five-Year Capital Improvement Plan.

4.4 Audit Committee: Secretary Harrison said the Audit Committee will meet again in May 2016.

4.5 Hazard Mitigation Planning Group: Team Member Fromm said the Group will meet again in April.

4.6 Other Reports: Councilor Harrison said the daffodils look great along the wall behind the public works shop.

Leahnette shared copies of the preliminary design drawings for the Community Hall refurbishment project with the Council.

AGENDA ITEM 5

CONSENT AGENDA:

5.1 Minutes of the Regular City Council Meeting on February 18, 2016.

5.2 Financial Report for the month ending February 29, 2016.

5.3 Bills paid with check numbers 19270 through 19324 during the month of February 2016.

5.4 Activities report from the Chief of Police.

5.5 Activities report from the Public Works Superintendent.

5.6 Activities report from the City Administrator.

5.7 Ratify OLCC Application for Temporary Use of an Annual License as applied for by Blackbird Catering LLC for Saturday, March 5, 2015 for the Michael Allen Harrison event at the Columbia City School Gym.

Item 5.5 was removed from the consent agenda. MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO APPROVE THE CONSENT AGENDA AS REVISED.

AGENDA ITEM 6

UNFINISHED BUISNESS:

None.

AGENDA ITEM 7

NEW BUSINESS:

7.1 Grant Agreement: 2016 Veterans & War Memorials Grant Agreement between the State of Oregon, acting by and through Oregon Parks and Recreation Department, Heritage Programs, and the City of Columbia City.

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

7.2 Cost of Living Adjustment (COLA): City Administrator's recommendation for a cost of living adjustment effective July 1, 2016.

Council discussed the proposal with staff. As a result of the discussion, Leahnette revised her recommendation from 1.5% to 2.0%.

MOVED (THISTLE), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO APPROVE A 2% COLA FOR ALL EMPLOYEES EFFECTIVE JULY 1, 2016.

7.3 Policy Goals and Objectives: Draft Policy Goals and Objectives for the City of Columbia City, Oregon, for fiscal year 2016-17.

Council and staff reviewed and discussed draft goals and objectives.

7.4 Five-Year Capital Improvement Program: Draft Five-Year Capital Improvement Program for the 2016-17 fiscal year for the City of Columbia City, Oregon.

Council and staff reviewed and discussed the draft Five-Year Capital Improvement Program.

AGENDA ITEM 8 OTHER BUSINESS:

Sign Permit Fee Waiver Request: The Council reviewed a request from Kit Gardes, President of the Friends of the Library, for a waiver of the \$150.00 sign permit fee for a new sign at the Library.

MOVED (HARRISON), SECONDED (FROMM) AND CARRIED UNANIMOUSLY TO WAIVE THE FEE FOR THE LIBRARY'S NEW SIGN.

Permit to Place Planter Boxes in ROW: The Council reviewed a request for a right-of-way permit to place planter boxes within the J Street right-of-way adjacent to 1740 Second Street as applied for by Gerald Ellis.

MOVED (THISTLE), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO APPROVE THE PERMIT.

Contract Services for Building Official and Inspection Services: Leahnette explained that the City of St. Helens recently hired a new building official, and they have offered to provide contract building official and inspection services to Columbia City under a rate structure that could result in some cost savings. She said they are currently preparing a contract for our review and consideration.

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