

# City Council Meeting Minutes

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THURSDAY, OCTOBER 5, 2017

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 Karli Ebert  
Councilor Nell Harrison  
Councilor Sally Ann Marson  
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:**

**2.1      Public Hearing: To hearing public testimony about a proposal to authorize a loan under the Clean Water State Revolving Fund loan program. The loan funds will be used to complete sewer system improvements. The loan will not exceed \$476,000 and will be payable over a period of 20 years with an interest rate of 2.03% per annum. The loan will be subject to an annual loan fee equal to 0.5% of the outstanding principal.**

Public Hearing opened.

Leahnette explained that the City still has a total of 33 steel tanks in the City Sewer System, and all of the steel tanks need to be replaced or abandoned. She said this project will take care of 15 of the steel tanks, and the remaining 18 steel tanks will be dealt with at a later date in a different project.

She said this project area was selected for upsizing the sewer main size to accommodate gravity flow without the use of tanks because the City's Wastewater Collection System Facility Plan identifies it as a cost effective area to convert to gravity flow. She said this project area contains 15 steel tanks in need of abandonment or replacement, and one concrete tank that serves four houses and requires a lot of pumping and maintenance. She said during this project, we hope to abandon the 16 tanks, but in some cases we may

need to replace a tank with a new concrete tank if there's not enough fall in elevation to accommodate a direct gravity flow connection.

Dennis Myers of Columbia City asked where the remaining 18 steel tanks are located. Leahnette said typically the steel tanks are located on private property because they were originally part of a septic system when the City initially constructed the sewer system in 1991-92. She said all of the tanks belong to the City and are part of the City's sewer system.

Dennis asked if the City has a map showing the location of the remaining steel tanks. Leahnette said that she does, and she'd be happy to show it to him during regular office hours or email a copy to him at a later time.

Dennis asked where the line replacement will occur. Leahnette said the 4-inch sewer lines within this project area will be upsized to 6-inch so the area can be converted to direct gravity flow. She said the project area is located north of E Street, south of A Street, west of Jim Bundy Memorial Park/Highway 30, and east of Sixth Street.

Dennis asked if everyone had to pay a fee when they originally connected to the sewer system. Leahnette said they did - and the fee was originally about \$1700, but it is more now.

Joe Turner of Columbia City asked if the sewer rates will go up as a result of this loan. Leahnette said she will know more as she gets into this next year's budget process. She said last year, her 10-year financial projections for the sewer system indicated that we'd likely need to increase rates again in 2018 by 3% to cover costs, which included the estimated debt payments for this particular loan. However, she said things may look a little different when she updates those projections again based upon actual revenues and expenditures, rather than projections.

Joe asked if the City would put the rate increase to a vote. Leahnette said the City is not required to submit utility rate increases to the voters.

Leahnette explained that unfortunately, the City's sewer user customer base is nearly entirely residential, which means the residents are burdened with the full cost of operating and maintaining a sewer collection system with little help from commercial and industrial users. She said the City cannot complete the necessary sewer improvements projects without borrowing funds, and interest rates are at an all-time low right now. She said we have two existing sewer loans in place, and this will be our third. She said there were no grant programs available to the City for this type of project because Columbia City's median income level is too high.

Public Hearing closed.

### **AGENDA ITEM 3**

#### **CITIZEN INPUT:**

Joe Turner said he's been in contact with Al Petersen, and his subdivision project is going to be on the backburner for awhile.

### **AGENDA ITEM 4**

#### **COUNCIL REPORTS:**

**4.1 Parks Committee:** Chair Marson said the Parks Committee met last night and the minutes have been distributed. She said the Parks Committee will meet again on October 24.

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

**4.3 Street Committee:** Chair Marson said she and Micah completed a survey of street conditions on this side of the Highway, and those results will be forwarded to the Street Committee.

**4.4 Audit Committee:** Secretary Harrison said everyone has a copy of the most recent Audit Committee Meeting, and they will meet again on November 13th.

**4.5 Hazard Mitigation Planning Group:** Chief McGlothlin said the Group will meet on October 23rd to complete an after-action report about the September Prepare Fair. Leahnette said the new location along Second Street was great for the Prepare Fair.

**4.6 Other Reports:** Councilor Marson will interview a Planning Commission applicant on October 19th on behalf of the Mayor.

**AGENDA ITEM 5**

**CONSENT AGENDA:**

**5.1 Bills paid with check numbers 20458 through 20520 during the month of August 2017.**

**5.2 Bills paid with check numbers 20521 through 20583 during the month of September 2017.**

**5.3 Financial report for the month ending August 31, 2017.**

**5.4 Activities report from the City Administrator.**

**5.5 Activities report from the Public Works Superintendent.**

**5.6 Activities report from the Chief of Police.**

**5.7 Minutes of the Regular City Council Meeting on August 17, 2017.**

**5.8 Minutes of the Regular City Council Meeting on September 7, 2017.**

MOVED (THISTLE), SECONDED (MARSON) 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 Council Bill No. 17-828; Resolution No. 17-1198-R: A Resolution authorizing and approving a Clean Water State Revolving Fund Loan Agreement between the State of Oregon acting by and through its Department of Environmental Quality and the City of Columbia City, Oregon.**

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 17-828.

**AGENDA ITEM 8**

**OTHER BUSINESS:**

**Retirement:** Leahnette reported that, unfortunately, Colleen Calkins is planning to retire around the first of January. As a result, Leahnette said she'll probably be doing some restructuring within the office and advertising to fill a position.

**Justice Court Rental Agreement:** Leahnette said the Justice Court has been renting the Council Chambers for nine years now, and during that time we have charged them \$75 per day for their use of the building. She recommended the City Council consider increasing the amount of rent. She said housing the Justice Court involves a lot more than allowing them to use our room and furniture. She said there is actually a lot of customer service required on the part of the City, which can be quite time consuming and sometimes pretty stressful. Leahnette said she is not at all opposed to continuing to rent the room to the Justice Court provided it is in the best interest of the City to do so. After a lengthy discussion, it was the consensus of the Council that the rental rate be increased to \$200 per day effective January 1st. Leahnette will provide notice to the County.

**Police Department:** Chief McGlothlin said Steven Bubar is doing well in the Reserve Academy, and he is just finishing up the Reserve Officer paperwork and application

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requirements for Jeromy Hasencamp. He said Jeromy will not need to attend the Reserve Academy because he is still a certified Police Officer, although he will still go through a modified training program to bring him up to speed with our organization and community. Chief McGlothlin said the seasonal activities are starting to slow down as we begin to enter into the winter months. Chief McGlothlin discussed the new hands free requirements associated with the use of cell phones while driving - a single swipe is all that is permitted now.

**AGENDA ITEM 9      ADJOURNMENT:**

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

APPROVED:

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Cheryl A. Young  
Mayor

ATTEST:

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Leahnette Rivers  
City Administrator/Recorder