

# The City of Columbia City

*In Columbia County on the Columbia River*



## CITY COUNCIL REGULAR MEETING AGENDA OCTOBER 15, 2020 - 6:15 PM VIA CONFERENCE CALL ONLY PHONE NUMBER: 425-436-6318 ACCESS CODE: 752011\*

1. **CALL TO ORDER/ROLL CALL**
2. **CITIZEN INPUT**
3. **COUNCIL REPORTS**
4. **STAFF REPORTS**
  - 4.1 Activity Report from the Public Works Superintendent.
5. **CONSENT AGENDA**
  - 5.1 Bills paid with check numbers 32743 through 32792 during the month of September, 2020.
  - 5.2 Financial Report for the month ending September 30, 2020.
  - 5.3 Minutes of the September 17, 2020 Regular City Council Meeting.
6. **UNFINISHED BUSINESS**
  - 6.1 Second Reading of Council Bill 20-905: An Ordinance Amending Ordinance No. 03-586-O, the Columbia City Development Code, Chapter 7.60 (C) Commercial Zone.
7. **NEW BUSINESS**
  - 7.1 Ratification of an Intergovernmental Agreement (IGA) between the Lane Council of Governments (LCOG) and the City of Columbia City, as signed by the City Administrator, regarding technical assistance for the City's ePermitting Program.
  - 7.2 Council Bill 20-907: A Resolution Amending Ordinance No. 03-588-O; An Ordinance Prohibiting Outdoor Burning; Providing Exemptions; Establishing Penalties.

PO Box 189 ♦ 1840 Second Street ♦ Columbia City, Oregon 97018  
Phone 503-397-4010 ♦ Fax 503-366-2870  
E-mail [colcity@columbia-city.org](mailto:colcity@columbia-city.org) ♦ Web site [www.columbia-city.org](http://www.columbia-city.org)

- 7.3 Review and receipt of letter from Paulette Lichatowich, President of the Friends of the Columbia City Community Library.
- 7.4 Review and approval of an Application for a Portable Basketball Hoop in Right-of-Way (ROW) Permit, as submitted by Faye Rehse of 2025 5<sup>th</sup> Street.

8. **OTHER BUSINESS**

9. **ADJOURNMENT**



The City of Columbia City  
**Public Works Department**  
*In Columbia County on the Columbia River*  
 P.O. Box 189 - 1755 Second Place  
 Columbia City, Oregon 97018  
 Phone(503)366-0454 - Fax(503)366-0724  
 E-mail www.columbia-city.org

**October 8, 2020**

**Public Works Activities Report Ending September 30, 2020**

**To The Mayor and City Council:**

**WATER PUMPED IN GALLONS:**

2020:	Col, City:	St Helens	Total:	Diff:	YTD:
Jan	4,539,687	75,548	4,615,235		4,615,235
Feb	3,644,710	237,864	3,882,574	-732,661	8,497,809
Mar	4,451,050	0	4,451,050	+568,476	12,948,859
Apr	4,345,340	0	4,345,340	-105,710	17,294,199
May	4,876,680	0	4,876,680	+531,340	22,170,879
Jun	4,916,960	335,104	5,252,064	+375,384	27,422,943
Jul	6,559,460	863,940	7,423,400	+2,171,336	29,594,279
Aug	6,364,080	1,923,108	8,287,188	+863,788	37,881,467
Sep	4,874,720	584,936	5,459,656	-2,827,532	43,341,123
Oct					
Nov					
Dec					
Total 2020					43,341,123

**Water Dept. Work Orders Completed:**

September work orders: 24

Total water work orders completed in 2020: 163

**Current Output, P.W. Well: 135gpm**

**Water Loss for Billing Period: 8/20/20-9/21/20**

**Total Water Pumped: 850,108cuft.**

**Total Water Sold: 811,140cuft**

**Water Loss: 38,968cuft.**

**Percentage Lost: 4.58%!!!!**

**Water Loss Quantity From Previous Billing Period. -134,545cuft.**

- We repaired the final leak that had been identified. The leak loss at 38,968 cubic feet or 4.58% is the lowest I have seen since I began working for the City. We have an awesome crew here!

**SEWER FLOW IN GALLONS:**

2020:	Total:	St. H	Billable	Diff:	YTD:
Jan	3,912,950	430,937	3,482,013		3,912,950
Feb	3,204,740	392,870	2,811,870	-708,210	7,117,690
Mar	3,572,600	365,308	3,207,292	+367,860	10,690,290
Apr	3,727,430	381,736	3,345,694	+154,830	14,417,720
May	3,245,060	322,469	2,922,591	-482,370	17,662,780
Jun	3,562,430	348,036	3,227,326	+317,370	21,225,210
Jul	3,215,210	414,575	2,800,635	-347,220	24,440,420
Aug	3,352,240	350,339	3,001,901	+137,030	27,792,660
Sep	3,728,200	351,297	3,376,903	+375,960	31,520,860
Oct					
Nov					
Dec					
Total: 2020					31,520,860

**Sewer Dept. Work Orders Completed 2020: 8**

- Nothing new to report.

**PARKS**

- We install new picnic tables at Pixie Park. The DAR purchased them and we agreed to install them.


**STREETS/STORM**

- The new "All Way" stop intersection at 5<sup>th</sup> & Pacific is in place. Input from the neighborhood has been mostly positive. We are preparing for the rainy season.

**MISC**

- Nothing to report.

Respectfully Submitted,



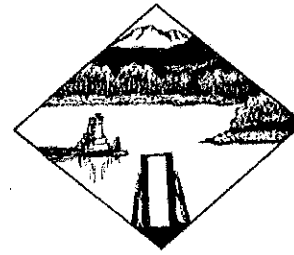

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Micah Rogers  
Public Works Superintendent

# Bank Reconciliation

## Checks by Date

User: MMcGlothlin  
 Printed: 10/05/2020 - 8:08AM  
 Cleared and Not Cleared Checks  
 Print Void Checks



City of Columbia City  
 PO Box 189  
 1840 Second Street  
 Columbia City, OR 97018  
 (503) 397-4010

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
186	9/4/2020	FEDERAL GOVERNMENT		AP			12,004.29
187	9/4/2020	OR DEPT OF REVENUE		AP			2,975.76
188	9/4/2020	OR PERS		AP			10,131.76
32743	9/4/2020	ACE HARDWARE - WEST		AP			346.89
32744	9/4/2020	CASCADE COLUMBIA DISTRIBUTI		AP			1,664.03
32745	9/4/2020	SPENCER JAY DESCHAMPS		AP			3,662.50
32746	9/4/2020	JOHN L SCOTT RELOCATION		AP			76.12
32747	9/4/2020	OLSON LLC		AP			600.00
32748	9/4/2020	ONE CALL CONCEPTS, INC		AP			17.64
32749	9/4/2020	OREILLY AUTOMOTIVE INC		AP			128.80
32750	9/4/2020	ROSS & LAWRENCE UNION OIL CC		AP			228.91
32751	9/4/2020	CITY OF ST HELENS		AP			13,199.91
32752	9/4/2020	WILLAMETTE VALLEY SECURITY,		AP			104.85
32753	9/15/2020	GRANITE TELECOMMUNICATIONS		AP			376.30
32754	9/15/2020	HUDSON PORTABLE TOILET SERV.		AP			467.10
32755	9/15/2020	INTERSTATE PEST MANAGEMENT		AP			245.00
32756	9/15/2020	KOLDKIST		AP			48.50
32757	9/15/2020	STEPHEN D. PETERSEN		AP			150.00
32758	9/15/2020	QUILL CORPORATION		AP			58.98
32759	9/15/2020	SPRINGBROOK HOLDING COMPAN		AP			37.00
32760	9/15/2020	UTILIZE I.T., INC.		AP			588.00
32761	9/15/2020	VERIZON WIRELESS		AP			456.02
32762	9/21/2020	ALEXIN ANALYTICAL LABORATOI		AP			108.00
32763	9/21/2020	CITY COUNTY INSURANCE SERVI		AP			3,135.02
32764	9/21/2020	COLUMBIA CO TREASURER		AP			112.00
32765	9/21/2020	MICHAEL GEORGE PAVING		AP			6,722.00
32766	9/21/2020	MIG, INC		AP			897.28
32767	9/21/2020	NW NATURAL GAS		AP			34.56
32768	9/21/2020	OPUS INTERACTIVE		AP			50.00
32769	9/21/2020	OR DEPT OF REVENUE		AP			135.00
32770	9/21/2020	OR GOVERNMENT ETHICS COMMI		AP			548.87
32771	9/21/2020	PAMPLIN MEDIA GROUP		AP			85.00
32772	9/21/2020	PAULY, ROGERS & CO., PC		AP			3,720.00
32773	9/21/2020	RICOH USA, INC.		AP			76.61
32774	9/21/2020	ROSS & LAWRENCE UNION OIL CC		AP			386.41
32775	9/21/2020	ARTHUR E. SHERWOOD		AP			261.00
32776	9/21/2020	SPRINGBROOK HOLDING COMPAN		AP			318.00
32777	9/21/2020	CITY OF ST. HELENS		AP			1,037.87
32778	9/21/2020	TRAFFIC SAFETY SUPPLY CO INC		AP			464.06
32779	9/21/2020	TROTTER & MORTON		AP			131.50
32783	9/29/2020	CASCADE COLUMBIA DISTRIBUTI		AP			899.50
32784	9/29/2020	COLUMBIA CO CLERK		AP			206.00
32785	9/29/2020	DAHLGREN'S DO IT BEST BUILDI		AP			58.41
32786	9/29/2020	ELAVON		AP			112.71
32787	9/29/2020	INROADS CREDIT UNION		AP			1,055.68
32788	9/29/2020	KENNEDY/JENKS CONSULTANTS		AP			435.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
32789	9/29/2020	KIMBALL MIDWEST		AP			1,988.59
32790	9/29/2020	QUILL CORPORATION		AP			220.95
32791	9/29/2020	UTILIZE I.T., INC.		AP			200.00
32780	9/30/2020	LAURA MARKHAM		PR			1,206.70
32781	9/30/2020	HRA VEBA TRUST		AP			875.00
32782	9/30/2020	UNITED WAY of COLUMBIA COUN		AP			10.00
32792	9/30/2020	KENNY L. THOMAS		AP			735.00
Total Void Check Count:							0
Total Void Check Amount:							
Total Valid Check Count:							53
Total Valid Check Amount:							73,795.08
Total Check Count:							53
Total Check Amount:							73,795.08

CITY OF COLUMBIA CITY - COMBINED BALANCE SHEET

ALL FUND TYPES AND ACCOUNT GROUPS

September 30, 2020

	Governmental Fund Types							Proprietary Fund Types			Total Memorandum (only)
	General	Equipment Reserve	Street	Street Development	Park Development	Storm Drain Development	Water	Water Development	Sewer	Sewer Development	
<b>ASSETS AND OTHER DEBITS</b>											
Assets:											
Cash and Investments	(100,374.83)	60,043.33	245,972.42	77,060.45	49,866.49	2,462.12	313,602.56	266,961.67	335,128.71	5,436.00	1,256,158.92
Receivables:											
Taxes	27,353.48						494.18				27,353.48
Accounts - other	33,612.34						79,143.89				34,106.52
Accounts - utility billings			8,458.03								125,570.39
Inventories											8,458.03
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>(39,409.01)</b>	<b>60,043.33</b>	<b>254,430.45</b>	<b>77,060.45</b>	<b>49,866.49</b>	<b>2,462.12</b>	<b>393,240.63</b>	<b>266,961.67</b>	<b>381,555.21</b>	<b>5,436.00</b>	<b>1,451,647.34</b>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>											
Liabilities:											
Accounts payable	44,039.58										44,039.58
Payroll liabilities	12,444.34										12,444.34
Building Assessment Liability	376.30										376.30
Community Hall Deposits	100.00						9,909.40				10,457.88
Fence Deposit	(247.00)										(247.00)
Assessments on fines											25,903.63
Deferred revenue:											
Property taxes	25,903.63										25,903.63
Celebration	100.00										100.00
Shop with a Cop	23,918.00										23,918.00
Housing rehabilitation loans											127,599.47
<b>TOTAL LIABILITIES</b>	<b>106,634.85</b>						<b>10,212.39</b>		<b>10,752.23</b>		<b>8,468.92</b>
Equity and other credits:											
Fund balances:											
Reserved for inventory			8,468.92								8,468.92
Unreserved:											
Undesignated	(143,889.68)	60,043.33	245,961.53	77,060.45	49,866.49	2,462.12	383,028.24	266,961.67	370,802.98	5,436.00	1,317,733.13
Total fund balance	(143,889.68)	60,043.33	254,430.45	77,060.45	49,866.49	2,462.12	383,028.24	266,961.67	370,802.98	5,436.00	1,326,202.05
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>(143,889.68)</b>	<b>60,043.33</b>	<b>254,430.45</b>	<b>77,060.45</b>	<b>49,866.49</b>	<b>2,462.12</b>	<b>393,240.63</b>	<b>266,961.67</b>	<b>381,555.21</b>	<b>5,436.00</b>	<b>1,453,801.52</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<b>(37,254.83)</b>	<b>60,043.33</b>	<b>254,430.45</b>	<b>77,060.45</b>	<b>49,866.49</b>	<b>2,462.12</b>	<b>393,240.63</b>	<b>266,961.67</b>	<b>381,555.21</b>	<b>5,436.00</b>	<b>1,453,801.52</b>
<b>REVENUES:</b>											
21,574.71	107.40	19,949.65	137.80	89.16	815.60	186,422.50	477.39	111,638.45	9.71	341,222.37	
186,645.67	-	20,312.30	-	-	-	86,741.65	-	75,841.59	-	371,541.21	
<b>EXPENDITURES:</b>											
(165,070.96)	107.40	(362.65)	137.80	89.16	815.60	97,680.85	477.39	35,796.85	9.71	(30,318.84)	
21,161.28	59,935.93	254,793.10	76,922.65	49,777.33	1,846.52	283,347.39	266,484.28	335,006.12	5,426.29	1,356,520.89	
(143,889.68)	60,043.33	254,430.45	77,060.45	49,866.49	2,462.12	383,028.24	266,961.67	370,802.98	5,436.00	1,326,202.05	

# City Council Meeting Minutes

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THURSDAY September 17, 2020

VIA CONFERENCE CALL

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

## AGENDA ITEM 1

### CALL TO ORDER/ROLL CALL:

#### CONVENED:

Mayor Casey Wheeler called the Regular Meeting to order at 6:15 pm. Public access and comment was available via published conference call number. No citizen call-in was conducted at this conference call meeting.

#### COUNCIL MEMBERS PRESENT:

Mayor Casey Wheeler  
Councilor Karli Ebert  
Councilor Sally Ann Marson  
Councilor Gordon Thistle  
Councilor Susan Ziglinski

#### COUNCIL MEMBERS ABSENT:

None

#### ALSO PRESENT:

Mike McGlothlin, City Administrator/Recorder  
Lauren Scott, City Planner

#### 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 Columbia City Planning Commission's Recommendations to the City Council for the Legislative Text Amendment to the Commercial Zone.

Mayor Wheeler opened the public hearing at 6:16 pm. Andrew Stamp, Land Use Attorney for applicant Wayne Weigandt, presented information and overview specific to the application requesting Council support for the addition of boat and recreational vehicle storage as a permitted use within the City's Commercial Zone. The City's Contracted Planner, Lauren Scott, and the City Administrator, Mike McGlothlin, provided staff support of the request and also referenced the staff report and recommendation that was submitted by the City's Planning Commission. Mayor Wheeler closed the Public Hearing at 6:26 pm.

## AGENDA ITEM 3

CITIZEN INPUT: None

## AGENDA ITEM 4

COUNCIL REPORTS: None

## AGENDA ITEM 5

### STAFF REPORTS:

5.1 Activity Report from the Public Works Superintendent: A written report from



Public Works Superintendent Micah Rogers was submitted for the previous month's activities.

**5.2 Activity Report from the Police Operations Sergeant:** A written report from Police Operations Sergeant Jerry Bartolomucci was submitted for the previous month's activities.

**AGENDA ITEM 6**

**CONSENT AGENDA**

**6.1 Bills paid with check numbers 32690 through 32734 during the month of August, 2020.**

**6.2 Financial Report for the month ending August 31, 2020.**

**6.3 Minutes of the August 20, 2020 Regular City Council Meeting.**

CARRIED UNANIMOUSLY BY ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA.

**AGENDA ITEM 7**

**UNFINISHED BUSINESS:** None

**AGENDA ITEM 8**

**NEW BUSINESS:**

**8.1 South County Collaborative Update with Rachel Barry, Government Affairs and Project Support Specialist, City of St. Helens.**

CITY ADMINISTRATOR MIKE MCGLOTHLIN CONDUCTED THE INTRODUCTION OF THE SOUTH COUNTY COLLABORATIVE TEAM. THE FOLLOWING TEAM MEMBERS THEN BRIEFED THE CITY COUNCIL ON THE PROGRESS TO DATE AND THE NEXT STEPS FOR EACH OF THEIR RESPECTIVE DISCIPLINES BY USING THE POWER POINT SLIDE DECK ATTACHED TO THE AGENDA PACKET. RACHEL BARRY: COLLABORATIVE PURPOSE, ELECTED LEADERS MEETING REVIEW, AND STATUS UPDATE, MIKE RUSSELL: INFRASTRUCURE EFFORTS, WELA NEGALSPACH: TOURISM UPDATE, DOUG HAYES: INDUSTRIAL RECRUITMENT, AND PAUL VOGEL: MARKETING/BRANDING DEVELOPMENT.

**8.2 Dalton Lake Nature Preserve Project Update with Lynne Pettit, Chair of the Dalton Lake Advisory Committee and member of the St. Helens Parks and Trails Commission.**

DUE TO TECHNICAL DIFFICULTIES THIS CONFERENCE CALL ATTENDEE WAS DROPPED FROM THE CALL. ARRANGEMENTS MADE FOR A BRIEFING TO THE CITY ADMINISTRATOR HAVE BEEN MADE, WHO WILL THEN BRIEF CITY COUNCIL.

**8.3 Notice of Waste Management 2020 Inflation Adjustment.**

INFLATION ADJUSTMENT INFORMATION WAS RECEIVED AND REVIEWED BY COUNCIL.

**8.4 First Reading of Council Bill 20-905: An Ordinance Amending Ordinance No. 03-586-O, the Columbia City Development Code, Chapter 7.60 (C) Commercial Zone.**

COUNCIL CONDUCTED THE FIRST READING OF COUNCIL BILL 20-905.

**8.5 Council Bill 20-906: A Resolution Authorizing a Transfer of Appropriations within the General Fund during the Fiscal Year Beginning July 1, 2020.**

MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO APPROVE COUNCIL BILL 20-906.

**8.6 Review, discussion, and approval of an Application for a Portable Basketball Hoop in Right-of-Way (ROW) Permit, as submitted by Carrie and James Tracy of 655 Franklin Street.**

MOVED (THISTLE), SECONDED (MARSON), AND APPROVED UNANIMOUSLY TO APPROVE THE PERMIT AS SUBMITTED

**AGENDA ITEM 9      OTHER BUSINESS**

**9.1** The City Administrator/Recorder and Council discussed the following issues and activities:

Council candidates for the upcoming November 3<sup>rd</sup> General Election have been provided the opportunity to submit a bio for the City newsletter, to run in the October edition. There will be four candidates running for two Council positions being vacated.

The City Administrator discussed Council consensus regarding assisting with a monetary donation to Columbia County in support of wildfire evacuees that were displaced to the County Fairgrounds. Pending further research specific to need the Council gave approval for a donation not to exceed \$500.00 to the City Administrator.

The City Administrator informed Council that a Resolution will be needed at the October Council Meeting in regards to adjusting the Fall Burn Period for the City. Following the current Ordinance the burn period would only run for eight (8) days, instead of the normal fifteen (15) days. The Burn Period for the Fall 2020 schedule is scheduled to be adjusted to run from Saturday November 7<sup>th</sup> to Sunday November 22<sup>nd</sup>.

**AGENDA ITEM 10      ADJOURNMENT:**

**10.1** There being no further business to come before the Council, the meeting adjourned at 7:13 pm.

APPROVED:

\_\_\_\_\_  
Casey Wheeler  
Mayor

ATTEST:

\_\_\_\_\_  
Michael S. McGlothlin  
City Administrator/Recorder