

City Council Meeting Minutes

THURSDAY, MARCH 1, 2018

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1 **CALL TO ORDER/ROLL CALL:**

CONVENED:

Mayor Cheryl A. Young called the meeting to order at 6 pm. Mayor Young delivered the invocation and led the flag salute.

COUNCIL MEMBERS PRESENT:

Mayor Cheryl A. Young
Councilor Sally Ann Marson
Councilor Karli Ebert
Councilor Nell Harrison
Councilor Gordon Thistle

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

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:**

St. Helens High School students Rhys, Ryan, Tyler, Elsie and Jeran introduced themselves to the Mayor and Council.

Rhys asked what the plans are for the Columbia City School. Mayor Young said she hopes it continues to stay open as an elementary school.

Rhys asked why it had been shut down for a period of time. Mayor Young said it was shut down for financial reasons. Councilor Ebert noted that the school is governed by the St. Helens School District, rather than the City of Columbia City. She said the School District makes all of the school-related decisions. Councilor Marson remarked that during a recent public meeting Mr. Stockwell, School District Superintendent, announced that the Columbia City Grade School will continue to be used.

AGENDA ITEM 4 **COUNCIL REPORTS:**

4.1 Parks Committee: Chair Marson said the minutes from this week's Parks Committee Meeting were just distributed.

4.2 Water and Sewer Committee: Chair Thistle said the Water and Sewer Committee will meet on Monday.

4.3 Street Committee: Leahnette said the City has received official notice of a \$50,000.00 Special City Allotment (SCA) Grant award for improvements to Sixth Street between H and K Street. She said Micah is beginning to prepare for the project. She said we'd like to include some additional pavement width in the project, so Micah is calculating some cost estimates for us to look at. She said we hope to complete the project before the next round of SCA applications takes place because we can't apply for another grant if we have any open SCA grant awards.

4.4 Audit Committee: Secretary Harrison said the Audit Committee recently met and their report is in the packet. Regarding the Audit Committee's recommendation that a payee not also be a signer on a check, Councilor Marson said that question had come up years ago, and when the Audit Committee Members asked the auditors about it, they said they didn't have any concerns so long as there was a second signer on the check. Leahnette noted that she has voluntarily implemented the recommendation, but if the Council wants to officially implement the change, they should modify the City's existing Financial Management Policies and add a fourth signer to the bank account to prevent extended delays in processing reimbursement checks or payroll draws in the event of absent or unavailable account signer. Leahnette suggested that, as an alternative, the Audit Committee consider reviewing all of the checks and invoices associated with expense reimbursements and draws during each of their quarterly meetings, and Councilor Marson suggested the Audit Committee meet with the auditors when they are out conducting their field work to discuss this topic.

4.5 Hazard Mitigation Planning Group: Team Member Ebert said last Monday's meeting was cancelled due to a scheduling conflict, so the next meeting will be held at the end of March. She said the Group is currently reviewing and recommending updates to the City's Hazard Mitigation Plan.

Councilor Ebert asked if any good ideas came out of the Department of Homeland Security's (DHS) recent Vulnerability Assessment of the City's water system. Leahnette said the process was very interesting and informative. She said some of the recommendations that came out of the process have already been implemented, while other recommendations are still pending. She said DHS is returning in a few weeks to conduct a Vulnerability Assessment of the City Hall building.

4.6 Other Reports: None.

AGENDA ITEM 5

CONSENT AGENDA:

- 5.1 Minutes of the Regular City Council Meeting on February 1, 2018.**
- 5.2 Bills paid during the month of January with check numbers 20791 through 20845.**
- 5.3 Financial Report for the month ending January 31, 2018.**
- 5.4 Activities Report from the Public Works Superintendent.**
- 5.5 Activities Report from the City Administrator.**
- 5.6 Application for an Exception Permit for Recreational Vehicle Storage in the Right-of-Way as applied for by Ray and Linda O'Harra of 650 A Street.**

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 Audit Contract: Contract between Pauly, Rogers and Co., PC, Certified Public Accountants, and the City of Columbia City for auditing services in accordance with the requirements of Oregon Statutes 297.405 through 297.555.

MOVED (MARSON), SECONDED (HARRISON) AND CARRIED UNANIMOUSLY TO AUTHORIZE SIGNATURE TO THE CONTRACT FOR AUDITING SERVICES WITH PAULY, ROGERS AND CO., PC.

7.2 Council Bill No. 18-836; Resolution No. 18-1204-R: A Resolution establishing the business license fee for marijuana facilities as provided by Ordinance No. 17-702-O.

MOVED (THISTLE), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 18-836.

7.3 First reading of Council Bill No. 18-837: An Ordinance prohibiting smoking tobacco and marijuana use within all City parks.

The Council completed the first reading of Council Bill No. 18-837.

7.4 DLCD Technical Assistance Grant Agreement: 2017-2019 Technical Assistance Grant Agreement between the State of Oregon Department of Land Conservation and Development (DLCD) and the City of Columbia City.

Leahnette said this \$27,000.00 grant award will be used to conduct an Economic Opportunity Analysis for Columbia City.

MOVED (MARSON), SECONDED (EBERT) AND CARRIED UNANIMOUSLY TO AUTHORIZE SIGNATURE TO THE TECHNICAL ASSISTANCE GRANT AGREEMENT.

7.5 Ratify Open Burn Period Extension: Ratify a one week extension of the April open burning period, making it April 7 through April 22, 2018.

MOVED (HARRISON), SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO RATIFY A ONE-WEEK EXTENSION OF THE OPEN BURN PERIOD, MAKING IT APRIL 7 THROUGH APRIL 22, 2018.

AGENDA ITEM 8

OTHER BUSINESS:

Discussion of smoking restrictions in front of City Hall and Community Hall: The Council and staff discussed whether or not "no smoking" restrictions should be implemented for the areas outside of City Hall and the Community Hall, and whether or not a "smoking area" should be provided somewhere, along with a container for cigarette butts.

City County Insurance Services Annual Conference: Leahnette said she attended the conference with Michael McGlothlin today and yesterday, and they will be heading to Salem again for the final day of the conference.

AGENDA ITEM 9

ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 6:41 pm.

APPROVED:

Cheryl A. Young
Mayor

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ATTEST:

Leahnette Rivers
City Administrator/Recorder