

# City Council Meeting Minutes

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THURSDAY March, 17, 2022

Zoom Meeting Access Information:

<https://us06web.zoom.us/j/82798170492?pwd=Vi9YT0paeUJleJJoY1VFMFZwTUdiUT09>

Meeting ID: 827 9817 0492 Passcode: 085518 Phone: +1 253 215 8782 US

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 6:30 pm. Public access and comment were available via published Zoom meeting access information.

**COUNCIL MEMBERS PRESENT:**

Mayor Casey Wheeler  
Councilor Gordon Thistle  
Councilor Sue Ziglinski  
Councilor Katrina Claridge  
Councilor Jeff Reinan

**COUNCIL MEMBERS ABSENT:** None

**ALSO PRESENT:**

Mike McGlothlin, City Administrator/Recorder  
Kim Karber, Office Supervisor/Finance Clerk

**ATTORNEY PRESENT:** No.

A quorum was present and due notice had been published.

**AGENDA ITEM 2** **PUBLIC HEARINGS:**

**2.1 Public Hearing: To discuss the proposed Vacation of a portion of "I" Street between Fifth Place and 5<sup>th</sup> Place Alley. The area is in between Lot 5 & 6 of Block 72 and Lot 1 & 2 of Block 73, Columbia City.**

MAYOR WHEELER OPENED THE PUBLIC HEARING AT 6:30 PM. CARL BROGLI, OF 1855 FIFTH STREET, RAISED CONCERNS ABOUT A TREE LOCATED IN THE AREA THAT MAY AFFECT UTILITY LINES. THE CITY ADMINISTRATOR, MIKE MCGLOTHLIN, TOLD CARL BROGLI THAT HE WOULD FOLLOW UP WITH PUBLIC WORKS SO THAT ANY NECESSARY LINES COULD BE RESEARCHED AND THAT OUTSIDE UTILITY PROVIDERS WOULD BE FOLLOWED UP WITH IN ORDER TO MAKE SURE THAT THE ISSUE WAS ADDRESSED BY THE RESPONSIBLE PARTY. NO OTHER COMMENT WAS MADE DURING THE PUBLIC HEARING. MAYOR WHEELER CLOSED THE PUBLIC HEARING AT 6:33 PM.

**AGENDA ITEM 3** **CITIZEN INPUT:** None.

**AGENDA ITEM 4** **COUNCIL REPORTS:**

**4.1 Minutes of the February 16, 2022 Water & Sewer Committee meeting, chaired by Councilor Gordon Thistle.**

WRITTEN MINUTES WERE SUBMITTED FOR THE COMMITTEE MEETING.

**AGENDA ITEM 5**

**STAFF REPORTS:**

**5.1 Activity Report from the Police Operations Sergeant.**

A WRITTEN MONTHLY REPORT WAS SUBMITTED BY THE POLICE OPERATIONS SERGEANT, GERRY BARTOLOMUCCI, FOR THE PREVIOUS MONTH'S ACTIVITIES.

**AGENDA ITEM 6**

**CONSENT AGENDA:**

**6.1 Bills paid with check numbers 33596 through 33634 during the month of February, 2022.**

**6.2 Expense v. Budget Report for the period ending February 28, 2022.**

**6.3 Minutes of the February 15, 2022 Audit Committee meeting.**

COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

**AGENDA ITEM 7**

**UNFINISHED BUSINESS:** None

**AGENDA ITEM 8**

**NEW BUSINESS:**

**8.1 Review, discussion, and consideration for approval of the Budget Year 2022-23 Five Year Capital Improvement Plan (CIP) as submitted by the City Administrator.**

MOVED (THISTLE), SECONDED (ZIGLINSKI) AND VOTED UNANIMOUSLY TO APPROVE THE BUDGET YEAR 2022-23 FIVE YEAR CAPITAL IMPROVEMENT PLAN (CIP) AS SUBMITTED.

**8.2 Council Bill 22-940: A Resolution Adopting an Amendment to the City of Columbia City Personnel Policies and Procedures Manual; Dated April 18, 2002.**

MOVED (CLARIDGE), SECONDED (REINAN) AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 22-940.

**8.3 First Reading of Council Bill 22-941: An Ordinance Vacating a portion of "J" Street between Fifth Street and 5<sup>th</sup> Place Alley. The area in between Lot 5 & 6 of Block 72 and Lot 1 & 2 of Block 73, Columbia City.**

CITY COUNCIL CONDUCTED THE FIRST READING OF COUNCIL BILL 22-941.

**8.4 Council Bill 22-942: A Resolution Adopting an Amendment to the City of Columbia City Personnel Policies and Procedures Manual; Dated April 18, 2002.**

MOVED (CLARIDGE), TO APPROVE THE AMENDMENT AS SUBMITTED WITH THE ADDITION OF PAID LEAVE PROVISIONS TO BE ADDED. NO SECOND WAS RECEIVED FOR THIS MOTION. MOVED (REINAN), SECONDED (ZIGLINSKI) TO APPROVE THE AMENDMENT AS SUBMITTED. ALL COUNCILORS, EXCEPTING CLARIDGE, VOTED TO APPROVE THE AMENDMENT AS SUBMITTED.

**8.5 Council Bill 22-943: A Resolution Adopting the Columbia City, Oregon Lost and Found Property Policy.**

MOVED (THISTLE), SECONDED (ZIGLINSKI) AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 22-943.

**8.6 Council Bill 22-944: A Resolution Authorizing a Transfer of Appropriations within the General, Street, and Water Funds during the Fiscal Year Beginning July 1, 2021.**

MOTION (REINAN), SECONDED (THISTLE) AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 22-944.

**8.7 Presentation of Archive Social, a company specializing in the archival of social media information and data, as conducted by Shaun Jernigan, Account Executive IV from Archive Social.**

SHAUN JERNIGAN CONDUCTED A REVIEW OF THE EDUCATIONAL MATERIAL THAT HE PROVIDED FOR THE COUNCILORS TO REVIEW IN THEIR AGENDA PACKET, CONCENTRATING ON THE SERVICES THAT ARCHIVE SOCIAL PROVIDES TO MUNICIPALITIES IN ORDER TO PRESERVE AND RETRIEVE DATA THAT HAS BEEN PLACED UPON THEIR SOCIAL MEDIA PLATFORMS. AT THE END OF THE PRESENTATION, COUNCIL DIRECTED THE CITY ADMINISTRATOR TO RESEARCH THE VIABILITY OF SECURING THESE SERVICES AT THE START OF THE NEXT FISCAL YEAR'S BUDGET.

**8.8 Presentation by Kay Brown, President of the Friends of the Columbia City Library, regarding proposed library projects within the Columbia City community.**

KAY BROWN REVIEWED THE WRITTEN LETTER THAT SHE HAD SUBMITTED TO COUNCIL AND ALSO SPOKE ABOUT THE FEASIBILITY OF INSTALLING ADDITIONAL "FREE LITTLE LIBRARY" UNITS WITHIN THE CITY. SHE SAID THAT THERE ARE CURRENTLY THREE UNITS IN COLUMBIA CITY AND THAT THERE ARE TENTATIVE PLANS TO INSTALL APPROXIMATELY SEVEN MORE. KAY BROWN SAID THAT THE LIBRARY MAY NEED ASSISTANCE IN THE FUTURE WITH THE PERFORMANCE OF LOCATES IN AREAS WHERE THE PROPOSED UNITS WILL BE PLACED, BUT THAT SHE WILL ADDRESS COUNCIL WITH SPECIFIC REQUESTS AS FUTURE PLANS UNFOLD.

**AGENDA ITEM 9**

**OTHER BUSINESS:** The City Administrator discussed the following items with Council:

- 9.1 Mark and Glorene Stevens, on behalf of the Columbia County Historical Society and Museum, requested to identify and preserve Columbia City historical documents and items that are currently located at City Hall for inclusion and display at the museum. After discussion, the City Council approved the request and tasked the City Administrator with coordinating these activities.
- 9.2 The City Administrator requested that the Council consider rescinding the emergency declaration regarding the COVID-19 pandemic. After discussion, it was decided that after the upcoming spring break was completed this issue would be reviewed and an appropriate decision would be made.
- 9.3 Discussion took place regarding the timing for City Council to return to in-person meetings. Based upon the current status of the COVID-19 pandemic, the consensus of Council was to keep meeting via Zoom and to monitor the status of the pandemic on a monthly basis, with the goal remaining to return to in-person meetings as soon as Council feels safe to do so.

**AGENDA ITEM 10**

**ADJOURNMENT:**

- 10.1 There being no further business to come before the Council, the meeting adjourned at 7:38pm.

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March 17, 2022

APPROVED:

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Casey Wheeler  
Mayor

ATTEST:

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Michael S. McGlothlin  
City Administrator/Recorder

# City Council Meeting Minutes

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THURSDAY April 21, 2022

**Zoom Meeting Access Information:**

<https://us06web.zoom.us/j/84175285697?pwd=SCt6TU5hc1NpazlyMIFJRHRMKzcwZ09>

Meeting ID: 841 7528 5697

Passcode: 109685

Phone: +1 253 215 8782

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 6:30 pm. Public access and comment were available via published Zoom meeting access information.

**COUNCIL MEMBERS PRESENT:**

Mayor Casey Wheeler  
Councilor Gordon Thistle  
Councilor Sue Ziglinski  
Councilor Katrina Claridge  
Councilor Jeff Reinan

**COUNCIL MEMBERS ABSENT:** None

**ALSO PRESENT:**

Mike McGlothlin, City Administrator/Recorder  
Kim Karber, Office Supervisor/Finance Clerk

**ATTORNEY PRESENT:** No.

A quorum was present and due notice had been published.

**AGENDA ITEM 2**

**CITIZEN INPUT:**

**2.1** The following citizens requested to speak with City Councilors regarding a complaint of illegal/nuisance burning that was emitted from the residence at 2105 Eighth Street: Wendy Wells of 2010 9th Ct., John and Amy Hansen of 2015 8th Ct., Sheila Jackson of 2015 7th Ct., Paul Bingaman of 2015 9th Ct., and Matt Schroyer of 2010 8th Ct. While not all attendees addressed Council about the issue, the following documents the information that was shared with Council:

**Wendy Wells:** Ms. Wells gave an overview of the incident where an unattended debris fire at the residence of 2105 Eighth Street caused so much smoke that it blanketed the neighborhood. She also said that despite numerous attempts by CRF&R fire personnel to get the attention of the residents at the involved house, including sounds horns and sirens, no contact could be made with the residents and the fire personnel were never able to gain entry.

**John Hansen:** Mr. Hansen also provided a review of the unattended fire incident and the impact that it had at his residence.

**Amy Hansen:** Mrs. Hansen provided a review of the unattended fire incident, the impact that it had at her residence, and the interaction that she had with the resident at 2105 Eighth Street. Mrs. Hansen also submitted a written document that provided a comprehensive review of the incident. This document has been included within the minutes file for this City Council meeting.

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April 21, 2022

**Matt Schroyer:** Mr. Schroyer also provided a review of the unattended fire incident and the impact that it had at his residence.

**Paul Bingaman:** Mr. Bingaman reviewed the unattended fire incident, the impact that it had at his residence, and also provided input as to what he has observed of the activity that has taken place at the 2105 Eighth Street residence.

Upon completion of the citizen input about this issue the City Administrator briefed Council on the steps that had been taken, prior to the City Council meeting, when the issue was first brought to his attention. These included coordinating a review of the incident with responding police personnel and formulating investigative and enforcement actions that encompassed both the Code Enforcement Administrative Assistant and the Police Department.

**2.2** Christopher Cook, the son of residents at 400 L Street, addressed City Council to request to temporarily park a trailer, which would house tools and materials needed for a project involving the rebuilding of the garage that had collapsed, at the property. After receiving assurances that the trailer would not be inhabited during the time of the garage rebuild, the City Council approved Mr. Cooks request by consensus.

**AGENDA ITEM 3** **COUNCIL REPORTS:** None.

**AGENDA ITEM 4** **STAFF REPORTS:**

**4.1** **Activity Reports from the Public Works Superintendent.**

A written activity report was submitted by the Public Works Superintendent, Micah Rogers, for the previous month's departmental activity.

**4.2** **Activity Reports from the Police Operations Sergeant.**

A written activity report was submitted by the Police Operations Sergeant, Jerry Bartolomucci, for the previous month's departmental activity.

**AGENDA ITEM 5** **CONSENT AGENDA:**

**5.1** **Bills paid with check numbers 33635 through 33684 during the month of March 2022.**

**5.2** **Minutes of the February 17, 2022, Regular City Council Meeting.**

**5.3** **Minutes of the March 3, 2022, Special City Council Meeting.**

**5.4** **Expense v. Budget Report for the period ending March 31, 2022.**

COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

**AGENDA ITEM 6** **UNFINISHED BUSINESS:**

**6.1** **Second Reading of Council Bill 22-941: An Ordinance Vacating a Portion of "I" Street Between Fifth Street and 5<sup>th</sup> Place Alley. The Area in Between Lot 5 & 6 of Block 72 and Lot 1 & 2 of Block 73, Columbia City.**

CITY COUNCIL CONDUCTED THE SECOND READING OF COUNCIL BILL 22-941.

**AGENDA ITEM 7** **NEW BUSINESS:**

**7.1** **Council Bill 22-945: A Resolution of the City of Columbia City, Oregon Authorizing Extended Enterprise Zone Benefits for a Fourth and Fifth Year to Control Solution, Inc., Located in the South Columbia County Enterprise Zone.**

MOVED (THISTLE), SECONDED (ZIGLINSKI) AND VOTED UNANIMOUSLY TO

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April 21, 2022

APPROVE COUNCIL BILL 22-945.

**7.2 Review, discussion, and consideration for approval of the Policy Goals and Objectives for FY 2022-23, as submitted by the City Administrator.**

MOVED (ZIGLINSKI), SECONDED (REINAN) AND VOTED UNANIMOUSLY TO APPROVE THE POLICY GOALS AND OBJECTIVE FOR FY 2022-23 AS SUBMITTED.

**7.3 Council Bill 22-946: A Resolution Authorizing a Transfer of Appropriations within the General Fund During the Fiscal Year Beginning July 1, 2021.**

MOVED (ZIGLINSKI), SECONDED (THISTLE) AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 22-946.

**AGENDA ITEM 8**

**OTHER BUSINESS:** The City Administrator discussed the following items with Council:

1. Based upon citizen complaints of residents speeding and running a temporary stop sign that was erected for construction of a residence near the intersection of Seventh and Penn Streets, the City Administrator had authorized the emergency placement of a stop at the intersection. The City Administrator requested that Council ratify his decision to do so and to authorize the permanent placement of this stop sign. Moved (Thistle), seconded (Ziglinski) and Council voted unanimously to approve in doing so.
2. Due to slow sales of Michael Allen Harrison tickets for the spring concert at the Community Hall, the City Administrator requested Council's assistance in promoting the event within the community.
3. As the budget formulation process is being worked on, the City Administrator advised City Council that he was projecting a 4% COLA increase for city employees. This percentage was found to be within the budgetary constraints of the city and was guided by both the most current consumer price index (CPI) and inflation rates.

**AGENDA ITEM 9**

**ADJOURNMENT:**

- 9.1** There being no further business to come before the Council, the meeting adjourned at 7:40 pm.

APPROVED:

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Casey Wheeler  
Mayor

ATTEST:

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Michael S. McGlothlin  
City Administrator/Recorder

AMENDMENT NUMBER SIX TO INTERGOVERNMENTAL AGREEMENT  
BETWEEN COLUMBIA COUNTY, OREGON AND  
CITY OF COLUMBIA CITY, OREGON

This Amendment Number Six is to the Intergovernmental Agreement by and between Columbia County, Oregon (“County”) and the City of Columbia City, Oregon (“City”) for the provision of supervised Community Corrections work crews effective October 17, 2012, the (“IGA”).

WHEREAS, on October 17, 2012, the County and City entered into the IGA for the provision of supervised Community Corrections work crews; and

WHEREAS, on July 2, 2014, the parties approved Amendment Number One to the IGA, extending the term of the Agreement through June 30, 2015; and

WHEREAS, on July 1, 2015, the parties approved Amendment Number Two to the IGA, extending the term of the Agreement for two years through June 30, 2017; and

WHEREAS, on August 9, 2017, the parties approved Amendment Number Three to the IGA, extending the term to June 30, 2018, and increasing the amount of compensation for services; and

WHEREAS, on July 11, 2018, the parties approved Amendment Number Four to the IGA, extending the term to June 30, 2020; and

WHEREAS, on June 24, 2020, the parties approved Amendment Five to the IGA, extending the term to June 30, 2022; and

WHEREAS, the parties desire to extend the term through June 30, 2024 and to amend the liaison contact information;

NOW, THEREFORE, the parties agree as follows:

1. Section 7, Term of Agreement, is hereby amended as follows:

This Agreement becomes effective on the date it is signed by the Board of Commissioners, and shall continue until June 30, 2024, unless otherwise extended upon written approval of the parties.

2. Section IV, Liaison Responsibility, is hereby amended as follows:

Erin Welch, Director, will act as liaison from the County, Community Services Program Coordinator, (503) 366-4660. For crew scheduling, the City should contact David Brooke, Community Services Program Coordinator, (503) 397-6253.

2. This Amendment Number Six is effective on the date last signed below, and shall be retroactive to July 1, 2022.



3. Except as specifically amended above, the IGA remains in full force and effect.

CITY OF COLUMBIA CITY

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: Michael S. McGlothlin  
Michael McGlothlin  
City Administrator

By: \_\_\_\_\_  
Henry Heimuller, Chair

Date: 07/19/2022

By: \_\_\_\_\_  
Casey Garrett, Commissioner

Approved as to form

By: \_\_\_\_\_  
Margaret Magruder, Commissioner

By: \_\_\_\_\_  
Office of County Counsel

Date: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS WITHIN THE GENERAL FUND DURING THE FISCAL YEAR BEGINNING JULY 1, 2022.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA CITY, OREGON.

WHEREAS, additional appropriations are needed for Building Improvements within the Administration Department due to planned projects utilizing ARPA 2021 funds.

NOW, THEREFORE, BE IT RESOLVED that in accordance with ORS 294.450 the City Council of the City of Columbia City authorizes a transfer of budget appropriations during the fiscal year beginning July 1, 2022, for the reasons described above. The appropriation transfers are as follows:

GENERAL FUND

Administration Department:

Capital Construction:

01-01-00-7430 Building Improvements \$ 10,500

Non-Departmental:

01-00-00-3330 ARPA 2021 Revenue (10,500)

NET: \$ 0