

# City Council Meeting Minutes

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THURSDAY MARCH 21, 2019

CITY HALL COUNCIL CHAMBERS

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 6:00 pm.

**COUNCIL MEMBERS PRESENT:**

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

**COUNCIL MEMBERS ABSENT:**

Councilor Susan Ziglinski

**ALSO PRESENT:**

Mike McGlothlin, City Administrator/Recorder  
Sergeant Gerald Bartolomucci, Police Operations Sergeant

**ATTORNEY PRESENT:**

None

A quorum was present and due notice had been published.

**AGENDA ITEM 2**      **CITIZEN INPUT:**

None

**AGENDA ITEM 3**      **COUNCIL REPORTS:**

3.1      **Other Reports:** None.

**AGENDA ITEM 4**      **STAFF REPORTS:** Mayor Wheeler opened the Staff Report section by wishing Sergeant Bartolomucci a Happy Birthday.

4.1      **Police Operations Sergeant:** Sergeant Bartolomucci said that in addition to the departmental written report that he submitted the new police records management system, Mark43, was implemented and that officers were in the process of report entry.

4.2      **Public Works Superintendent:** Public Works Superintendent Micah Rogers submitted a departmental written report to document activities during the previous month.

4.3      **City Administrator:** City Administrator Mike McGlothlin reviewed with Council a letter that he had received from CCRider Transit Administrator Todd Wood. The letter was submitted in order to request presentation time for Mr. Wood to speak with Council about CCRider, its future, and how the City can help. Council

directed the City Administrator to facilitate the request and schedule accordingly. The City Administrator also reviewed an email requesting support of HB 2449, a bill authorizing the increase of the 9-1-1 tax to \$1.50 per month, as submitted by Columbia 9-1-1 Communications District Executive Director Mike Fletcher. Council directed the City Administrator to draft a letter of support for Council approval and Mayor signature. City Administrator Mike McGlothlin also briefed Council that Regular City Council Meetings would need to occur on both the first and third Thursday in April due to items coming out of the Planning Commission, as well as the need for the Goal Setting Workshop for the 2019-20 Budget to be conducted.

**AGENDA ITEM 5      CONSENT AGENDA:**

- 5.1      **Financial Report for the month ending February 28, 2019.**
- 5.2      **Bills paid with check numbers 31658 through 31713 during the month of February, 2019.**
- 5.3      **Minutes of the Regular City Council Meeting on March 7, 2019.**

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

**AGENDA ITEM 6      UNFINISHED BUSINESS:**

- 6.1      **Discussion regarding Council authorization for the City Administrator to review and approve/disapprove requests for partial/full refunds of Community Hall reservations, pursuant to Council Resolution No. 11-1002-R.**

CITY COUNCIL POSTPONED DECISION UNTIL REVIEW RECEIVED FROM CITY ATTORNEY.

- 6.2      **Discussion regarding Council authorization for the City Administrator to initiate and conduct nuisance abatement for Noxious Weeds as a fire safety hazard, pursuant to City Ordinance No. 517, Section 12.**

CITY COUNCIL POSTPONED DECISION UNTIL REVIEW RECEIVED FROM CITY ATTORNEY.

**AGENDA ITEM 7      NEW BUSINESS:**

- 7.1      **Presentation by and discussion with representatives from the Port of Columbia County regarding potential annexation of Trestle Beach property.**

Port of Columbia County Director Doug Hayes informed Council of the Port's wishes to have their Trestle Beach site property annexed into the City of Columbia City, with the eventual goal of giving the aforementioned property to the City for development into a recreational area along the Columbia River. Director Hayes said that this annexation and proposed recreational area concept is better suited to Columbia City efforts, rather than the Port's focus of being a driver of economic development in the area. Director Hayes acknowledged the issues surrounding access to the site and pledged Port of Columbia County support in overcoming the access point issues. Director Hayes also informed Council of the Port's planned continued use of the access point at the temporary parking area, and that this access point would remain for the use of emergency vehicles responding to the area.

- 7.2      **Presentation by Sarah Bushore, Partnership Specialist with the Los Angeles Regional Census Center of the U.S. Census Bureau, in order to coordinate and communicate timelines, expectations and information about the upcoming 2020 Census.**

U.S. Census Bureau Partnership Specialist Sarah Bushore spoke to Council regarding the upcoming 2020 U.S. Census. Ms. Bushore reminded Council that the results of the U.S. Census directly impacts governmental representation and federal funding, making an accurate count of all persons within the United States of critical importance as it is conducted only once every ten years. Ms. Bushore informed the Council of a new procedure for the upcoming Census which will enable residents to self-report via the internet or by calling a toll-free telephone number, and that reporting options will cover 13 different languages. Ms. Bushore said that prior to locally hired enumerators going out into the field residents will receive three invites to participate in the Census. After that process residents will be sent a "short form" to file, followed by one more invite to respond to the Census. If still no response is received then enumerators will attempt personal contact. Ms. Bushore emphasized that the U.S. Census Bureau's mission and focus is to solely gather an accurate count of residents within the United States. Ms. Bushore informed Council that she would continue to be a resource should any further questions arise and that she would continue to partner with the City as needed. Ms. Bushore also provided educational material about the U.S. Census which is included in the record.

**7.3 Review and approval of the Five-Year Capital Improvement Program (CIP) for the 2019-20 Budget Year.**

MOVED (THISTLE), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO APPROVE THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE 2019-20 BUDGET YEAR.

**7.4 Review of provided Power Point presentation from ArchiveSocial in regards to ensuring that City's social media records are archived in accordance with State of Oregon Public Records Law.**

After review and discussion of the attached Power Point presentation, Council directed the City Administrator to conduct further research of similar service providers in order to ensure transparency and due diligence for the type and scope of services provided.

**7.5 Review and discussion of memorandum from the Court Clerk regarding Court Docket Write-off/Amnesty Program offer.**

After review and discussion of the memorandum as provided by the Court Clerk, Council approved for staff to proceed with further research and development of a Court Docket Write-Off/Amnesty Program.

**7.6 Review and Approval of Volunteer Service Application as submitted by Gina Wilson for membership on the Budget Committee.**

After review, discussion, and consensus of Council Mayor Wheeler appointed Gina Wilson to the Budget Committee. One position remains open on the Budget Committee, with a recent Volunteer Service Application having been submitted by an interested citizen. Review and interview of applicant will take place under the coordination of Mayor Wheeler.

**AGENDA ITEM 8 OTHER BUSINESS:**

None

**AGENDA ITEM 9 ADJOURNMENT:**

There being no further business to come before the Council, the meeting adjourned at 6:55 pm.

4 - Regular City Council Meeting  
March 21, 2019

APPROVED:

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Casey Wheeler  
Mayor

ATTEST:

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Michael S. McGlothlin  
City Administrator/Recorder