

# City Council Meeting Minutes

---

THURSDAY February 20, 2020

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 Karli Ebert  
Councilor Gordon Thistle  
Councilor Susan Ziglinski

**COUNCIL MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Mike McGlothlin, City Administrator/Recorder

**ATTORNEY PRESENT:**

None

A quorum was present and due notice had been published.

**AGENDA ITEM 2**      **CITIZEN INPUT:** None

**AGENDA ITEM 3**      **COUNCIL REPORTS:** Councilor Susan Ziglinski noted two corrections for attendees that needed to be made to the minutes for the January 27, 2020 Hazard Mitigation Planning Group meeting; Councilor Susan Ziglinski and Ruth Glass, Dyno Nobel Representative, are to be added as attendees. The City Administrator said that he would pass that information on to personnel responsible for the minutes of this group and extended apologies for the omission.

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

**4.1 Monthly Report from the Police Operations Sergeant.**

The Police Operations Sergeant, Jerry Bartolomucci, submitted a departmental written report for the previous month's activities.

**4.2 Monthly Report from the Public Works Superintendent.**

The Public Works Superintendent, Micah Rogers, submitted a departmental written report for the previous month's activities.

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

**5.1 Bills paid with check numbers 32287 through 32352 during the month of January, 2020.**

- 5.2 **Financial Report for the month ending January 31, 2020.**
- 5.3 **Minutes of the January 16, 2020 Regular City Council Meeting.**
- 5.4 **Minutes of the January 27, 2020 Hazard Mitigation Planning Group Meeting.**
- 5.5 **Minutes of the January 28, 2020 Audit Committee Meeting.**
- 5.6 **Minutes of the January 28, 2020 Parks Committee Meeting.**
- 5.7 **Minutes of the February 11, 2020 Streets Committee Meeting.**

CARRIED UNANIMOUSLY BY ROLL CALL VOTE TO APPROVE THE CONSENT AGENDA, WITH THE NOTED CORRECTIONS TO THE MINUTES OF THE JANUARY 27, 2020 HAZARD MITIGATION PLANNING GROUP MEETING.

**AGENDA ITEM 6**

**UNFINISHED BUSINESS:**

- 6.1 **Presentation by Michael Rigby, service consultant with TCMS, Inc., in regards to proposed HVAC Maintenance Program for the City of Columbia City systems.**

MICHAEL RIGBY, SERVICE CONSULTANT WITH TCMS, INC., CONDUCTED THE PRESENTATION TO COUNCIL ON THE HVAC MAINTENANCE PROGRAM THAT THE COMPANY OFFERS. MR. RIGBY COVERED A REVIEW OF HEATING AND COOLING COSTS, AS WELL AS REPAIR AND REPLACEMENT COSTS THAT THE CITY HAS INCURRED OVER THE PAST YEAR. MR. RIGBY OUTLINED PROPOSED SAVINGS IN THESE AREAS AS WELL AS SAVINGS IN CITY PERSONNEL COSTS IMPACTED BY MAINTAINING OUR HVAC SYSTEMS AS IS THE CURRENT PRACTICE. MR. RIGBY ALSO REVIEWED MAINTENANCE ACTIVITIES THAT WOULD TAKE PLACE ON A QUARTERLY BASIS IN AN EFFORT FOR THE CITY TO REDUCE MONTHLY UTILITY COSTS AND TO EXTEND THE LIFE OF THE ASSOCIATED EQUIPMENT. AT THE CONCLUSION OF THE PRESENTATION COUNCIL DIRECTED THE CITY ADMINISTRATOR TO REVIEW THE PROPOSED INFORMATION WITH THE PUBLIC WORKS SUPERINTENDENT AND TAKE FURTHER ACTION AS DEEMED APPROPRIATE.

**AGENDA ITEM 7**

**NEW BUSINESS:**

- 7.1 **First reading of Council Bill 20-894: An Ordinance Amending Ordinance No. 05-604-O, An Ordinance Providing for Regulations for Public Rights-of-Way; Requiring Maintenance of Unimproved Streets within the City of Columbia City, Oregon.**

FIRST READING OF COUNCIL BILL 20-894 WAS CONDUCTED.

- 7.2 **Council discussion regarding Oregon League of Cities (LOC) Opposition to Legislation Preempting Local Control for Water Projects.**

AGENDA ITEM DELETED AS PROPOSED LEGISLATION WAS NOT FORWARDED OUT OF THE APPLICABLE OREGON STATE LEGISLATURE COMMITTEE.

**AGENDA ITEM 8**

**OTHER BUSINESS:**

- 8.1 The City Administrator/Recorder informed Council of the following issues and activities:

Requests for Proposal (RFP's) for both Septic Tank Maintenance and Backflow Assembly Testing have been issued by the City, with closure of the RFP's on March 6, 2020 and March 13, 2020 respectively. A review and selection committee for both of these RFP's has been formed with the

assistance of the Water and Sewer Committee. Committee membership will be comprised of Committee Chair Gordon Thistle, Citizen Member Charles Garman, Public Works Superintendent Micah Rogers, Public Works Supervisor Andrew Nollette, and City Administrator Mike McGlothlin. It is planned that the review and selection committees will meet in order to review and select a service provider for each of these services within two (2) weeks of the closure date of the applicable RFP.

The City Administrator briefed Council on the negotiations efforts in regards to the contractor for the City's Waterline and Reservoir Project. Coordination for mediation services is underway with the City's legal and engineering/project management teams, per the conditions of the contract. The City Administrator will keep Council apprised of the mediation efforts as they evolve and will likely involve the City Attorney and contracted City Engineer in future briefings as needed.

The City Administrator shared the status of planning and attendees for the upcoming City County Dinner to be hosted by Columbia City on March 5, 2020 at 6:00 pm in the Columbia City Community Hall.

The City Administrator shared with Council that Police Officer Alex Bubar will soon be leaving the Columbia City Police Department due to accepting a position with the Columbia County Sheriff's Office as a Civil/Road Deputy. Officer Bubar's last day with the City is scheduled for February 26, 2020. Police Operations Sergeant Jerry Bartolomucci has been working on plans to fill this upcoming vacancy and Council will be kept advised of progress as developments proceed.

**AGENDA ITEM 9      ADJOURNMENT:**

- 9.1      There being no further business to come before the Council, the meeting adjourned at 6:36 pm.

APPROVED:

---

Casey Wheeler  
Mayor

ATTEST:

---

Michael S. McGlothlin  
City Administrator/Recorder