

City Council Meeting Minutes

THURSDAY March 19, 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 Gordon Thistle
Councilor Susan Ziglinski

COUNCIL MEMBERS ABSENT:

Councilor Karli Ebert

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:** Norris Sundeen, of St. Helens-Scappoose Septic Service, spoke with the City Council in regards to his concerns in not being selected as the contractor for the RFP for Septic Tank Maintenance Services in which the City had sought bids from service providers. Mr. Sundeen expressed doubts that the selected service provider could fulfill the conditions of the contract in the same manner that his company had and that the selected service provider was not as experienced as his company was with the City's septic system needs. The City Administrator acknowledged the good service that Mr. Sundeen's service had provided to the City in regards to septic tank maintenance services and outlined for Council the process that the selection committee undertook in recommending the service provider that they had.

AGENDA ITEM 3 **PRESENTATION**

3.1 Plaque presentation for Alex Bubar for his service, dedication, and commitment to the City of Columbia City while serving as a police officer with the Columbia City Police Department.

This presentation was postponed due to the COVID-19 Coronavirus protections implemented under the City's Emergency Declaration. It will be conducted at a future Council meeting when emergency limitations are no longer in place.

AGENDA ITEM 4 **COUNCIL REPORTS:** None.

AGENDA ITEM 5 **STAFF REPORTS:**

5.1 Monthly Report from the Police Operations Sergeant.

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

5.2 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 6 CONSENT AGENDA

6.1 **Bills paid with check numbers 32355 through 32406 during the month of February, 2020.**

6.2 **Financial Report for the month ending February 29, 2020.**

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

6.4 **Minutes of the February 25, 2020 Parks Committee Meeting.**

6.5 **Minutes of the February 24, 2020 Hazard Mitigation Planning Group Meeting.**

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

AGENDA ITEM 7 UNFINISHED BUSINESS:

7.1 **Second 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.**

SECOND READING OF COUNCIL BILL 20-894 WAS CONDUCTED. MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO PASS COUNCIL BILL 20-894.

7.2 **Review, discussion, and approval of proposed Maintenance Agreement for Building Environmental Systems between Trotter and Morton, as Contractor, and the City of Columbia City, Oregon, as Customer.**

MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO APPROVE THE CITY ADMINISTRATOR'S SIGNATURE OF THE MAINTENANCE AGREEMENT BETWEEN TROTTER AND MORTON AND THE CITY OF COLUMBIA CITY, OREGON.

AGENDA ITEM 8 NEW BUSINESS:

8.1 **Review, discussion, and approval of the Budget Year 2020-21 Five-Year Capital Improvement Program as submitted by the City Administrator/Recorder.**

MOVED (THISTLE), SECONDED (ZIGLINKSI), AND APPROVED UNANIMOUSLY TO APPROVE THE BUDGET YEAR 2020-21 FIVE-YEAR CAPITAL IMPROVEMENT PLAN AS SUBMITTED.

8.2 **Review, discussion, and approval of Contract Assignment as entered into, by, and among Siegel Planning Services, LLC, an Oregon Corporation ("SPS"), and Moore Iacofano Goltsman, Inc., a California Corporation ("MIG"), and the City of Columbia City, Oregon as Client.**

MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO APPROVE CITY ADMINISTRATOR SIGNATURE IN REGARDS TO THE ABOVE REFERENCED CONTRACT ASSIGNMENT.

8.3 Review, discussion, and approval of a contract between the City of Columbia City, Oregon and Blue Heron Septic and Drain Service, Inc., for Septic Tank Maintenance Services.

MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO AUTHORIZE THE MAYOR AND CITY ADMINISTRATOR TO SIGN THE ABOVE REFERENCED CONTRACT FOR SPETIC TANK MAINTENANCE SERVICES.

8.4 Council Bill 20-895: A Resolution Ratifying the Emergency Declaration Issued by Mayor Casey Wheeler on March 13, 2020, in regards to the Ongoing Spread of COVID-19 (Coronavirus).

MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO APPROVE COUNCIL BILL 20-895.

AGENDA ITEM 9

OTHER BUSINESS:

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

The City and the Mount St. Helens Chapter of the DAR are working on a jointly used parking lot project that is located to the south of the Caples House Museum complex. This parking area, which the City uses as an overflow parking area for the Community Hall, is being improved by general preparation work and the placement of gravel within the area. The DAR is providing materials and the City is contributing labor and equipment usage in the project.

The City and PCR, Inc., the general contractor for the City's Waterline and Reservoir Improvements Project, have mutually agreed to a mediator per the conditions of the contract. Both parties are attempting to reach an agreement from claims, and counter-claims, associated with the work involved in this project. Pending activities include the submittal of claims, with substantiating documentation, to the selected mediator and the scheduling of the mediation session. The City Administrator, City Attorney, and contracted City Engineer are working in conjunction to represent the City in this matter.

The City Administrator is in talks with Home Depot in regards to a roofing and beautification project for the Community Hall. Preliminary plans involve Home Depot providing the necessary roofing materials and a labor pool to work under the guidance of a roofing contractor. The City Administrator is working on locating a roofing contractor who would agree to the terms of the project so that the City could take advantage of this generous donation being offered by Home Depot. If this project comes to fruition it would save the City thousands of dollars in materials and labor costs in conducting the much needed roofing replacement to a City building that is the cornerstone of our community.

The City Administrator discussed the conditions of Mayor Wheeler's emergency declaration in regards to the COVID-19 Coronavirus Pandemic. The consensus of the group discussion was that it is highly probable that the emergency declaration would need to be extended beyond it's expiration date of April 10, 2020, and that weekly discussions amongst the leadership team would take place in order to assess the ongoing situation as it unfolds and to adjust conditions and operations accordingly. Mayor Wheeler offered to coordinate a weekly conference call amongst the leadership team in order to facilitate this activity.

AGENDA ITEM 10 ADJOURNMENT:

- 10.1** There being no further business to come before the Council, the meeting adjourned at 6:08 pm. Council then moved into a workshop to discuss and formulate the Policy Goals and Objectives for the 2020-21 Budget Year.

APPROVED:

Casey Wheeler
Mayor

ATTEST:

Michael S. McGlothlin
City Administrator/Recorder