

# City Council Meeting Minutes

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THURSDAY October 15, 2020

VIA CONFERENCE CALL

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 6:15 pm. Public access and comment was available via published conference call number. No citizen call-in was conducted at this conference call meeting.

**COUNCIL MEMBERS PRESENT:**

Mayor Casey Wheeler  
Councilor Karli Ebert  
Councilor Sally Ann Marson  
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 Marson shared that she recently had conversations with two citizens in regards to the newsletter article about the benches being made from recycled plastic products, one which was just completed for the Columbia City School. The citizens asked if additional benches may be made for City Parks and/or the trail area adjacent to Veterans Park. The City Administrator said that he would research further to determine if this suggestion was possible.

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

**4.1 Activity Report from the Public Works Superintendent:** A written report from Public Works Superintendent Micah Rogers was submitted for the previous month's activities.

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

**5.1 Bills paid with check numbers 32743 through 32792 during the month of September, 2020.**

**5.2 Financial Report for the month ending September, 2020.**

**5.3 Minutes of the September 17, 2020 Regular City Council Meeting.**

**AGENDA ITEM 6 UNFINISHED BUSINESS:**

**6.1 Second Reading of Council Bill 20-905: An Ordinance Amending Ordinance No. 03-586-O, the Columbia City Development Code, Chapter 7.60 (C) Commercial Zone.**

SECOND READING OF COUNCIL BILL 20-905 WAS CONDUCTED BY COUNCIL. MOVED (MARSON), SECONDED (ZIGLINSKI) AND APPROVED UNANIMOUSLY TO APPROVE COUNCIL BILL 20-905.

**AGENDA ITEM 7 NEW BUSINESS:**

**7.1 Ratification of an Intergovernmental Agreement (IGA) between the Lane Council of Governments (LCOG) and the City of Columbia City, as signed by the City Administrator, regarding technical assistance for the City's ePermitting Program.**

MOVED (THISTLE), SECONDED (MARSON), AND APPROVED UNANIMOUSLY TO RATIFY THE IGA AS SIGNED BY THE CITY ADMINISTRATOR.

**7.2 Council Bill 20-907: A Resolution Amending Ordinance No. 03-588-O; An Ordinance Prohibiting Outdoor Burning; Providing Exemptions; Establishing Penalties.**

MOVED (ZIGLINSKI), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO APPROVE COUNCIL BILL 20-907.

**7.3 Review and receipt of letter from Paulette Lichatowich, President of the Friends of the Columbia City Community Library.**

LETTER WAS RECEIVED AND REVIEWED BY COUNCIL.

**7.4 Review and approval of an Application for a Portable Basketball Hoop in Right-of-Way (ROW) Permit, as submitted by Faye Rehse of 2025 5<sup>th</sup> Street.**

MOVED (MARSON), SECONDED (ZIGLINSKI), AND APPROVED UNANIMOUSLY TO APPROVE THE PERMIT AS SUBMITTED.

**7.5 Council Bill 20-908: A Resolution Adopting Amendments to the City of Columbia City Personnel Policies and Procedures Manual Dated April 18, 2002.**

MOVED (MARSON), SECONDED (THISTLE), AND APPROVED UNANIMOUSLY TO APPROVE COUNCIL BILL 20-908.

**7.6 First Reading of Council Bill 20-909: An Ordinance Relating to the City's Uniform Fire Code, Adopting the 2019 State of Oregon Fire Code as Amended, and Repealing Ordinance No. 00-556-O.**

COUNCIL CONDUCTED THE FIRST READING OF COUNCIL BILL 20-909.

**7.7 Council Bill 20-910: A Resolution Adopting Sewer Charges and Rates for the City of Columbia City In Accordance With Ordinance No. 470; Amending Resolution No. 20-1254-R.**

MOVED (MARSON), SECONDED (ZIGLINSKI), AND APPROVED UNANIMOUSLY TO APPROVE COUNCIL BILL 20-910.

**AGENDA ITEM 8**

**OTHER BUSINESS:**

- 8.1** The City Administrator/Recorder and Council discussed the following issues and activities:

Council consensus was sought and gained regarding the waiver of utility deposit fees for new customers who sign up for the auto pay billing payment program. The auto pay program would have to be maintained for one (1) year and would result in a traditional deposit being required in the event of a returned auto payment. The City would retain the right to assess late and shut-off fees under this amendment.

Council consensus was sought and gained to establish a minimum leak credit amount of \$20.00 for water leaks identified by the City and where utility customers had repaired the identified leaks. This minimum leak credit is to be credited to the utility customers account upon receipt of repair documentation.

Reserve Police Officer Jeromy Hasenkamp, a law enforcement veteran with 20 years of experience, has been brought on as a part-time paid Police Officer in order to fill the position vacated by Officer Rob Greisen's retirement. Officer Hasenkamp was hired in this capacity on October 1, 2020 and began with his first day of work on October 5, 2020. He will be filling an operational and investigative role for the Police Department and will also be the department's lead training officer.

The stop sign placed at Pacific and 5<sup>th</sup> Streets appears to be working in slowing traffic through this residential area. No new traffic complaints have been generated along this stretch of roadway, where citizens were concerned about the safety of pedestrians and children playing in the area.

Research is being conducted into a potential grant funding opportunity, managed by the Oregon Department of Transportation (ODOT), for the continued development of the McBride Creek Trail System/Rivers Walk Trail. This opportunity would enable the City to begin work on Phase II of the trail at the completion of Phase I. The first phase of this project, under a grant from the Oregon Parks and Recreation Department (OPRD), is currently under engineering and scope of work planning. A letter of intent must be filed with ODOT by October 31, 2020 with subsequent grant application steps to follow. The City Administrator is currently working with the City Engineer in determining the feasibility of required project support.

**AGENDA ITEM 9**

**ADJOURNMENT**

- 9.1** There being no further business to come before the Council, the meeting adjourned at 6:35 pm.

APPROVED:

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Casey Wheeler  
Mayor

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ATTEST:

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Michael S. McGlothlin  
City Administrator/Recorder