

City Council Meeting Minutes

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 5th 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 "I" Street between Fifth Street and 5th 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.

4 Regular City Council Meeting
March 17, 2022

APPROVED:

Casey Wheeler
Mayor

ATTEST:

Michael S. McGlothlin
City Administrator/Recorder