

# City Council Meeting Minutes

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THURSDAY SEPTEMBER 15, 2022 – 6:30 PM  
COLUMBIA CITY COMMUNITY HALL – 1850 SECOND STREET  
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.

#### 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  
Micah Rogers, Public Works Superintendent  
Gerald Bartolomucci, Police Operations Sergeant  
Kim Karber, Office Supervisor/Finance Clerk

#### ATTORNEY PRESENT: No.

A quorum was present and due notice had been published.

## AGENDA ITEM 2

**CITIZEN INPUT:** John Hansen, of 2015 8<sup>th</sup> Court, spoke with Council in regards to the burn permit/fire complaint at 2105 Eighth Street being such a drawn out process as well as there not being a process in place for the tracking of complaints that are filed by citizens. The City Administrator verified for City Council that such a system does exist and that it is utilized by staff. Complaints, however, can be brought to the city's attention through a number of methods; through Police/Fire/EMS channels, directly at the City Hall front desk, as well as through email, phone call, and written communication directly with any staff member. Any one method can be used and they can also be used in conjunction with one another. However, notification through one of these avenues does not mean that all departments/employees are aware of a specific issue that is being complained about.

Amy, of 2015 8<sup>th</sup> Court, also relayed concerns that she had in filing a complaint specific to the burn permit/fire complaint at 2105 Eighth Street. She said that several citizens had mentioned that they too had filed a complaint and there was no record of it at City Hall. The City Administrator, after sharing what he knew about the history of complaints regarding the burn permit/fire issue, said that he would research to see where the disconnect had occurred and would make sure that the complaints were addressed as they should be. Sgt. Bartolomucci further advised that citizens calling for Police/Fire/EMS services should go through the dispatch center as the calls would be generated under a case number with assignments for follow up. He further said that employees who do not regularly work in emergency services may not be aware of what information is needed for service calls and, therefore, it would be better if these calls were directed appropriately.

## AGENDA ITEM 3

### COUNCIL REPORTS: None

## AGENDA ITEM 4

### STAFF REPORTS: None

**AGENDA ITEM 5      CONSENT AGENDA:**

**5.1    Bills paid with check numbers 33897 through 33950 during the month of August 2022.**

**5.2    Expense v. Budget Report for the period ending August 31, 2022.**

COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

**AGENDA ITEM 6      UNFINISHED BUSINESS: None.**

**AGENDA ITEM 7      NEW BUSINESS:**

**7.1    Review, discussion, and consideration for approval of the Renewal of Communications Site Licensing Agreement, between the City of Columbia City, Oregon and Pacific Public Media, as submitted by Terell Hollins of Pacific Public Media.**

MOVED (THISTLE), SECONDED (ZIGLINSKI) AND VOTED UNANIMOUSLY TO APPROVE THE AGREEMENT RENEWAL AS SUBMITTED.

**7.2    Review, discussion, and consideration for approval of a Structure in Unimproved-Right-of-Way (ROW) Permit Application, as submitted by Robert Booth of 34595 Keliher Drive Warren, Oregon for the property located at 505 B Street Columbia City, Oregon.**

MOVED (CLARIDGE), SECONDED (THISTLE), AND VOTED UNANIMOUSLY TO APPROVE THE ROW PERMIT APPLICATION AS SUBMITTED BY MR. BOOTH.

**7.3    Review, discussion, and consideration for approval of an Application for Portable Basketball Hoop in ROW Permit, as submitted by Renee Racicot of 1500 Fourth Street.**

MOVED (CLARIDGE), SECONDED (ZIGLINSKI), AND VOTED UNANIMOUSLY TO APPROVE THE PERMIT APPLICATION AS SUBMITTED BY MS. RACICOT.

**7.4    Council Bill 22-953: A Resolution Authorizing a Transfer of Appropriations within the General and Water Funds During the Fiscal Year Beginning July 1, 2022.**

MOVED (ZIGLINSKI), SECONDED (THISTLE), AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 22-953.

**AGENDA ITEM 8      OTHER BUSINESS: The City Administrator discussed the following items with Council:**

1. ARPA 2021 Project Update: Staff is currently working with service providers in completing our latest round of City Hall security and facility improvements. Research is also being conducted for police/fire alarm monitoring of city facilities and the eventual end-of-life replacement for the city's document printing station.
2. Public Works staffing levels, with the return of Utility Worker I Nicole Chauncey, are now back up to full strength effective today's date.

**AGENDA ITEM 9      ADJOURNMENT:**

**9.1    There being no further business to come before the Council, the meeting adjourned at 7:05 pm.**

3 Regular City Council Meeting  
September 15, 2022

APPROVED:

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Casey Wheeler  
Mayor

ATTEST:

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Michael S. McGlothlin  
City Administrator/Recorder