

City Council Meeting Minutes

THURSDAY June 15, 2023 – 6:00 PM
COLUMBIA CITY CITY HALL – 1840 SECOND STREET
CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1

CALL TO ORDER/ROLL CALL:

CONVENED:

Mayor Susan Ziglinski called the Regular Meeting to order at 6:00 pm.

COUNCIL MEMBERS PRESENT:

Mayor Susan Ziglinski
Council President Gordon Thistle
Councilor Katrina Claridge
Councilor Jeff Reinan
Councilor Rob Forman

COUNCIL MEMBERS ABSENT: None.

ALSO PRESENT:

Mike McGlothlin, City Administrator/Recorder
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

PUBLIC HEARINGS:

2.1 Public Hearing: To discuss the proposed use of State Revenue Sharing Funds for the fiscal year beginning July 1, 2023, as approved by the Budget Committee.

MAYOR ZIGLINSKI OPENED THE PUBLIC HEARING AT 6:01 PM. NO COMMENT WAS MADE DURING THE PUBLIC HEARING. MAYOR ZIGLINSKI CLOSED THE PUBLIC HEARING AT 6:01PM.

2.2 Public Hearing: To discuss the budget for the fiscal year beginning July 1, 2023, as approved by the Budget Committee.

MAYOR ZIGLINSKI OPENED THE PUBLIC HEARING AT 6:02 PM. NO COMMENT WAS MADE DURING THE PUBLIC HEARING. MAYOR ZIGLINSKI CLOSED THE PUBLIC HEARING AT 6:02 PM.

2.3 Public Hearing: To discuss the proposed 2% increase to water rates and 3% increase to sewer rates for the City of Columbia City, Oregon; to take affect on June 26, 2023.

MAYOR ZIGLINSKI OPENED THE PUBLIC HEARING AT 6:02 PM. NO COMMENT WAS MADE DURING THE PUBLIC HEARING. MAYOR ZIGLINSKI CLOSED THE PUBLIC HEARING AT 6:03 PM.

AGENDA ITEM 3

CITIZEN INPUT: Kit Gardes, of 1830 Seventh Street, informed the City Council of a public safety concern that she had due to the lack of warning signage at Pixie Park. The City

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Administrator replied that the City was just notified the same date that the signs that had been installed were missing from Pixie Park, that they had been stolen by an unknown suspect, and that the Public Works Department had already started the work for replacing the sign(s).

Rosemary Jeffrey, of 1420 Second Street, requested of City Council that a portable life vest rack be allowed to be placed at the right-of-way area/City property that is adjacent to the parking lot at Pixie Park. She said that this effort is to encourage younger visitors to the park/river area to wear life vests while in the Columbia River. The City Administrator said that in order to do so the City's insurance carrier, both Risk Management and Underwriting Departments, would need to be contacted so that they could review and provide guidance on the request. The City Council directed the City Administrator to do so and to report back to them at the next City Council meeting.

No other citizens provided input to the City Council.

AGENDA ITEM 4 **COUNCIL REPORTS:**

4.1 **Minutes of the May 2, 2023 Streets Committee meeting, chaired by Councilor Rob Forman.**

WRITTEN MINUTES WERE SUBMITTED FOR THE STREETS COMMITTEE MEETING.

AGENDA ITEM 5 **STAFF REPORTS:**

5.1 **Activity Reports from the Police Operations Sergeant.**

A WRITTEN REPORT WAS SUBMITTED BY THE POLICE OPERATIONS SERGEANT, GERALD BARTOLOMUCCI, FOR THE PREVIOUS MONTH'S ACTIVITIES.

5.2 **Activity Report from the Public Works Superintendent.**

A WRITTEN REPORT WAS SUBMITTED BY THE PUBLIC WORKS SUPERINTENDENT, MICAH ROGERS, FOR THE PREVIOUS MONTH'S ACTIVITIES.

AGENDA ITEM 6 **CONSENT AGENDA:**

6.1 **Bills paid with check numbers 34341 through 34388 during the month of May, 2023.**

6.2 **Expense v. Budget Report for the period ending May 31, 2023.**

COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

AGENDA ITEM 7 **UNFINISHED BUSINESS:**

7.1 **Second Reading of Council Bill 23-963: An Ordinance Declaring the City's Election to Receive State Revenues.**

COUNCIL COMPLETED THE SECOND READING OF COUNCIL BILL 23-963. MOVED (THISTLE), SECONDED (REINAN), AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 23-963.

7.2 **Second Reading of Council Bill 23-964: An Ordinance of the City of Columbia City, Oregon Prohibiting Camping at Certain Public Properties; Amending Ordinance No. 516, Section 49 (Lodging).**

COUNCIL COMPLETED THE SECOND READING OF COUNCIL BILL 23-964. MOVED (CLARIDGE), SECONDED (FORMAN), AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 23-964.

7.3 Renewed discussion and consideration for approval of additional water leak credit, as submitted by Bert Massey of 375 Metlako Way, #6.

THE CITY ADMINISTRATOR INFORMED THE CITY COUNCIL THAT DUE TO THE INCOME LEVEL OF MR. MASSEY, THE COMMUNITY ACTION TEAM (CAT) WAS NOT ABLE TO ASSIST HIM WITH THE BALANCE OF THE UTILITY BILL AND THAT ALL OTHER MEASURES HAD BEEN EXHAUSTED FOR ASSISTANCE. AFTER DISCUSSION, THE CITY COUNCIL OFFERED TO ALLOW MR. MASSEY TO PAY OFF THE BALANCE OWED BY PAYING \$100.00 EXTRA PER MONTH, IN ADDITION TO HIS NORMAL MONTHLY BILL, UNTIL THE BALANCE IS PAID OFF. THE CITY COUNCIL DIRECTED THE CITY ADMINISTRATOR TO RELAY THIS OFFER TO MR. MASSEY AND IF A COUNTER-OFFER IS RECEIVED, TO PASS IT ON TO THEM FOR FURTHER CONSIDERATION.

AGENDA ITEM 8

NEW BUSINESS:

8.1 Ratification of ADCOMM Engineering, LLC Proposal for Services, as submitted by Ms. Susan Ronning, Principal of ADCOMM Engineering, LLC.

THE CITY ADMINISTRATOR AND POLICE OPERATIONS SERGEANT DISCUSSED WITH COUNCIL THE NEED FOR THIS EFFORT IN ORDER TO PROTECT THE FINANCIAL INTERESTS OF THE CITY IN THE C911'S BOARD PURSUIT OF AN UPDATED RADIO SYSTEM. AT THE END OF THIS DISCUSSION THE CITY COUNCIL RATIFIED THE AGREEMENT AS SIGNED BY THE CITY ADMINISTRATOR WITH A MOTION MADE (THISTLE), SECONDED (REINAN), AND APPROVED UNANIMOUSLY.

8.2 Review and discussion of the budget for the fiscal year beginning July 1, 2023, as approved by the Budget Committee.

AS COUNCIL AND THE BUDGET COMMITTEE HAD REVIEWED AND DISCUSSED THE BUDGET DURING IT'S PRESENTATION, NO FURTHER DISCUSSION OF THE BUDGET WAS DEEMED NECESSARY.

8.3 Council Bill 23-966: A Resolution Adopting the Budget, Making Appropriations, Imposing Taxes, and Categorizing Taxes for the 2023-24 Fiscal Year.

MOVED (THISTLE), SECONDED (FORMAN) AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 23-966.

8.4 Council Bill 23-967: A Resolution Authorizing the Transfer of Appropriations within the General and Street Funds during the Fiscal Year Beginning July 1, 2022.

MOVED (CLARIDGE), SECONDED (FORMAN), AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 23-967.

8.5 Council Bill 23-968: A Resolution Providing for Water Rates and Charges for the City of Columbia City; Rescinding Resolution No.'s 21-1269-R and 21-1275-R.

MOVED (THISTLE), SECONDED (REINAN), AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 23-968.

8.6 Council Bill 23-969: A Resolution Adopting Sewer Charges and Rates for the City of Columbia City in accordance with Ordinance No. 470; Rescinding Resolution No. 21-1270-R.

MOVED (REINAN), SECONDED (THISTLE), AND VOTED UNANIMOUSLY TO APPROVE COUNCIL BILL 23-969.

8.7 Review, discussion, and consideration for approval of an exception to the City ordinance regulating the habitation of recreational campers, as submitted by Kay Brown of 2100/2125 The Strand.

KAY BROWN SUBMITTED A WRITTEN REQUEST TO CITY COUNCIL REGARDING THIS REQUEST. MOVED (CLARIDGE), SECONDED (THISTLE), AND VOTED UNANIMOUSLY TO APPROVE THE REQUEST AS SUBMITTED UNTIL OCTOBER 1, 2023. ANY ADDITIONAL TIME NEEDED WILL HAVE TO BE REQUESTED THROUGH THE CITY COUNCIL AT A FUTURE MEETING.

AGENDA ITEM 9

OTHER BUSINESS: The City Administrator discussed the following items with Council:

- 9.1 Due to the extensive cleanup required for renters of the Community Hall that have used glitter in the past, the use of this product has been prohibited during events at the Community Hall. However, the problem continues to persist and this places an undue strain on maintenance resources. To help alleviate this problem, staff has recommended the addition of a \$100.00 fine for rentals that fail to follow the rules in the contract regarding the use of glitter. After discussion with the City Council, and by their consensus, it was decided to implement the fine for this activity at the rate of \$250.00.
- 9.2 In regards to the city's Request for Proposal (RFP) for Septic Tank Maintenance Services, only one company responded to the request. The City Administrator asked Council if they wanted him to proceed with the single applicant and conduct the sub-committee process, to have staff review the single respondent package and make a recommendation to Council, or to reopen the RFP process in hopes of receiving additional packages to consider. The City Administrator said that he is concerned about the level of increased costs with this single respondent, and that he also believes, based on several who were interested from the phone inquiries that he received, it may encourage others to respond if they see it re-opened. At the end of discussion, the City Council directed the City Administrator to reopen the RFP process for this contracted service.
- 9.3 The City Administrator confirmed with City Council that they did not want him to pursue funding opportunities under Oregon HB 5019, an effort to relocate the homeless population in Oregon to 26 rural counties throughout the state.
- 9.4 From participating in the rebate program available through the CRPUD for the upgrading of the City's old high pressure sodium streetlights to new LED streetlights, the City has received a refund in the amount of \$8,851.00. With this rebate the total costs of the project was decreased from \$54,117.00 to \$45,266.00.
- 9.5 Interested citizens have filed applications to become members of the Budget Committee and Planning Commission. Once pre-appointment background screening is completed, interviews will be scheduled between Mayor Ziglinski and the applying citizens. Once the interviews are completed the applicants will be appointed by the City Council at a subsequent meeting.
- 9.6 A fact sheet, in regards to the proposed fire station project in Columbia City, was disseminated in the June newsletter. Subsequently, in the July newsletter a final community survey will be distributed. The survey will close on July 21, 2023 and the final results will be reported to both the City Council as well as the community.

AGENDA ITEM 10

ADJOURNMENT:

- 10.1 There being no further business to come before the Council, the meeting adjourned at 7:48 pm.

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APPROVED:

Susan Ziglinski
Mayor

ATTEST:

Michael S. McGlothlin
City Administrator/Recorder