

City Council Meeting Minutes

THURSDAY, APRIL 18, 2024 – 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 Katrina Claridge called the Regular Meeting to order at 6:00 pm.

COUNCIL MEMBERS PRESENT:

Mayor Katrina Claridge
Council President Rob Forman
Councilor Gordon Thistle
Councilor Jeff Reinan
Councilor Connie Quick

COUNCIL MEMBERS ABSENT:

None

ALSO PRESENT:

Kim Karber, City Administrator/Recorder
Micah Rogers, Public Works Superintendent

ATTORNEY PRESENT:

None

A quorum was present and due notice had been published.

AGENDA ITEM 2 **CITIZEN INPUT:**

2.1 **Paul Vogel – Executive Director Columbia Economic Team** Paul talked to us about what the Columbia Economic Team does and why Columbia City should rejoin. Their key functions are business retention, recruitment, and expansion in Columbia County. He also went over what they are currently working on and updates.

2.2 **Thao Duc Tu – President of the Vietnamese Community of Oregon** presented the City with a Certificate of Appreciation. The Mayor signed a proclamation recognizing April 30th as Vietnamese American Remembrance Day.

AGENDA ITEM 3 **COUNCIL REPORTS:**

3.1 **Audit Committee:** Councilor Forman reported the audit committee watched a training video about fraud/internal controls and looked at the guidance from the auditor's letter.

3.2 **Hazard Committee:** Councilor Quick reported unfortunately she was not able to attend the March 27th meeting but went over the minutes she received from Chief Bartolomucci. The Columbia County Emergency Management Director was there to talk about the Sheriff's license for the CB radio for Columbia City and he will help with that. They will also help with getting the CERT training. The committee also discussed the Columbia City Celebration and what they were planning for that event.

3.3 Parks Committee: Mayor Claridge reported there was discussion around hopefully getting a new Parks Master Plan in place. They discussed the different parks and what is needed. Also, talked about the Memorial Day celebration and what still needs to be done for it.

3.4 Streets Committee: Councilor Forman was not able to attend but reviewed the minutes and reported the Committee was looking at a grant with a possibility of receiving up to \$250,000. There are several different projects on the five-year plan and the decision was made to submit projects that would total up to the grant maximum. The grant submission is due by July 30th, and we should know by the fall if we have qualified. The Committee will meet again after we have found out about the grant.

3.5 Water & Sewer Committee: Councilor Thistle reported everything is good.

AGENDA ITEM 4

CONSENT AGENDA:

- 4.1 **Bills paid with check numbers 34822 through 34877 during the month of March 2024.**
- 4.2 **Expense vs Budget Report for the month ending March 31, 2024.**
- 4.3 **Combined balance sheet for the month ending March 31, 2024.**
- 4.4 **Minutes of the March 21, 2024, Regular City Council Meeting.**
- 4.5 **Activity Report from the Chief of Police for the month of March 2024.**
- 4.6 **Activity Report from the Public Works Superintendent for the month of March 2024.**
- 4.7 **Activity Report from the City Administrator for the month of March 2024.**
- 4.8 **Minutes of the February 28, 2024, Streets Committee Meeting.**
- 4.9 **Minutes of the March 26, 2024, Streets Committee Meeting.**
- 4.10 **Minutes of the March 6, 2024, Water and Sewer Committee Meeting.**
- 4.11 **Professional Services Agreement between the City of Columbia City and Kim Karber.**
- 4.12 **Employee Cost of Living Adjustment of 5% for budget year 2024-25.**

THE COUNCIL APPROVED THE CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE.

AGENDA ITEM 5

UNFINISHED BUSINESS:

None.

AGENDA ITEM 6

NEW BUSINESS:

6.1 Council Bill No. 24-979: Resolution 24-1312-R: A Resolution authorizing application under the Oregon parks and recreation department local government grant program.

MOVED (FORMAN), SECONDED (REINAN), AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 24-979 A RESOLUTION AUTHORIZING AN APPLICATION UNDER THE OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT PROGRAM.

6.2 Council Bill No. 24-980; Resolution 24-1313-R: A Resolution adopting a five-year capital improvement program for the 2024-25 fiscal year.

MOVED (REINAN), SECONDED (THISTLE), AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 24-980 A RESOLUTION ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2024-25.

6.3 Council Bill No. 24-981; Resolution 24-1314-R; A Resolution adopting policy, goals and objectives for fiscal year 2024-25.

MOVED (QUICK), SECONDED (THISTLE), AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL 24-981 A RESOLUTION ADOPTING POLICY, GOALS AND OBJECTIVES FOR FISCAL YEAR 2024-25.

6.4 Request for the Mayor and Council to sign a letter of support for a grant application for a Parks Master Plan.

MOVED (THISTLE), SECONDED (QUICK), AND CARRIED UNANIMOUSLY FOR THE MAYOR AND COUNCIL TO SIGN A LETTER OF SUPPORT FOR THE PARKS MASTER PLAN GRANT APPLICATION.

6.5 Obligation of ARPA funds.

Kim explained these were the items discussed at the workshop, but there was one addition that Micah would go over. Micah explained the SCADA/telemetry system used to monitor the reservoir, pump stations and water well is over 20 years old. The program is no longer supported and archaic. Our engineers, Kennedy Jenks, worked with Micah and recommended what is needed for the upgrade and gave a price guesstimate.

MOVED (QUICK), SECONDED (THISTLE), AND CARRIED UNANIMOUSLY TO OBLIGATE ARPA FUNDS.

AGENDA ITEM 7

OTHER BUSINESS:

Bids for the City Hall and Community Hall: Micah spoke about the issues he has been having getting bids turned in on the work needed for both buildings. There have been six contractors that have come out to look at what was needed and only one has turned in a bid. There have been three painting contractors come out and two of them turned in bids. If the job is going to cost over \$5,000 the rule of thumb is to get three bids. Kim expressed her concern with how much longer we can wait to get bids since Micah has been working on this since February and prices continue to go up. Kim asked council for guidance. They suggested reaching out to the contractors that have already come out and giving them until April 26th to turn in bids if interested. They also want him to reach out to the contractor that turned in an estimate to have him look over the numbers and give him the same amount of time to resubmit if any updates need to be made and see if he is still available to do the work. Micah has made a good faith effort to get the three bids and we will need to hold onto that documentation. Motion was made to give contractors until April 26th to turn in bids for repairs on City Hall and Community Hall, after that date Micah can move forward.

MOVED (REINAN) SECONDED (THISTLE) AND CARRIED UNANIMOUSLY TO GIVE CONTRACTORS UNTIL APRIL 26TH TO TURN IN BIDS AND AFTER THAT MICAH CAN MOVE FORWARD WITH GETTING THE WORK SCHEDULED.

Letter addressed to the Council from Mark and Barbara Gordon: Mayor and Council reviewed the letter and took no action. They agreed we need to wait and see if we receive the grant for the parks master plan.

Lignetics: Kim gave update about Lignetics. Jan Schollenberger, Columbia City resident, said that during the recent days of nice weather, the wind shifted, and they had the same issues with dust pollution as typically experienced during the summer. It has become more than just a summer issue and Jan asked Steve, the plant manager, to put the temporary fixes in place sooner than June 1st. Lignetics is planning on only running Monday through Friday during the summer. Moving truck traffic is still being considered, Lignetics would need to move the truck scale and employee scale house. Council supports the City writing a letter to DEQ to not delay looking at the permits submitted by Lignetics and a letter to The Port/Lignetics to move the truck traffic to Pacific Street.

Planning Commission meetings: Helen wanted to let council know the planning commission is considering moving their meetings from the third Thursday of the month to

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the second Monday of the month and see if there were any concerns. Council had no concerns.

100-year Columbia City Celebration: The City turns one hundred years old in 2026. Laura wants us to start thinking about getting a committee together and budgeting for it in FY 2025-26 so we can have a big celebration.

May Council Meeting: Kim explained she would be on vacation for the regularly scheduled meeting on May 16th and asked to move the meeting to May 23rd. There were no issues from Council.

Budget Meeting: The Budget Committee Meeting has been scheduled for May 30th at 6pm.

AGENDA ITEM 8

ADJOURNMENT:

8.1 There being no further business to come before the Council, the meeting adjourned at 7:55 pm.

APPROVED:

Katrina Claridge
Mayor

ATTEST:

Kim Karber
City Administrator/Recorder