



CITY COUNCIL APRIL 04, 2016 MINUTES  
REGULAR MEETING 7:00 PM  
City Hall, 1001 Bridge St. Vernonia OR 97064

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**Mission Statement**

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

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**Call to Order and Pledge of Allegiance – Mayor Parrow**

Mayor Parrow called the meeting to order at 7:03 pm.

**Additions or Removal of Agenda Items**

Mayor Parrow added an application from John & Vicki Brewer for a travel trailer permit under New Business. He also added a discussion regarding the Flag at Shay Park under New Business. A flyer regarding the “Good Citizen Challenge” for Columbia County was added under Correspondence.

Council McNair made a motion to approve the agenda with the additions. The motion was seconded by Councilor Hult, motion passes.

**Presentations**

**Councilor Committee Meeting Reports**

Counselor Seager reported on the meeting he attended with the Public Works Committee on March 22. At the meeting they discussed the Waste Water Treatment project and that they were happy with it. The new sewer rates recently went into effect. The committee would like to revisit the water rates as they believe we are taking in more than we are spending. City Staff will look into it.

Councilor Tierney has her next Emergency Management Committee meeting scheduled for May 3<sup>rd</sup>.

**Topics from the Floor/Audience Participation**

Jared Cook, Eagle Scout Troop 860, is working on completing his Eagle Scout project at the cemetery. He is working on updating the flag poles that are used for Memorial Day as the paint is starting to wear off. He will be scraping off the paint and repainting them. He will also be drilling holes in the poles to put new eye bolts where the flags are mounted. A total of 50 flag poles are being updated. They will also be building a new rack to hold the flags as the old one is falling apart. The project is set to be completed by April 21<sup>st</sup>. Councilor McNair acknowledged that he saw that he is partially thru the project and it is looking good!

**Consent Agenda for Approval**

A. City Council Meeting Minutes for March 21, 2016

Councilor Seager made a motion to approve the City Council minutes from March 21, 2016. The motion was seconded by Councilor Hult, motion passes.

**Unfinished Business**

**New Business**

A. Public Works Committee Recommendation – Tony Schrader Application

Hearing no objections, Mayor Parrow appointed Mr. Schrader to the Public Works Committee.

B. Travel trailer Permit Application, John & Vicki Brewer

Council reviewed the application for inhabiting a travel trailer. The applicant previously had a permit but that has since expired. Permits can be approved for 6 month implements but must be renewed every 6 months. Councilor Tierney inquired as to whether there have been any neighbor complaints regarding the trailer. City Administrator Mitchell stated that there have not been any complaints about the trailer.

The applicant has been provided the information for applying at the trailer park on Riverside but they are full at this time. The trailer occupant was given the information for Community Action Team's Veteran Services as well. The sewage for the trailer is being retained and pumped so they do not need to dump into city sewer.

Council consensus was to approve the permit for 6 months but ask that the applicant keep council updated on the progress of his effort to move. Council asks that he come to council before the permit expires on October 4th.

#### C. Shay Park Flag Discussion

Mayor Parrow explained to Council that he heard about this issue on Facebook. The concern is that the flag is old and does not have proper lighting at night. Ilene Grady expressed interest in donating \$100 for a new flag as the flag was first erected in honor of her son. Public Works Foreman Burch stated that they could potentially shine a light off the roof of the train for the flag. City Administrator Mitchell stated that depending on the size of the flag, there may be extras at the cemetery. In that case, she would check with Ilene about where she would like the donated money to go.

Council consensus was to direct city staff to purchase a new flag, if there weren't any extras at the cemetery, as well as to install a light for the flag.

### Business from Departments

#### A. Police Department – Chief Conner

- OLCC Discussion

Chief Conner explained to council that the Mini Mart was changing hands and the new owners have applied for their liquor license. While Council does not need to sign off on the application, he would like their approval before he signs it. Council consensus is to approve the liquor license for the new owners.

#### B. City Administrator Report – J. Mitchell

- **Wastewater Treatment Plant:** City staff had the scheduled construction meeting on Wednesday, March 23rd. The contractor will be installing rebar and setting forms for the DAF launder wall, installing the gravity pipe and force main to the pump station, and starting the installation of the conduit to the pump station over the next few weeks. In order to accommodate earthwork on the lagoon dikes this spring and summer, the City will need to empty the lagoons as much as possible while discharge to the river is allowed. Jeff and the Contractor will coordinate on pumping with the intent of pulling down the level in cell #1 as much as possible. The next construction meeting is this Wednesday, April 6<sup>th</sup> at 10am.
- **Sewer Rates:** The first bill with the new sewer rate changes has been sent out. The city staff worked very hard to implement all the elements into Munibilling to assure a streamlined billing. Staff stuffed a brief breakdown into each bill with the direction to call City Hall with questions. We have had the most discussion regarding bills from customers with larger meters. Some large meter customers are requesting for staff to calculate if code will allow them to downsize their meters.
- **Rose Avenue Project:** The SOQ ad was published on March 30, 2016. We have had 1 firm inquire so far. The deadline to submit Statement of Qualifications in April 22<sup>nd</sup>, 2016.
- **ODOT Crosswalk:** I have made contact with Mr. Cantrell the engineer for ODOT, specifications should be in our hands shortly.
- **California Avenue:** The RFP was published on March 30, 2016. The deadline for submitting Request for Proposals is April 22<sup>nd</sup>, 2016. We have had 9 firms inquire about the project and receive the packets.
- **Seasonal Worker Posting:** We have had 12 applicants submit applications. Staff is reviewing applications this week and scheduling interviews to follow. The Parks Committee will be represented by Quentin Skanes.

- **FEMA Public Assistance:** Staff will be sending all the final information to John Moak of FEMA this week, we will be doing site visits to the affected areas sometime early this month, FEMA will schedule.

### **Ordinances/Resolutions**

#### A. Ordinance 910: Marijuana Time, Place, Manner

City Recorder Borst advised council that under Definitions “Marijuana”, the family Moraceae was referenced incorrectly. The correct wording should be “plant Cannabis genus Cannabaceae”. This correction has been made in the final draft of the Ordinance.

City Recorder Borst read the second reading, by title only, of Ordinance 910: Marijuana Time, Place, Manner.

#### B. Resolution 03-16: A Resolution to Amend Transfer Out in Sewer Debt & Sewer Rehab

Finance Officer Handegard gave her report to council. Councilor McNair motioned to approve Resolution 03-16: A Resolution to Amend Transfer Out in Sewer Debt & Sewer Rehab. The motion was seconded by Councilor Tierney, motion passes.

Recess to Executive Session at 7:43pm.

### **Recess to Executive Session as per ORS 192.660 (2)(h)**

The City Council will now meet in Executive Session:

The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.

*(h) To consult with council concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

### **Return to Open Session for Final Action**

Council returned from Executive Session at 8:42pm.

City Council Directed City Planner Ryan Crater to respond to the property owners with a list of requirements which are condition of approval of the 1999 code as well as the violations of code. Mr. Crater will also reference the 1999 building and zoning codes.

### **Correspondence**

- A. Council reviewed the Good Citizen Challenge flier. The challenge is a campaign to see which school district area in the county has the most registered voters that vote in the May primary. The flier was also sent to Aaron Miller at the school. City staff posted the flier on the City of Vernonia Facebook as well.
- B. City staff posted the firewood teaser and 9-1-1 registration on Facebook as well
- C. Finance Director Handegard is working on posting the sale ad for the airport trailer.

### **Items from Mayor and Councilors**

Councilor Tierney brought attention to the fact that the City County Dinner is on the same night as a Budget Meeting so Council will not be able to attend.

Councilor McNair was at the cemetery and noticed that the back porch of the house is in terrible shape and needs to be tore down. He is concerned for public safety.

City Council each brought \$20 as a donation for the Dewey Pool project fundraiser. They would like to challenge all full time City Staff to match their donation. Donations can be done anonymously and they are not trying to pressure staff.

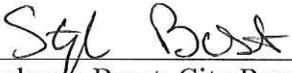
### Action Items Summary – City Administrator

- Staff is going to check the water rates and see if we are taking in more than we are spending per the Public Works Committees concern. Staff will bring the data to the Budget Committee meeting. Staff will survey equipment and see what will/needs to be done. In the case that there is a surplus, it will be run thru budgeting to follow requirements of where it can be used.
- Staff will look into lighting for the Shay Park flag.
- City Planner Ryan Crater to respond to the property owners with a list of requirements which are condition of approval of the 1999 code as well as the violations of code. Mr. Crater will also reference the 1999 building and zoning codes.
- City Staff will look into removing the porch at the cemetery house due to it being a hazard. They will also look into nailing the door to the porch shut.
- Staff will notify those not in attendance of the Council VS Staff Dewey Pool challenge.

### Adjournment

Mayor Parrow adjourned the meeting at 8:54pm.

These minutes were approved at the April 18<sup>th</sup>, 2016 City Council Meeting.

  
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Stephanie Borst, City Recorder

  
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Randall J. Parrow, Mayor