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CITY COUNCIL NOVEMBER 16, 2015  
REGULAR MEETING 7:00 PM MINUTES  
City Hall, 1001 Bridge St. Vernonia OR 97064

**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.

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

Mayor Parrow called the meeting to order at 7:00 p.m.  
In attendance: Mayor Parrow; Councilors Seager, Tierney, Hult & McNair.

**2. Additions or Removal of Agenda Items.....p. 1**

Councilor Hult made a motion to approve the agenda with the addition of item 8 C.: Travel Trailer Permit Application, Councilor Tierney seconded, motion passed.

**3. Mayor Report**

**4. Councilor Committee Meeting Reports**

Councilor Tierney reported that they didn't have a quorum at Emergency Preparedness, so they will reschedule. Mayor Parrow reported that the Library Board was moving right along. Councilor McNair reported that the Public Works Committee rescheduled their meeting.

**5. Topics from the Floor/Audience Participation**

**6. Consent Agenda for Approval**

- A. City Council Meeting Minutes for November 2<sup>nd</sup>, 2015.....p. 2-5
- B. City Council Work Session Minutes for November 9<sup>th</sup>, 2015.....p. 6-8
- C. Library Board Meeting Minutes for September 1<sup>st</sup>, 2015.....p. 9-10
- D. Cemetery Committee Meeting Minutes for October 8<sup>th</sup>, 2015.....p. 11

Councilor Tierney mentioned that she was not sure whether it was a good thing that Brandi Fennel and Nancy Burch were both Library Staff and also were listed as Board Members. Councilor Tierney made a motion to accept the Consent Agenda Items above as presented, Councilor Seager seconded, motion passed.

**7. Unfinished Business**

- A. Staff Report: Ordinance 745.....p. 12-23

Councilor Tierney reported that she was okay with the changes in the Ordinance. Mayor Parrow asked whether this would force the kids to ride their bikes down O-A Hill on Bridge Street. Councilor Hult pointed out that the current Ordinance already poses an issue for the Downtown Area. She stated that this was a personal issue: her daughter had been injured by a reckless bicycle rider when she was walking down that hill. Councilor McNair stated that he agreed that this was a safety issue and asked what the current plans were for developing California Avenue. City Administrator Mitchell said that it was currently on hold. Councilor McNair brought up that with the school now being located at the top of O-A Hill, it creates more issues with safety on this stretch of the highway. Councilor Tierney pointed out that there may be some grant funding (healthy communities) available to provide an alternate route (safe routes to school, bike paths). Councilor Hult stated that Webb Way, when it is reopened, will be a viable alternate route for bicyclists. She also agrees that it would be a good idea to look into funding sources for improvements to provide a better alternate route for bicyclists. Councilor Seager stated that he was in favor of the changes to the Walk Your Wheels Ordinance. City Administrator Mitchell stated that it may be a good idea for the Police Department to hold a school assembly on this topic. Mayor Parrow asked how many more enforcement issues this would create. Some ways to remediate this issue that were mentioned included posting at least 2 more Walk Your Wheels signs (which would need to be ordered), and educating the Public through a newspaper article.



8. New Business

A. Ugly Sweater Run Road Closure Request.....p. 24

Mayor Parrow stated that those are the only inlets for Emergency Vehicles to Anderson Park. Council requests that the VACC work with local residents and that City Staff notice the campers/residents. Council consensus was to approve the request with those two conditions.

B. Staff Report: Quarterly Financial Report.....p. 25-26

Councilor McNair mentioned that Water and Sewer had about half of the projected annual income and this was only the first quarter. Councilor Tierney mentioned that the Cemetery estimated income for burials and plot sales had been low. City Administrator Mitchell said that that projection is based off the previous year's actual numbers.

C. Travel Trailer Permit

Councilor Tierney stated that the permit is only valid for a 6-month time period. Councilor McNair asked how the utility hookups worked. Mr. Garlington stated that it is included in the house meters, but is a hooked into the system. Councilor asked whether that is legal or not. Mr. Garlington stated that he inherited it from the previous owner. Mayor Parrow stated that Council may need more information on this. Mr. Garlington said that the RV waste could be self-contained and then dumped. Councilor McNair stated that he would be more comfortable with this being more similar to other requests. Mr. Garlington stated that the last people he did this for were now regular residents and were contributing to the community.

Council consensus was to approve this request for a maximum of 6 months if this was determined to be a legitimate sewer hookup, or if the applicant agreed to use the self-contained function of the RV and dump the waste material.

9. Business from Departments

A. Police Department – Chief Conner

Severe Weather Warning for the next 24-48 hours; we might get snow by next Tuesday.

B. City Administrator Report – J. Mitchell

**Wastewater Treatment Plant:** Upcoming meeting Wednesday, November 18<sup>th</sup>, with DEQ, Construction team, Tetra Tech, Staff, Committee Representative to determine projects compliance, percentage of completion, etc. Will update Council of movement in Monthly Departmental Update.

**Spencer Park Improvements:** Spencer Park restroom is almost complete. Sheetrock and finish work is being installed this week. Parks staff will complete sidewalks to/from when and if there is a break in the weather. Bike rack as part of Eagle Scout project will be installed after connecting sidewalks are complete.

Parks Committee met with Parks Superintendent this past Saturday to review Master Parks Plan, they are working to prioritize what projects should be implemented.

**Sewer Rates:** Staff is working with FCS on sewer rate data, staff hopes to bring Council new proposed sewer rates for review the second December meeting, but it may be in January in order for numbers to be reviewed by PW Committee and recommended to Council.

**Rose Avenue Project:** The CDBG Application was submitted. Now we wait. Projects awarded funding will know by end of November 2015.

**Nickerson Subdivision:** The City Planner, City Administrator, Upper Nehalem Watershed Council, ODFW, and DSL plan to meet the first week of December to review the Nickerson Ridge culvert and wetland riparian areas.

**ODOT Crosswalk:** No movement.

**COV Timber Harvest:** Greg Lyda (Northwest Land Designs) is sending logs to the mills. Hopefully the logging project will be complete by the end of this year.

**Javalation:** WOEC has sent the City a request to purchase the parcel of land that is Cougar Street and the part adjacent to Parcel 3. The City does not have the funds to purchase the property. The City also has not implemented a Reimbursement District as mentioned in the MOA. Legal has suggested that the City look into other access points off the highway.

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**FEMA:** Staff is working through the elements of the CAV. Staff will be asking Planning Commission to review the floodplain ordinance for other items in the ordinance that need amending prior to bringing the Ordinance to Council for adoption. Staff is using GIS to upload Elevation Certificates and Floodplain Development Permits and connect them to parcels.

**Additional item:** City Staff would like to request that Council allow Staff to find small amounts of money in each fund to have Blackbird Catering provide catering for the City Christmas Party. Then attendees would bring desserts. This would help to provide more of a feeling of appreciation, since the City does not provide any holiday bonuses, etc. Councilor Tierney asked how broad they planned to make the catering request. Councilor Hult likes the idea that Staff presented. What is the dollar figure like? City Administrator Mitchell said that it depends on the number of attendees. They would probably need to use an RSVP system. The plan is to ask catering to provide the main course and big sides. Finance Director Handegard said that the most attendees they have ever had was 50 people. That was the number that she had in her head for budgeting: 50\*\$10=\$500. Mayor Parrow pointed out that this may be something that should be added to the regular budget. Council consensus was to authorize the requested amount of \$10 a plate. City Administrator Mitchell stated that they would like to push the gift exchange and write the rules down. Councilor Tierney would not like the potluck to be limited to desserts. Maybe the offer could be that attendees could bring either appetizers or a dessert.

**10. Ordinances/Resolutions**

A. Ordinance 908: An Ordinance amending Ordinance 745 Controlling Vehicular and Pedestrian Traffic; Providing Penalties.....p. 27-29

Councilor McNair made a motion that the City of Vernonia adopts Ordinance 908: An Ordinance amending Ordinance 745 Controlling Vehicular and Pedestrian Traffic; Providing Penalties. Councilor Seager seconded, motion passed.

Interim City Recorder Nicholas Welch read the first reading (by title only) of Ordinance 908: An Ordinance amending Ordinance 745 Controlling Vehicular and Pedestrian Traffic; Providing Penalties.

**11. Correspondence**

**12. Items from Mayor, Councilors, City Administrator**

Councilor McNair challenged the rest of Council and Staff to donate \$20 to the End Hunger Drive at R&S Market.

Councilor Hult will be attending City/County Dinner on Wednesday and will be attending the CCET meeting.

Councilor Tierney met Councilor McNair's challenge already.

Councilor Seager accepted Councilor McNair's challenge and also asked staff to look into the RV issue.

Councilor McNair asked what the other hookups like shops, etc., look like. How should this RV hookup be treated? Staff will look into this to see if there was a payment for this hookup or not and whether it met the correct criteria listed in the Building Code.

Councilor Seager asked whether this would need to be treated as another sewer connection or not. City Administrator Mitchell stated that it depends on what happened in the past. Councilor Tierney brought up that this might be treated as an Accessory Dwelling Unit. Councilor Seager asked about what a legal hookup was.

Councilor McNair asked about the Airport culvert project. Jeff from Public Works reported that the culvert would cost either \$53 for a 20 foot section or \$53/foot. It was not clear. Staff will know tomorrow.

**13. Action Items Summary – City Administrator**

Staff will work towards a Walk Your Wheels Public Education plan which will likely include: a school assembly, flyers, noticing the paper, and installing signs once the 2<sup>nd</sup> reading of the Ordinance is complete.

Staff will notify residents about the Ugly Sweater Run Road Closure.

Staff will investigate whether the Travel Trailer sewer connection is legitimate or not and will sign the permit either with the stipulation that the RV be self-contained if the connection is not legitimate or will sign it as is if the connection is determined to be legitimate.

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**Adjournment**

Mayor Parrow adjourned the meeting at 8:05 p.m.

These minutes were approved at the December 7<sup>th</sup>, 2015 City Council meeting.

*Nicholas Welch*

Nicholas D. Welch, Interim City Recorder

Randall J. Parrow, Mayor