



CITY COUNCIL SEPTEMBER 19, 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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**In Attendance:** Mayor Parrow, Councilor Tierney, Councilor McNair, Councilor Hult, and Councilor Seager.

**Staff in Attendance:** City Administrator Mitchell, Finance Director Handegard, Police Officer Carnahan

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

Mayor Parrow called the meeting to order at 7:00 pm.

**Additions or Removal of Agenda Items**

Councilor McNair made a motion to approve the agenda as written. The motion was seconded by Councilor Hult, motion passes.

**Councilor Committee Meeting Reports**

Councilor Tierney attended the Senior Center meeting where City Administrator Mitchell presented the project timeline. She would like for the timeline to be forwarded to the City Council. Councilor Tierney and City Administrator Mitchell are scheduled to meet before every Senior Center meeting in order to keep them updated.

**Topics from the Floor/Audience Participation**

Brett Costley, Louisiana Avenue, gave Council a brief overview of the proposed school bond. He reported that if the bond fails, there will be several cuts over the next few years. The bond will not only refinance debt but enable the school to build additional class rooms, the track and field stadium, and perform lead abatement as well as other repairs at the Mist School. The School Bond Committee is hoping for City Council support. Tax payers would be responsible for an additional \$0.20 per \$1000 of assessed value. This would extend the payoff time another 6 years as well.

David Sterner, Bridge Street, would like Councils approval to place his food cart next to the Shell station starting next spring. City Administrator Mitchell explained that when the food cart was first proposed it was to be located at the old Health Clinic location but issues with that location have arisen. The site he is now proposing would impact the gravel lot fence as well as reduce the overflow park parking. Councilor McNair expressed concern that allowing one food truck at the site may open the door for others to follow suit. City Administrator Mitchell will meet with David on September 20, 2016 at 2:00PM to discuss potential sites for the food cart.

**Consent Agenda for Approval**

- A. Cemetery Committee Meeting Minutes for August 11, 2016
- B. City Council Meeting Minutes for September 6, 2016
- C. Library Board Meeting Minutes for June 7, 2016

Councilor Tierney requested that the City Council minutes from September 6<sup>th</sup> be corrected in *Items from Mayor and Councilors* as she received the request from the Anderson Park Host not the Airport Park Host.

Councilor McNair made a motion to accept the meeting minutes as listed above with the correction. The motion was seconded by Councilor Seager, motion passes.

**Unfinished Business**

**New Business**

#### D. Staff Appreciation Discussion

Councilor McNair explained his proposal to Council. He has been involved with city business for 10 years and has seen remarkable improvement over the last few years. He proposes that as a gesture of gratitude, staff be given a paid day off in lieu pay increases. Staff can decide if they would like to take the day off together or on individually chosen days. Council consensus is to give city staff a paid day off of their choosing. Staff can decide if they would like to take the day off at the same time. City Administrator Mitchell asked if any Councilors would like to come present to staff at the September 28<sup>th</sup> staff meeting. Councilor McNair and Mayor Parrow will make an effort to attend.

Councilor Tierney would like to revisit potential staff merit increases at a future work session. She hopes that it will be feasible during future budget cycles.

#### E. Application for Inhabiting a Travel Trailer Permit – Dawn Scott

City Administrator Mitchell explained that Dawn Scott is the owner of the property and her brother Desmond is whom would actually be inhabiting the trailer. Councilor McNair made a motion to approve the travel trailer permit application. The motion was seconded by Councilor Hult, motion carried.

#### F. Application for Inhabiting a Travel Trailer Permit – James Wanless

City Administrator Mitchell explained the application to Council. The applicant has sold his home and is preparing to build a new home. In the meantime, he would like to live in his new trailer on the property. Councilor McNair made a motion to approve the permit application. The motion was seconded by Councilor Hult, motion carried.

#### G. Engineering Amendment WWTP

City Administrator Mitchell explained the amendment to Council. Her preference is to sign the amendment but stipulate that the money stays in the fund until the work is complete. Council consensus is for City Administrator Mitchell to sign the contract and negotiate that the work be done using current contract funds first.

### **Business from Departments**

#### H. Police Department – Officer Carnihan

Officer Carnahan reported that Officer Shafer will be with Chief Conner on Friday for evaluation.

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

*Staff Evaluations:* Staff evaluations are being performed with roughly half completed.

*Downtown Trees:* The chosen trees have been removed. Staff has received mixed reviews.

*Spencer Park Picnic Shelter:* The picnic shelter plans have been submitted and are in Eugene for review. City Administrator Mitchell explained the project to Council and added that salvaged wood from the old grade school will be used in its construction. The concrete work, electrical, and roofing will be contracted out with the remainder of the construction being completed by the City and volunteers.

*Nickerson Culvert:* City staff is working with ODFW to remove the culvert. Once staff hears how ODFW would like the culvert removed, staff will remove it. The letter outlining requirements for the street dedication has been sent to the property owners by OTAK. Staff has not heard back from HBH or the owners.

*Hawkins Park:* A vandal went to the park and did cookies in the grass. They also hit the wetland, borrow site, and public works. The police department is working on identifying the vehicle by the license plate.

*Cemetery:* Someone hit the cemetery sign. Public works is working to fix the sign.

*WWTP:* The rip arap is almost complete at the lagoons. Staff walked the perimeter with the fencing contractor and they will be fencing the entire area with vinyl coated chain link. City Administrator Mitchell and Public Works Foreman Burch provided a wish list of paving for the contractors GIS coordinator to review. They are waiting to hear back on what the budget will allow. The eye wash station is almost completed. A few electrical items are being completed in the treatment building.

The organic material is back in the borrow site and the stumps are piled up. Councilor McNair would like to see about having the contractor spread them around to prevent people from driving on the site. City Administrator Mitchell will ask the contractor if they can strategically place them on the site.

*Rose Avenue Cross Walk:* ODOT is currently evaluating how the bump outs will work as the right of way is shifted towards the houses.

*Park Closure:* Staff will be presenting to the Parks Committee for their recommendation.

*Lions Thank You Letter:* The letter has been sent to the Lions Club.

*Anderson Park:* City staff has discussed horse shoe pit options with the park hosts.

*Cemetery Shed:* Staff has not locked down a date for demolition.

*Timber Harvest:* City Administrator Mitchell is waiting to receive the NOAP in order to proceed.

## **Ordinances/Resolutions**

### **Correspondence**

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

Councilor Seager reported that a student of his from last fall will be headed to Vernonia in the next few days. He built an experimental airplane and is flying around the world.

Councilor Tierney reported that she walked Webb way and noted the locations of where the signs and garbage cans will be placed.

Mayor Parrow inquired about the picnic tables stacked on Adams Avenue. City Administrator Mitchell stated that the tables are not marked but they may belong to the city. City staff will look into who owns the tables. He would also like to discuss the trees in Ora Bomeier as he wants to make sure they are safe. City Administrator Mitchell stated that the trees have been looked at by an arborist and they are healthy trees.

### **Action Items Summary – City Administrator**

City Administrator Mitchell will meet with David Sterner regarding his food truck.  
Staff will discuss the possibility of moving the stumps at the borrow site with R & G.  
Staff will send the Senior Center timeline to Council.  
Staff will look into the picnic tables on Adams Avenue.

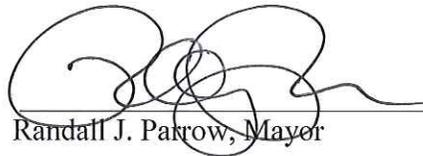
### **Adjournment**

Mayor Parrow adjourned the meeting at 8:11 PM.

These minutes were approved at the October 17<sup>th</sup>, 2016 City Council Meeting.



Stephanie Borst, City Recorder



Randall J. Parrow, Mayor