



**CITY COUNCIL SEPTEMBER 4, 2018 AGENDA**  
**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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**1. Call to Order and Pledge of Allegiance – Mayor Leonetti**

**2. Additions or Corrections to Agenda**

**3. Councilor Committee Meeting Reports**

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

**5. Consent Agenda for Approval**

- A. Parks Committee Meeting Minutes for June 27, 2018 ..... Page 1-2
- B. Parks Committee Meeting Minutes July 23, 2018 ..... Page 3
- C. Parks Committee Meeting Minutes for July 25, 2018 ..... Page 4-5
- D. Parks Committee Meeting Minutes for August 8, 2018 ..... Page 6
- E. City Council Meeting Minutes for August 20, 2018 ..... Page 7-10

**6. Unfinished Business**

- A. Staff Report: City Administrator Merit Increase ..... Page 11
- B. Staff Report: Council Decisions for Greenman Field and Grandstands ..... Page 12

**7. New Business**

- A. Parks Committee Recommendation – Parks Priorities ..... Page 13-14

**8. Business from Departments**

- a. Police Department – Chief Conner
- b. City Administrator Report – J. Mitchell

**9. Ordinances/Resolutions**

**10. Correspondence**

**11. Items from Mayor and Councilors**

**12. Action Item Summary**

**13. Adjournment**

\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\*

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**Parks Committee Minutes  
June 27, 2018**

Call to order: 6:38pm

**Members present:** Heidi, Scott, Brittanie, Richard, Mike,

**Agenda Accepted:** *with 4 additions to New Business, one to Old Business*

**Acceptance of minutes:** minutes approved

**Public Comment:** none

**Presentation:** none

**Finance Report:** none

**Staff report:** none

**New Business:**

- 1.**Committee Roles:** Brittanie said that we can run a meeting without the officers present.
- 2.**Airport Park:** Danger trees, logging, goal. There was a discussion about logging some trees at Airport Park for funds to do some of our projects. Decided to do another walk through Airport Park to look at trees that can be logged. Monday, July 23rd at 6:00pm to do walk through.
- 3.**Spencer Park:** Irrigation is the big issue. Steve has been watering the trees.
- 4.**Anderson Park:** James has finished the swing set and Richard finished the climbing structure. There is some issues as to where the structures will be placed permanently.
- 5.**Weyerhaeuser gift:** Money for maybe picnic tables?

**1.Old Business:**

- 2.**State Parks Grant:** Didn't get the grant. Will get some feed back on what the grant could use for the next time.
- 3.**Cultural Trust Grant:** We got the grant and it is being used for the Marimba and climbing play structure, for Airport Park.
- 4.**Art in the parks: Motion** was made to recommend to council 2 designs for the trash can art. The motion was second and all where in favor. Motion approved.
- 5.**Play-shed Roof:** Mike to bring up at Council again the leaks in the roof. This needs to be a priority.
- 6.**Scout Project:** The bike repair station is in.
- 7.**Salmon Carving:** Richard patched the big cracks in the fish at Spencer Park and oiled it again.

Only needs oiled every two years.

**Motion made by Richard:** To recommend to council that we change the name of Airport Park.

The motion was second by Brittanie and approved 3 to 1.

The committee then voted on names to send with the recommendation. We agreed on three names.

**Next meeting:** July 25 2018

**Meeting adjourned:** 8:08pm

**Parks Committee Minutes  
July 23, 2018  
Nehalem River Park Walk-through**

**Members present:** Heidi, Scott, Brittanie, Richard, Casey, Steve

**Guests present:** Josette Mitchell, Bruce McNair

Group met at the Park to discuss the possible logging of trees in the Park in order to create revenue.

Councilor McNair suggested that some money gained logging should be used to create a Reserve fund for Park.

Steve said he was opposed to logging any big trees in the Park.

Scott did a rough count of trees in the park that might be logged and reported there were 56 Douglas Fir and 37 Cedar. According to estimates provided by Councilor McNair, Scott suggested there is about \$75,000 in potential revenue, with costs to do the logging taking 30-50% of that revenue.

Group discussed potential projects that the funds from logging could be used for and listed:

- More sites at Nehalem River
- Electric upgrades at Anderson Park
- Amenties at Nehalem River, like play structures, picnic pavillion, restroom upgrades
- move the Park Host site into the Park
- Spencer Park projects not funded
- Reserve account

**Parks Committee Minutes  
July 25, 2018**

Call to order: 6:34pm

**Members present:** Heidi, Scott, Brittanie, Richard, Tim, Casey, Steve

**Agenda Accepted:** *with 4 additions to New Business, one to Old Business*  
*Approved* as amended.

**Acceptance of minutes:** no minutes

**Public Comment:** none

**Presentation:** Holly on the Dog Park. They got Grant application in. Just waiting to hear back. Would like to name the dog park and have a sign installed that states this is the future site of the Archie Dass Dog Park.

**Motion was made by Brittanie:** To recommend to City Council to name the Dog Park and install sign for the future site of Archie Dass Dog Park. Paid for by the friends of the Vernonia dog park. Motion second and all were in favor.

**Finance Report:** Discussed the report and felt like there are mistakes on the report.

**Staff report:** none

**New Business:**

1. **Committee Roles:** Brittanie has the packets

2. **Nehalem River Park:** The sign is made by Richard with the new name of the park.

3. **Spencer Park:** Area behind baseball and softball field. Could use this area for bike parking. Maybe use this area for extra parking. Mark out this area if possible.

4. **Anderson Park:** Would like to address the issue of driving down the hill at Anderson Park. Kids play in this area and it doesn't seem safe. It's bad for the grass too. It's hard to see going over the hill. Maybe make a temporary sign to stop people from driving over the hill.

5. **Boat Launch:** Just below the bridge at Anderson Park. It is getting really muddy and needs some kind of temporary fix. Trucks get stuck in it and causes deep ruts.

Brittanie to talk to Jossett about Anderson Park driving issue and the boat launch  
Casey to look into banners.

**Old Business:**

1.**Cultural Trust Grant:** We got the grant and it is being used for the Marimba and climbing play structure, for Airport Park.

2.**Landscape Maintenance Partnership with VSD:** Not cost effective

3.**Art in the parks:** Needs trash cans

4.**Playshed Roof:** no answers yet

5.**Irrigation at Spencer Park:** need to have a plan

**Ongoing Projects:**

**Lake Pump:** Is running and the lake looks good.

**Workshop:** August 8th, 2018 at 6:30

**Next meeting:** August 22, 2018

**Meeting adjourned:** 8:45pm

**Parks Committee Minutes  
August 8, 2018  
Parks Priorities Worksession**

**Members present:** Heidi, Scott, Brittanie, Richard, Casey, Steve, Tim

**Guests present:** Skip Goodman, Chris Richardson, Waylan Easley

The following are the most immediate priorities identified for the parks system at our , along with the Committee member assigned to do additional research and bring back cost estimates to meeting on 8/22:

- Irrigation for sports fields at Spencer Park – Steve
- Playshed roof repair at Spencer – Casey
- Play structures/equipment at Anderson, Nehalem River - Brittany, Heidi
- Electric upgrades and additional sites at Anderson Park – Scott
- Online Reservation System – Scott
- New Park Host site w/electricity Nehalem River Park - Richard
- Traffic control at Spencer - protect play fields - Tim, Steve
- Remove danger trees at Nehalem River - staff



CITY COUNCIL AUGUST 20, 2018 **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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**Councilors in Attendance:** Mayor Leonetti, Councilor Hult, Councilor McNair, Councilor Seager and Councilor Wagner

**Staff in Attendance:** City Administrator Mitchell and Police Chief Conner

**Media Present:** Scott Laird, Vernonia Voice

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

Mayor Leonetti called the meeting to order at 7:00 PM

**Additions or Corrections to Agenda**

Mayor Leonetti removed the executive session from the agenda. Under New business he added A. Merit Increase discussion for Josette Mitchell. He added that the budget has allotted up to 4% for an increase.

Councilor McNair made a motion to approve the agenda with the changes. The motion was seconded by Councilor Seager.

Votes: Councilor Seager: Yes      Councilor Hult: Yes      Councilor Wagner: Yes  
      Councilor McNair: Yes      Mayor Leonetti: Yes

Motion carried.

**Councilor Committee Meeting Reports**

Councilor Seager attended the Parks Committee Work Session where they discussed priorities. They have another meeting later this week.

**Topics from the Floor/Audience Participation**

Michael Snow, Jamboree Car Show Organizer, presented Council with an \$800 donation check for Spencer Park.

**Consent Agenda for Approval**

- A. Cemetery Committee Meeting Minutes for June 14, 2018
- B. Cemetery Committee Meeting Minutes for July 12, 2018
- C. City Council Work Session Minutes for July 31, 2018
- D. City Council Meeting minutes for August 6, 2018

Councilor Wagner made a motion to approve the meeting minutes listed above, as presented. The motion was seconded by Councilor Hult.

Votes: Councilor Seager: Yes      Councilor Hult: Yes      Councilor Wagner: Yes  
      Councilor McNair: Yes      Mayor Leonetti: Yes

Motion carried.



## **Unfinished Business**

### **A. Staff Report: Greenman Field Grandstand Work Session Date**

City Administrator Mitchell presented the report to Council. Council approved the meeting date. Councilor McNair inquired as to if the states ruling on the water right for the Klamath County. Mrs. Mitchell stated that it would apply to ours as well.

Mrs. Mitchell explained that the tricky part with bulk water is there will be people whom follow the rules and only use it for the intended use (Human and livestock consumption) but there will be those that do not. Councilor McNair stated that the same issue can happen inside city limits. She clarified that what she is saying is that bulk water is selling to customers that are not within our water right.

Mr. McNair inquired as to what the penalties are within the ordinance. Mrs. Mitchell explained that ultimately, they would be shut off. A flow restrictor device may also be installed.

Mrs. Mitchell reiterated that staff would like to know when Council would like Bulk Water to be shut off. Councilor McNair explained that ultimately the cities responsibility is to the citizens connected to the system. He inquired as to what would be done if an outside entity, that was suffering a drought, came to get bulk water. Would there be a limit? He suggested that a limit be added on the amount that can be purchased. Mr. McNair brought up the fact that discontinuing the sale of bulk water may affect water rates. Councilor Seager inquired as to if the bulk water has been shut off in the past. Mrs. Mitchell stated that we have.

Councilor McNair inquired as to how many days' worth of reserve water is typically on hand. Mrs. Mitchell stated that the reservoirs can hold 4 days' worth of water. Mr. McNair explained that he always been frustrated by water curtailment as he feels it's too late since aquatic life has already started to die by the time of curtailment. Dale Webb explained to the group that the tiered water rights for the state is because they base their reserves on available water.

Councilor Wagner suggests having a town hall to hear community concerns as was done in 2002 when the curtailment measures were established. Mayor Leonetti explained that he has heard from citizens whom were concerned about the bulk water being shut off. They need the water in order to keep livestock watered. Mrs. Mitchell suggested educating bulk water users about the need to keep a holding tank full in case the bulk water is closed. Mr. Webb explained how the regulations came into effect.

Consensus of Council is to hold a work session on .... To discuss further. Consensus of Council is to also allow sale of bulk water until the next level of water curtailment (10cfs). Staff will post clear signage to this affect at the bulk water station.

### **B. Staff Report: Water Curtailment Regulations**

City Administrator Mitchell presented the report and documents to Council.

Councilor McNair inquired as to if the states ruling on the water right for the Klamath County. Mrs. Mitchell stated that it would apply to ours as well.

Mrs. Mitchell explained that the tricky part with bulk water is there will be people whom follow the rules and only use it for the intended use (Human and livestock consumption) but there will be those that do not. Councilor McNair stated that the same issue can happen inside city limits. She clarified that what she is saying is that bulk water is selling to customers that are not within our water right.

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Mrs. Mitchell reiterated that staff would like to know when Council would like Bulk Water to be shut off. Councilor McNair explained that ultimately the cities responsibility is to the citizens connected to the system. He inquired as to what would be done if an outside entity, that was suffering a drought, came to get bulk water. Would there be a limit? He suggested that a limit be added on the amount that can be purchased. Mr. McNair brought up the fact that discontinuing the sale of bulk water may affect water rates. Councilor

Seager inquired as to if the bulk water has been shut off in the past. Mrs. Mitchell stated that we have.

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Consensus of Council is to hold a work session on October 8<sup>th</sup> at 6:00pm. To discuss further. Consensus of Council is to also allow sale of bulk water until the next level of water curtailment (10cfs). Staff will post clear signage to this affect at the bulk water station.

#### C. Staff Report: Scheduling of City of Vernonia Priorities Work Session

City Administrator Mitchell explained that she has a list of 34 projects which she would like Council to put in order of priority.

Consensus of Council is to hold the priorities work session on September 10<sup>th</sup> at 6:00pm

#### **New Business**

##### A. Merit Increase discussion

Mayor Leonetti presented the staff report to Council (See File). Councilor McNair stated that the review went good with no real issues. Councilor Wagner inquired as to if Mrs. Mitchell gets a COLA increase. Mrs. Mitchell explained that staff voted two years ago to forgo COLA increases in order to be able to get merit increases when warranted. Councilor Wagner explained that she struggles with increases as there are many places where there are no increases. She added that this has nothing to do with Mrs. Mitchell, she just struggles with it.

Consensus of Council is to give Mrs. Mitchell a 4% increase to be effective as of September 5<sup>th</sup> (A year from her last increase).

Editor's Note: Staff will be bringing this back to Council for a formal motion at the September 4<sup>th</sup> CC Meeting.

#### **Business from Departments**

##### a. Police Department – Chief Conner

Chief Conner presented his report to Council (See File).

Councilor McNair inquired as to if Officer Conner has heard anything regarding enhanced patrol on Timber Road. Mr. Conner stated that he did speak with a lieutenant at Oregon State Police and he was unsure if there were enhanced patrols.

Councilor McNair requested a 2 year comparison of calls when they are available. Councilor Wagner inquired as to how land use violations are resolved. Staff explained that the majority of times they are put on a corrective action plan as the ultimate goal is compliance. The police department will step in if resolution is not able to be reached.

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

**WWTP Bio Dome Installation:** The excavation for the bio dome blower building pad will begin this week, the stainless steel pipe and electrical will be installed in the pad, and the pad will be poured. The City will have to wait for the concrete pressure test before moving forward following the pouring.

**Rose Avenue Senior Center & Food Bank Construction Project:** On Thursday August 17<sup>th</sup> I met with Sid Scott of Scott Edwards Architecture, Mary McArthur, Grant Manager, Clint and Terry from Five Star Builders, and Casey Mitchell, from CAT representing the Seniors and Food Bank groups. We went over the bid from Five Star as they were the low bidder. We identified nearly 400,000 in items that were either mistakenly in the specifications, were over built, or where the project could be amended to lessen the cost. The contractors were going to check into the electrical number and plumbing number as both of those seemed to be double if not more than the estimate.

**Seismic Monitoring Site Install:** The team from U of O communicated that they will be out at the installation site this Wednesday and Thursday to install the perimeter fence and do final adjustments on the equipment.

**Public Works Staffing Change:** Due to the loss of Tyler Dougherty this past month. City staff held interviews and the City has hired a new staff person. He will start on Wednesday this week.

**Grandstands Committee Meeting:** The Grandstands/ Council Work Session will be held August 27<sup>th</sup>, at 6:30pm.

**Fire at Ora Bolmeier:** The Vernonia Rural Fire Department responded to a fire on August 15<sup>th</sup>, the formally determination of start of fire has not been communicated. The Fire Dept. was able to contain the fire to a relatively small area.

**Archie Dass Dog Park:** The City has been notified that we will received the OPRD grant for the dog park!!! We are awaiting the paperwork to finalize with OPRD.

**Utility Billing Staffing Change:** Angela Alipio whom has worked for the City for a year, gave her two weeks notice on August 7<sup>th</sup>, her last day working for the City of Vernonia will be tomorrow. We have posted a job opportunity opening that will close on September 7<sup>th</sup>. We wish Angela luck at her new position for Washington County!

**Reminder:** Packets for Elected Officials are due to be turned into City Recorder by 4:00pm on this Thursday, August 23<sup>rd</sup>, 2018.

## **Ordinances/Resolutions**

### **Correspondence**

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

Councilor Wagner explained that City Council and the Planning Commission use to have joint work sessions to discuss Planning Commission priorities. Mrs. Mitchell explained that from her understanding there was supposed to be a separation of the two bodies. She will get clarification on if such a work session is appropriate. Councilor McNair explained that he does not recall any direct contact with the Planning Commission as there was suppose to be a separation of the two bodies.

Councilor Hult stated that she is running for Mayor.

#### **Action Item Summary**

Mayor Leonetti adjourned the meeting before an Action Item Summary was outlined.

#### **Adjournment**

Mayor Leonetti adjourned the meeting at 8:22pm

These minutes were approved at the September 4<sup>th</sup>, 2018 City Council Meeting.

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Stephanie Borst, City Recorder

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Mario Leonetti, Mayor

**CITY OF VERNONIA**  
**CITY COUNCIL AGENDA ITEM**

**September 4<sup>th</sup>, 2018**

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**From:** Stephanie Borst, City Recorder  
**To:** City Council  
**Re:** **City Administrator Merit Increase**

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**Agenda Item Summary:**

At the August 20<sup>th</sup> City Council Meeting, Council requested that the City Administrator be given a 4% merit increase to take affect on September 4<sup>th</sup>. There was no formal motion made to this affect.

Council cannot make decisions via consensus so staff requests that Council make a motion to this affect as outlined below.

**Attachments:**

N/A

**Suggested Motion:**

Motion: "To give City Administrator, Josette Mitchell, a 4% merit increase to take affect September 5<sup>th</sup>, 2018."

**CITY OF VERNONIA**  
**CITY COUNCIL AGENDA ITEM**

**September 4<sup>th</sup>, 2018**

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**From:** Stephanie Borst, City Recorder  
**To:** City Council  
**Re:** **Council Decisions for Greenman Field and Grandstands**

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**Agenda Item Summary:**

At the August 27<sup>th</sup> City Council Meeting, Council requested that staff bring forward the following items for discussion and decision.

1. Whether or not to perform an environmental assessment on the Grandstand in order to get a better idea of any additional hazardous waste mitigation that may be required in the event of demolition (Should the ICSV default). (Motion required)  
Note: A cost estimate from JR Allen has priced this at \$150. He has also volunteered to collect and deliver the samples.
2. The School had expressed interest in taking the football field lights and scoreboard. Staff would like to know how Council would like to respond. (Motion Required)
3. At the meeting it was discussed that there would be an event map attached to the MOU outlining what space was included during events. Staff would also like to know if Council would like to state specific restrictions to the use of the field to be included in the MOU (Example: horse events, monster trucks, motocross, etc). (Consensus will work for this as the formal decision/motion will come when the MOU is approved)

**Attachments:**

To be distributed at meeting

**Suggested Motion:**

**August 29 , 2018**

**To: Vernonia City Council**

**From: Parks Committee**

**Re: Parks Priorities**

The Parks Committee, at their committee meeting on August 22 , 2018, voted 7-0 to recommend to the City Council the attached list of priority projects for consideration. The Parks Committee would like the Council to consider how they will use any revenue from the logging at Ora Bolmeier Park, and to please consider prioritizing parks projects first.

In addition, the Parks Committee would like the Council to consider meeting in a joint workshop with the Parks Committee to discuss these priorities, the potential of logging at Nehalem River Park and Campground, and funding for Parks projects in the future.

Signed,

Scott Laird, Parks Committee Chair,

Heidi Methaney, Parks Committee Secretary

<b>Spencer Park</b>	<b>Cost Estimate</b>
Improve Sports Fields	\$50,000.00
Irrigation	\$50,000.00
Playshed Roof Repair	\$4 - \$8,000
Traffic Control	\$3 - \$6,000
<b>Anderson Park</b>	
Play Structures	\$15-\$30,000
New Campsites w/RV hookups (6)	pending
Electric Upgrades	Pending
<b>Vernonia Lake</b>	
<b>Nehalem River Park &amp; Campground</b>	
New Park Host Site – Electricity	Water-\$5,000
<b>All Parks</b>	
On-line Reservation System	\$1,500 set up, \$50/month