



**CITY COUNCIL JULY 18, 2016 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 Parrow**

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

**3. Mayors Report**

Oath of Office Eric M. Shafer by Mayor Parrow  
Pinning of the Badge by Sierra Vidad

**4. Councilor Committee Meeting Reports**

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

**6. Consent Agenda for Approval**

A. City Council Meeting Minutes for July 05<sup>th</sup>, 2016 ..... pg. 1-4

**7. Unfinished Business**

A. Nickerson Performance Bond Agreement - Discussion

**8. New Business**

A. Letter from Jimi Kolesar Requesting Water Leak Forgiveness ..... pg. 5

**10. Business from Departments**

A. Finance Department – A. Handegard  
Year End Finance Report ..... pg. 6-7

B. Police Department – Chief Conner

C. City Administrator Report – J. Mitchell

**11. Ordinances/Resolutions**

**12. Correspondence**

**13. Items from Mayor and Councilors**

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

**Adjournment**

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

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CITY COUNCIL JULY 05, 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**

In attendance: Mayor Parrow, Councilor McNair, Councilor Tierney, Councilor Seager, and Councilor Hult.  
Staff in Attendance: City Administrator Mitchell, Public Works Foreman Burch, Finance Director Handegard, Police Chief Conner, and GIS Annalist Fousek

Mayor Parrow called the meeting to order at 7:02 pm.

**Additions or Removal of Agenda Items**

Mayor Parrow added to the agenda:

New Business E. Noakes Road Water Extension.

Correspondance A. Measure 97: Who pays and who doesn't?

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

**Mayors Report**

**Councilor Committee Meeting Reports**

Councilor Tierney reported that the Emergency Management Committee meeting has been rescheduled due to conflicts with tonight's meeting.

**Topics from the Floor/Audience Participation**

**Consent Agenda for Approval**

- A. City Council Meeting Minutes for May 02, 2016
- B. Library Board Meeting Minutes for May 03, 2016
- C. City Council Meeting Minutes for June 06, 2016
- D. City Council Work Session Minutes for June 06, 2016
- E. City Council Work Session Minutes for June 13, 2016

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

**Unfinished Business**

- A. Downtown Tree Update

City Administrator Mitchell presented the report to Council. Audience member Ernie Smith explained that he would prefer that the trees be removed and replaced with bricks as customers and the general public are tripping over the edge of the tree wells. The tree wells are also causing a lot of mud during the winter months. He is concerned about the damage that could be done by the trees to the infrastructure.

After some discussion council directed staff to remove the trees in August, after Jamboree, and fill the tree wells with sand.

## **New Business**

### **A. Request from Jamboree Committee**

Council reviewed the request from the jamboree committee. Jamboree representative Ernie Smith stated that adjacent property owners have not been notified yet as the committee is still ironing out event details. The committee is currently looking into options for a location to hold lawnmower races. Council consensus is to approve the site locations as requested.

### **B. Temporary Sales Liquor License Application**

Councilor Tierney brought to the attention of Council that the dates on the application are inaccurate and should read August 5-7<sup>th</sup>, 2016. Police Chief Conner stated that the date has been corrected on the official document as he brought it to the attention of the applicant. He added that they have not had any issues with the applicant in prior years. Councilor McNair made a motion to approve the application. The motion was seconded by Councilor Seager, motion passes.

Chief Conner asked Council to also consider Ernie Smiths application so that he can approve/deny it when submitted. Council consensus is to approve Mr. Smith's application and authorize Chief Conner to sign it once submitted.

### **C. League of Oregon Cities, Legislative Objectives Survey**

City Administrator Mitchell explained that if Council wishes, they can review and give her their responses at a later date for her to compile and submit on their behalf. Councilors McNair and Tierney listed their responses as listed below. Councilors Seager and Hult will review and submit to Mrs. Mitchell at a later date.

#### **Responses:**

- A. Need Housing Assistance Program
- C. DOGMI Disaster Mapping
- D. Floodplain Technical Assistance
- H. Property Tax Reform – Market Value / Local Control
- I. Property Tax Reform – Fairness and Equity
- M. Restore Recreational Immunity
- P. Mental Health Investments
- S. PERS Reform
- X. 9-1-1 Emergency Communications
- Z. Transportation Funding and Policy Changes
- CC. Water Supply Development Fund

### **D. Staff Training Update**

City Recorder Borst presented her report to Council.

### **E. Noakes Road Water Line Extension**

City Administrator Mitchell presented the report to Council. Councilor Tierney asked whether or not we should be installing outside the city. If we do so, should we be expanding city limits? GIS Annalist Fousek stated that the state would have to approve an expansion. In 2012 the state did a survey and they concluded that the city had enough residential land within city limits to last 37 years. This extension will prepare the city for that eventual expansion.

City Administrator Mitchell added that the surveying costs are unknown and we have not heard back from Don at KLS Surveying. If KLS cannot accommodate our needs, we may need to contract outside the city for Surveying needs. This extension will increase supply therefore increasing the amount of homes that can be connected. Some of the cost will be recouped as new homes will be required to connect.

Consensus of Council is to approve the water line extension.

## Business from Departments

### A. Police Department – Chief Conner

Police Chief explained to Council that they are preparing for Jamboree. Requests have been sent out to multiple agencies requesting back up support for the event. The State Police have confirmed but he hasn't heard from anyone else yet.

Officer Pesio is patrolling solo as of a few weeks ago. The Department will have a new police officer soon as they are in the final stages of the hiring process.

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

**Wastewater Treatment Plant:** DEQ is going to require that the City of Vernonia install 3 temperature monitoring wells in between the linear trail and the river. Where the funding will come from or if this can be incorporated into our current funding stream is still unknown. DEQ has been approached for potential funding of the wells. Councilor McNair is concerned that the wells will be located in the flood way and will be difficult to maintain. The project is moving along and the contractor is now working on installing the dike elevation on lagoon #2, and installing interior walls on the chlorine contact chamber. To date we have only had 3 change orders totaling approximately 45,000.00 roughly 1% of the project cost.

**Rose Avenue Project:** The City worked to secure and record an easement on the Rose Avenue project property. WOEC when installing the underground vault went outside the platted easement, WOEC paid for surveying to replat the easement and that document has been recorded at the county. The next step in this project is securing an architect, staff is currently working to put out the SOQ Statement of Qualifications notice. The Seniors have been notified that Councilor Tierney will be their Liaison. Their next meeting is Friday, July 15<sup>th</sup> at 10 am.

**California Avenue:** This project is still currently on temporary hold; Photo Solutions owner has picked the old planer shed base as the future site. The plan to clean up debris is developed and awaiting the okay from DEQ and PBS for geotechnical testing work.

**FEMA Public Assistance:** The City has completed all input projects for the FEMA Assistance. We are awaiting the 90-91 Project Sheets return in order to sign them and send them to the funding bundle center.

**Nickerson Ridge Estates:** City Planner Ryan Crater and I met with David Smejkal, Douglas Wolf, and Civil Engineer Michael Henry from HBH, to discuss the owners plan to amend and install the required storm water catch basins and necessary sidewalk repair. The owners will then submit the engineer plans which will be reviewed by our City Engineer, at which time the Owners may submit a Surety Bond in the amount of the cost to complete the project, and begin selling lots again. If the owners fail to complete the repairs the City would use the Surety Bond to complete the necessary upgrades.

The road was never dedicated to the City so maintenance is the responsibility of the land owners. The city will not maintain the road until it is brought to spec and dedicated. The homeowners are also responsible for the sidewalks in front of their property's. The culverts will be removed in a group effort with Tony Schrader, ODFW, and the Nehalem Valley Water Shed.

**Airport Trailer Advertisement:** The Airport Trailer has been sold to a gentleman from Yamhill County for 10,500.00, he has not removed it from the Airport Property as of close of business today.

**PW Staff Shortage:** One of our PW Staff suffered a medical issue and will not be able to rejoin the team until mid-August at the earliest. Staff posted a temporary part-time opening in Parks to help the crew with summer season happenings, which will allow James to help in PW. The close of the applicant period was last Friday at 3pm, at that time we had three applicants that will be reviewed and interviewed for the position. We will update Council as soon as an applicant is chosen.

**Ordinances/Resolutions**

**Correspondence**

City Administrator Mitchell presented the Measure 97 handout to Council for review.

**Items from Mayor and Councilors**

Councilor Tierney reported to Council that she has decided to run for Mayor.

Councilor McNair requested a printed copy of the City Administrator Evaluation Form. He would also like to thank VRFPD for the wonderful firework display they had for Independence Day.

City Administrator Mitchell gave Council an update on the Spencer Park Picnic Shelter. She explained that they have until September 30<sup>th</sup> to expend the funds for the projects.

**Action Items Summary – City Administrator**

**Adjournment**

Mayor Parrow adjourned the meeting at 8:37 pm.

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

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Stephanie Borst, City Recorder

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Randall J. Parrow, Mayor

July 11, 2016

RECEIVED JUL 12 2016

To Vernonia City Council.

I am writing to request forgiveness/  
reduction in the extra costs of water due  
to a leak.

We were made aware of a leak  
between the meter and the house. We fixed  
the leak immediately, however it left an  
almost \$<sup>(369)</sup>400 water bill.

The initial water-sewer bill has been  
paid. This leaves a remaining \$220<sup>00</sup>. I believe  
this is really too much to have to pay for a  
leak that was fixed. Is there any way to  
reduce or forgive this overage?

Thank you for your consideration

J Kolesar, on behalf of

Scott Lamping  
895 Alabama Ave

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

**July 18, 2016**

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**From:** Angie Handegard, Finance Director  
**To:** Mayor and City Council  
**Re:** Year End Finance Report

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**Agenda Item Summary:**

This is a simplified version of the major fund income/expense reports for the fiscal year 2015-2016

**General Fund:** Cash carry forward is \$41,140 over what was forecasted for 16-17 budget.

**Admin:** Building permits fees were more than double what was budgeted and the majority of franchise fees were slightly higher than budgeted.

**Police:** OT was slightly over budget, but salaries came in well under.

**Library:** Total fund was under budget by \$2,450

**Airport:** Sale of FEMA trailer brought \$10,500 to Airport, it will be carried forward to 16-17 fiscal year where it will then be transferred to the General Fund to pay back loan for culvert.

**Cemetery:** Overall, this fund lost about \$900 due to low revenue. However; cash carry forward will be more than budgeted for 16-17 fiscal year.

**Parks:** Parks saw a lot of expense overages last year due to Spencer Park. Mainly in salaries. Budgeted transfer out to parks facility fund was not done in order to maintain a carry forward into 16-17 FY. Carry forward matches forecast for 16-17 budget.

**Water:** Consumption was slightly less than budgeted, but all other water revenues were well over budget. Salaries were down, but the fund still ended the year about \$2000 less than forecasted. This is due to overages in water system maintenance line items.

**Sewer:** Consumption was over budget, salaries were under. Cash carry forward is \$24,295 over forecast.

**Streets:** Streets revenue was slightly up, salaries were under. Cash carry forward slightly under forecast.

**Previous Council Action:**

N/A

**Attachments:**

Finance Report

**Recommendation:**

This is informational only. No action is required

**Motion:**

- None

# Quarterly Finance Report through 06/30/2016

Quarter 1 income totals include beginning cash on hand

	Budget	Q1	Q2	Q3	Q4	Actual to Date	% used	Rollup
<b>Admin</b>								
Income	1,061,450.00	208,548.00	677,410.00	130,228.00	185,722.00	1,201,908.00	113.23%	\$592,721 property tax revenue received Q2
Payroll	185,324.00	42,765.00	36,787.00	57,177.00	58,275.00	195,004.00	105.22%	
Expense	430,345.00	72,951.00	88,424.00	70,733.00	55,082.00	287,190.00	66.73%	
<b>Police</b>								
Income	6,650.00	4,191.00	2,355.00	205.00	3,705.00	10,456.00	157.23%	
Payroll	442,132.00	88,149.75	106,901.00	104,285.00	102,010.00	401,345.75	90.78%	
Expense	68,018.00	25,266.00	10,170.00	5,725.00	14,700.00	55,861.00	82.13%	<b>89.62%</b>
<b>Library</b>								
Income	4,050.00	1,652.00	1,896.00	1,219.00	1,082.00	5,849.00	144.42%	
Payroll	70,902.00	17,630.00	17,741.00	17,584.00	17,762.00	70,717.00	99.74%	
Expense	26,365.00	5,504.85	5,239.61	5,254.00	8,853.00	24,851.46	94.26%	<b>98.25%</b>
<b>Gen Fund</b>								
Income	1,072,150.00	214,391.00	681,661.00	131,652.00	190,509.00	1,218,213.00	113.62%	
Payroll	698,358.00	148,544.75	161,429.00	179,046.00	178,047.00	667,066.75	95.52%	
Expense	406,134.00	103,721.85	103,833.61	81,712.00	78,635.00	367,902.46	90.59%	<b>33.31%</b>
<b>Ending Fund Balance</b>								183,243.79
<b>Airport</b>								
Income	9,253.00	4,502.00	1,252.00	3,839.00	16,603.00	26,196.00	283.11%	
Expense	9,253.00	2,757.77	2,190.00	67.00	5,803.00	10,817.77	116.91%	<b>116.91%</b>
<b>Ending Fund Balance</b>								15,378.23
<b>Cemetery</b>								
Income	24,641.00	17,767.39	1,350.00	1,060.00	6,070.00	26,247.39	106.52%	
Payroll	7,000.00	1,442.01	876.00	736.00	848.00	3,902.01	55.74%	
Expense	17,413.00	3,362.00	592.00	1,584.00	3,268.00	8,806.00	50.57%	<b>52.05%</b>
<b>Ending Fund Balance</b>								13,539.38
<b>Parks</b>								
Income	250,896.00	70,851.00	64,617.00	93,388.00	56,679.00	285,535.00	113.81%	
Payroll	45,271.00	18,050.00	11,400.00	7,374.00	17,415.00	54,239.00	119.81%	
Expense	205,625.00	67,568.00	79,142.00	35,548.00	25,454.00	207,712.00	101.01%	<b>104.41%</b>
<b>Ending Fund Balance</b>								23,584.00
<b>Water</b>								
Income	552,635.00	240,239.00	106,775.34	109,109.00	105,617.00	561,740.34	101.65%	
Payroll	186,668.00	45,510.27	47,252.00	44,520.00	38,752.00	176,034.27	94.30%	
Expense	365,970.00	40,767.00	44,108.00	98,900.00	80,114.00	263,889.00	72.11%	<b>79.60%</b>
<b>Ending Fund Balance</b>								121,817.07
<b>Sewer</b>								
Income	565,853.00	268,403.53	100,439.00	107,372.00	101,656.00	577,870.53	102.12%	
Payroll	139,291.00	31,841.35	33,828.00	34,146.00	35,942.00	135,757.35	97.46%	
Expense	426,562.00	41,317.00	35,758.00	238,520.00	61,465.00	377,060.00	88.40%	<b>90.63%</b>
<b>Ending Fund Balance</b>								65,053.18
<b>Streets</b>								
Income	183,807.00	98,895.23	30,570.19	29,713.00	30,751.00	189,929.42	103.33%	
Payroll	45,682.00	8,107.92	8,145.78	9,871.00	5,986.00	32,110.70	70.29%	
Expense	138,125.00	18,585.66	15,016.94	28,080.00	25,603.00	87,285.60	63.19%	<b>64.96%</b>
<b>Ending Fund Balance</b>								70,533.12