



CITY COUNCIL JULY 05, 2016 AGENDA
REGULAR MEETING 7:00 PM
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

2. Additions or Removal of Agenda Items

3. Mayors Report

4. Councilor Committee Meeting Reports

5. Topics from the Floor/Audience Participation

6. Consent Agenda for Approval

- A. City Council Meeting Minutes for May 02, 2016 1-3
- B. Library Board Meeting Minutes for May 03, 2016 4-5
- C. City Council Meeting Minutes for June 06, 2016 6-9
- D. City Council Work Session Minutes for June 06, 2016 10-11
- E. City Council Work Session Minutes for June 13, 2016 12-13

7. Unfinished Business

- A. Downtown Tree Update14-15

8. New Business

- A. Request from Jamboree Committee 16-17
- B. Temporary Sales Liquor License Application 18-19
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- D. Staff Training Update 39- 42

10. Business from Departments

- A. Police Department – Chief Conner

- B. 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

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.



CITY COUNCIL MAY 02, 2016 **MINUTES**
REGULAR MEETING 7:00 PM
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.

Call to Order and Pledge of Allegiance – Mayor Parrow

Mayor Parrow called the meeting to 7:03pm.

Additions or Removal of Agenda Items

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

Presentations

Councilor Committee Meeting Reports

Topics from the Floor/Audience Participation

Andrea and Jason Grant, State Ave, have questions regarding ordinances regulating obstruction of private right of ways. They were warned about parking in the right of way next to their house and made corrections on October 13, 2015. They would like clarification on what the time restriction is for parking in the right of way. After returning from camping they parked in the right of way next to their house to unload and left it their overnight. Upon returning from work the next day they realized that they had been written a \$500 ticket for the violation. City Administrator Mitchell stated that staff will look into it and Mr. & Mrs. Grant can come in to discuss the ticket tomorrow.

Sharon Bernal, Knott St, would like to express her point of view on the Nickerson issues. As stated in the May 4, 2000 letter the city had signed off on the final plat with the stipulation that the two remaining items were to be finished. Those items were the half street improvement and checking the water pressure. If the water pressure wasn't adequate the homes would be required to have fire suppression systems installed. She brought attention to the fact that not all of the records are there and that both engineering companies had purged their files after 12 years. She would like council to hold a meeting where she can attend and express her side. She stated that she is the real estate agent for the development and is also related to the developer. She feels responsible for what's happening in the development and is concerned that the homeowners are upset that home values may be effected.

Consent Agenda for Approval

A. City Council Meeting Minutes from April 18, 2016

Councilor Tierney made a motion to approve the meeting minutes from April 18, 2016. The motion was seconded by Councilor Seager, motion passes.

Unfinished Business

A. Cal / Spencer Sewer Project Feasibility Study

City Administrator Mitchell gave Council a brief overview of the Feasibility Study breakdown. The cost breakdown for the project is broken out as follows:

General Site Work – \$15,000
Manholes and Piping Improvements – \$141,000
Temporary Pumping – \$11,000
Construction Costs – \$167,000
Administrative Costs – \$1,100

Surveying and Engineering - \$35,000

These figures all include a Contingency of \$25,000.

Council's goal is to decide if they would like to move forward with the project. After some discussion Council directed staff to bring back a breakdown of which funds will pay for the different portions of the project. Council would also like to see the breakdown by spur.

B. Airport Culvert Replacement

City Administrator Mitchell gave Council a brief overview of the Airport Culvert Project request. Councilor McNair expressed concern that the Contingency Fund is already low. Figuring in the potential income from selling the trailer of \$2000, the Airport Fund is requesting an additional loan of up to \$4000. Councilor McNair made a motion to direct staff to move forward with the purchase of the airport culvert. The motion was seconded by Councilor Hult, motion carried. Staff will prepare an amended airport budget to include payments for repaying the loan.

C. Downtown Street Tree Update

GIS Analyst Ben Fousek gave Council an overview of the report. Council then took some time reviewing the maps provided. Council consensus is to direct staff to schedule another workshop to discuss the plan for removing and potentially replacing the trees downtown with the appropriate species. Council would like a questionnaire sent to business owners, with an invite to the work session, gathering their input on what they would prefer to happen with the trees. Council work session will be scheduled for June 13th at 6:30 pm.

New Business

Business from Departments

A. Police Department – Chief Conner

B. City Administrator Report – J. Mitchell

OEM Public Assistance Contract: City Administrator Mitchell stated that she wanted Council to be aware that the contract was being signed.

Wastewater Treatment Plant: At the construction meeting on the 20th, the DAF building was discussed, there appear to be hairline cracks above the pipe fittings. Tetra Tech talked to the structural engineer and the contractor will be grinding the cracks and filling them with epoxy, then they will fill the building with water and do a leak test before we move forward with the installation of the DAF equipment.

Sewer Rates: Staff has compiled some preliminary numbers to identify what the decrease annually would be if all the customers who are looking to down size did, they are as follows:

Water Usage: -1734.60 Water Loan: -814.20 Sewer Usage: -4599.72 Sewer Loan: -10,600.16

Rose Avenue Project: We received two Statement of Qualifications for the Grant Administration, Environmental Review, and Labor Standards Compliance. Members of the Senior and Food Bank Boards will look them over and we will determine whom to issue the Notice of Intent to Award to this week.

California Avenue: We received four Request for Proposals for the Engineering of California Avenue. Staff will complete the review and will issue the Notice of Intent to Award this week.

Airport Park Firewood: There is currently about 5 cords of firewood left. The cost per truck load is \$40.

FEMA Public Assistance: May 10th, marks the deadline to identify Public Assistance projects, staff has determined the City of Vernonia has no further damaged properties. We are still waiting for site visits to be scheduled.

Make Vernonia Shine Day: Parks crew and Parks Committee succeeded in sprucing up the Hawkins Park Dewey Pool landscape area. Vapor blasting happened last week, and Rhino lining is being applied today and tomorrow. Library Board and Staff did a fantastic job weeding and applying bark around the Library property. Other City staff clean-up the camping sites at Airport Park, great job all!!

Nickerson Ridge Estates: The City Planner, City Administrator, and Mayor Parrow met with David Smejkal, Bob Smejkal, Douglas Wolf, and Sharon Bernal to discuss the required improvements to fix the Nickerson Ridge Estates subdivision in order to have the City allow building permits to be issued. The City of Vernonia will need to determine whether or not the City can contribute to the solutions. We will await the owners getting back in touch with us.

Booster Carwash: Girls softball would like to hold a car wash fundraiser at City Hall. City staff would like Councils approval for them to hold the car wash at City Hall with them paying for any extra water used. Council consensus is to grant the request.

Ordinances/Resolutions

Recess to Executive Session as per ORS 192.660 (2)(d)

Mayor Parrow recessed the meeting at 8:21pm.

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.

(d) To consider information or records that are exempt by law from public inspection.

Representatives of the news media and designated staff are allowed to attend the executive session.*

All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

“A member of the news media or designee may not disclose any information from executive session, may not tape record, digitally record, and/ or video record any information to decrease the likelihood that information discussed in the executive session will be inadvertently disclosed.”

Return to Open Session for Final Action

The meeting returned to regular session at 8:30pm.

No action needed.

Correspondence

Items from Mayor and Councilors

Councilor Seager inquired as to whether or not the airport trailer sale ad has been posted. City Administrator Mitchell stated that she would have to check with Angie Handegard. He would also like to bring attention to Anderson Park and how great it looks. He has noticed an increase in quality trailers coming to the park but recognized that there are still 3 trailers in poor shape parked there. City Administrator Mitchell stated that the remaining monthly tenants have been given a deadline of June 29th to move out.

Action Items Summary – City Administrator

Staff will call the Grant family and explain the obstruction of the right of way rules.

Staff will have John Forester break out the Feasibility Study estimate by spur.

Staff will send out a questionnaire to business owners gathering input on the downtown trees.

Staff will schedule a work session to discuss the downtown trees on June 13th at 6:30 pm.

Adjournment

Mayor Parrow adjourned the meeting at 8:34 pm.

These minutes were approved at the July 05th, 2016 City Council Meeting.

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor

Vernonia Library Board

Meeting Minutes for

Tuesday, May 3, 2016

701 Weed Ave

Vernonia, OR 97064

10:00 A.M.

- I. Regular meeting was called to order at 10:05 am by Janelle Cedergreen.
- II. Board members, Audeen Wagner, Nancy Burch, Brandi Fennell, Janelle Cedergreen, and Haley Ayres were present. Library Director Shannon Romtvedt was present. Grant Williams and Lynn Fulgham were excused.
- III. Audeen Wagner made a motion to accept the agenda with date changes and an addition to new business, seconded by Nancy Burch. Motion passed.
- IV. Minutes from April 2016, regular meeting were reviewed. Nancy Burch made a motion to accept the minutes seconded by Audeen Wagner. Motion passed.
- V. No public comments.
- VI. Board member reports on items not on the agenda. None.
- VII. Old Business
 - a. Library Board members discussed changing the meeting time, starting in September, to the 1st Wednesday of the month at 6 pm and taking December and January off in addition to July and August. Board members decided to finalize the time at the next meeting in June, after clarifying requirements for committee meetings.
 - b. Library Director updated members on all of the work done at, and the weeks before, the Make Vernonia Shine clean-up event. A lot of hard work went into library grounds maintenance over the last few months. Library Director will ask for a volunteer to refresh the pots. Thank you to Janelle Cedergreen for selecting and potting the plants last Spring.
 - c. Audeen Wagner made a motion to prepare a dog area in the shady NW corner of the library with appropriate signage to direct patrons with dogs. Brandi Fennell seconded the motion. Motion passed. The purpose of the new area will be to keep dogs from being too close to the entrance and front walkway. Brandi Fennell suggested putting a notice in the newspaper article about the new area as well as a sign at the front desk.
 - d. Board members reviewed the motion made at the April meeting for Passport patrons. Haley Ayres made a motion, amending the previous motion, to review results in 6 months in addition to verifying patron membership at a participating library. Audeen Wagner seconded the motion. Motion passed.
 - e. Haley Ayres made a motion to accept the Friends of the Library Out of City Limit Sponsorship Program as written. Audeen Wagner seconded the motion. Motion

passed. The sponsorship program will allow patrons with a financial barrier, living outside of the city limits, and opportunity to have a library membership. Friends of the Library approved \$150 in funding for this program, and individual donations are welcomed.

VIII. New Business

- a. Board members will have a potluck reception with light refreshments following the June 7 meeting in honor of Nancy Burch and Brandi Fennel's service to the board. Library Director will invite families and past Library Board members.
- b. Library Director plans to bring a revised circulation policy to the September 2016 meeting. Library Director would like to update both the circulation and library behavior policies in Fall 2016.
- c. Board members reviewed a new application submitted by Myrrhina Kibben. Nancy Burch made a motion to recommend Myrrhina Kibben to City Council for Library Board. Audeen Wagner seconded. Motion passed.

IX. Director's report

- a. Library Director updated Board members on upcoming library programs.
- b. Library budget is on the agenda for the Tuesday, May 3 budget meeting. Library Director will bring the budget to review at the June 7 board meeting.
- c. The library now has an active Facebook page. Audeen Wagner asked if there were instructions on it for using the library. Library Director will make sure there is a link to the catalog as well as the library website as many people do not know you can access the catalog online.

X. Reports/recommendations to city administrator or city council.

- a. Clarify minimum number of meeting per year for committees
- b. Update city council about sponsorship program

XI. Agenda items suggested for the next meeting on Tuesday, June 7, 10:00 am.

- a. Library meeting time
- b. Review accomplishments and goals to accomplish next year

XII. Audeen Wagner made a motion to adjourn the meeting. Brandi Fennell seconded. Motion passed. Meeting adjourned at 11:15 am.

These minutes were approved at the July 5th, 2016 City Council Meeting.

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor



CITY COUNCIL JUNE 06, 2016 **MINUTES**
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge St. Vernonia OR 97064

Mission Statement

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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 Tierney, motion carried.

Mayors Report

Public Hearing – Adoption of FY 2016-2017 Budget, Tax Appropriations

Mayor Parrow called the public hearing to order at 7:15 pm.

Proponents: None.

Opponents: None.

Neutral: None.

Mayor Parrow closed the Public Hearing at 7:25 pm.

Councilor Committee Meeting Reports

Councilor Seager attended the Public Works Committee meeting where George Tice gave an update on the sewer project. They also discussed the water meter testing project which is slated to start on June 30th. The committee is also looking into the water rates and whether or not they should be reduced. He reported that the committee is in favor of the California Avenue / Spencer Hill Sewer Project.

Topics from the Floor/Audience Participation

Jeff Grant, addressed Council and would like to know why he has been trespassed from the Vernonia Library. Mr. Grant gave Council a brief overview of why he believes he was trespassed. Mayor Parrow stated that Council has no authority in this matter and that he would need to address this in the courts. Police Chief Conner stated that this is not the appropriate place to discuss the no trespass order. Council directed Mr. Grant to call and make an appointment with City Administrator Mitchell if he wishes to discuss the trespass order.

Consent Agenda for Approval

A. Cemetery Committee Meeting Minutes for May 4th, 2016

B. City Council Meeting Minutes for May 16th, 2016

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

Unfinished Business

A. California Avenue / Spencer Hill Sewer Project Update

Finance Director Handegard gave Council a brief overview of the sewer project breakdown. Councilor McNair asked for clarification that the funds that are being proposed to be used for the project were not already earmarked for the current sewer rehab project. Finance Director Handegard stated that these funds were set aside as extra contingency and would have been used to further pay down sewer debt if they were not needed.

Public Works Foreman Burch explained to Council that the city would like to redirect the sewer so that it does not have to be gravity fed across the river to pump station 2. If the sewer could be run to pump station 3 it would be much more efficient. Currently, pump station 3 is being underutilized. The Public Work

Committees concern is that the pump will not be able to handle the added capacity. Mr. Burch assured Council that the pump would be able to handle it.

After some discussion, Council consensus is to recommend that staff move forward with the project as outlined in option #2.

B. Rose Avenue Grant Administration Contract

City Administrator Mitchell gave Council a brief overview of the administration contract for the Rose Avenue Project. Councilor Seager made a motion to approve the Grant Administration Contract and authorize the City Administrator to sign it. The motion was seconded by Councilor Hult, motion carried.

New Business

A. Application for inhabiting A Travel Trailer Permit – Michael Kelly

Councilor McNair asked Mr. Kelly if any neighbors have expressed their opinion on the trailer being inhabited. Mr. Kelley stated that he has not heard from any neighbors regarding the trailer. City Administrator Mitchell stated that the application was not a result from any complaints rather it was noticed by Code Enforcement during rounds. Consensus of Council is to grant the permit for 6 months.

B. Application for Inhabiting A Travel Trailer Permit – Terry Miller & Jodie Malcolm

City Administrator Mitchell gave Council a brief overview of the application. She explained that the applicants were one of the ones who were asked to leave Anderson Park. Staff recommends not approving the travel trailer permit. Councilor Tierney is in favor of approving the application with an added stipulation of proof of dumping waste. After some discussion consensus of Council is not to approve the application.

C. Cemetery Committee Application for Darlene Wilcoxon

Mayor Parrow appointed Mrs. Wilcoxon to the Vernonia Cemetery Committee.

D. IGA Renewal between City of Vernonia and Oregon Water Resources Department

City Administrator Mitchell gave Council an overview of the Intergovernmental Agreement (IGA) between the City of Vernonia and the Oregon Water Resources Department (OWRD). Consensus of Council is to approve the IGA between COV and OWRD.

Business from Departments

A. Police Department – Chief Conner

Officer Pesio is on track to be on his own shift by the end of the month. The department has received two applications for the open position. They will be interviewing on Thursday, June 9th.

C. City Administrator Report – J. Mitchell

Wastewater Treatment Plant: A construction meeting was held last Wednesday, the DAF was coated and had its water test, and it passed. The current work is in lagoon one building up the toe on the inside in order to elevate the dike road. Pumping of lagoon two to the chlorine contact chamber is currently going on. Once the work on lagoon one is complete and lagoon two is sufficiently pumped down the chlorine contact chamber will go offline, and the interior walls of the contact chamber will be poured to extend them up three feet in order to have the contact chamber function as it does now once the lagoons can hold more capacity.

Rose Avenue Project: The City Administrator met with Mary McArthur, of Columbia Pacific Economic Development District. We received approval of the Grant Administration contract from IFA/CDBG, it will be signed this week. Mary has already started working on the Environmental Review.

California Avenue: IFA has stalled the issuing of the Notice of Award. They need some final documents from the private property owner related to the remediation of the ground, before the City can issue the Notice of Award. Councilor Tierney inquired as to why the City isn't liable for paying for the remediation. City Administrator Mitchell stated that due to time restraints the property owner is paying for the remediation.

FEMA Public Assistance: The City Administrator toured the project sites with FEMA representatives and State Historic Preservation Reps. The pump station fencing report has been completed and the payout is just waiting to be bundled with other payouts for the area, then the City will receive reimbursement for 75% of the expense

of repairing the fencing around Pump Station #1. The other projects are at various stages in the FEMA system. Hopefully the remaining project reports will be completed, signed and reimbursed by the end of the month.

Nickerson Ridge Estates: City Staff, City Planner, City Legal have not had any further contact from the Nickerson Ridge Estate representatives. City Legal is investigating any possible ramifications if the City were to allow anyone to build. Councilor McNair suggested that next time the City Engineer is in town they do a drive by of the development to make sure everything is in order.

Airport Trailer Advertisement: The Trailer at the Airport the bidding will close on Friday, June 10th, 2016 at 3pm. Our current high bid is \$3,600.00.

High Water Sign: The high water sign at the old Pine Cone is slated to be installed over Jamboree Weekend. Staff is currently working on improving the lot and installing a perimeter fence. The wood post and base will be installed soon after.

Spencer Park Picnic Shelter: Staff is working with John B. from Architects Without Borders on the picnic shelter design. Andrew Neme from Columbia Engineering is the engineer of record for the project.

Ordinances/Resolutions

A. Resolution No. 04-16: Resolution adopting the Fiscal Year Budget 2016-2017

The Budget as approved by the Budget Committee of the City of Vernonia on May 5, 2016 as amended tonight with all funds totaling \$9,223,456. Councilor Seager made a motion to approve Resolution No. 04-16 as stated above. Councilor Tierney seconded the motion, motion carried.

Correspondence

City Administrator Mitchell presented to Council a flier explaining that the City of Vernonia is under voluntary water curtailment measures. The water curtailment is due to low flow on Rock Creek at 14 cubic feet per second or less.

Items from Mayor and Councilors

Councilor Seager would like to commend staff for all of their hard work on improving the parks.

Councilor Tierney would like an update on the Dewey pool dam. Staff stated that the river is set to be dammed on June 20th. The fence is set to be installed on June 13th. Councilor Tierney would also like an update on the liaison for the senior center board. City Administrator Mitchell stated that it is up to Council to decide which Councilor will be that liaison. The seniors will also be billing the city quarterly so that staff can make sure the funds are being expended appropriately. Council Tierney will act as liaison for Council.

Mayor Parrow will be absent on June 20th.

Action Items Summary – City Administrator

The City Engineer will drive by of Nickerson Loop next time he is in town.

The Chief of Police and City Administrator will meet with Mr. Grant to explain why he was trespassed from the Vernonia Library.

Councilor Seager will attend the June 13th Work session via telephone.

City Administrator Mitchell will notify The Seniors that Councilor Tierney will act as Council liaison.

Adjournment

Mayor Parrow adjourned the meeting at 8:54 pm.

These minutes were approved at the July 05th, 2016 City Council Meeting.



CITY COUNCIL June 06, 2016
WORKSESSION 6:00 PM
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.

MINUTES

Call to Order -- Mayor Parrow

In attendance: Councilor Tierney, Councilor Seager, Councilor Hult, Councilor McNair and Mayor Parrow

Staff in Attendance: City Administrator Mitchell

Audience: Marilyn Tatman and Nicole Larke

Mayor Parrow called the meeting to order at 6:12 pm

Additions or Removal of Agenda Items

Councilor Tierney made a motion to approve the meeting agenda as written. The motion was seconded by Councilor Hult, motion carried.

New Business

- Discussion Regarding Vernonia Chamber of Commerce Proposed Room Tax

City Administrator Mitchell gave a brief overview of the proposed Transient Room Tax. Staff is concerned that Oregon law restricts the tax in that 70% of the tax must be used to promote tourism. Vernonia Chamber of Commerce representative Nicole Larke gave Council an overview of the Vernonia Chamber of Commerce's proposal as attached. The chamber has amended their original proposal in that they are no longer looking to fund a full time staff member.

Councilor McNair is concerned that the proposed tax is targeting a select number of people. It is his concern that imposing this tax may make it more difficult for the business owners to book rooms. Councilor Tierney stated her concern that implementing a tax on campgrounds may not be common practice. Mrs. Larke informed her that Stub Stewart State Park has a tax that was implemented by Washington County. Councilor Seager is concerned that including the room tax in the in cost for the rooms may be a deterrent for potential customers.

With the revenue from this tax, the Chamber intends to help promote festivals and bring in more entertainment. Mrs. Larke answered the following questions for Council:

1. What does the chamber do?

The Chamber tries to promote the City of Vernonia, local businesses, and promote tourism.

2. How is the Chamber funded?

The Vernonia Chamber of Commerce is funded by membership fees.

3. What type of fundraising do they do?

They host Bunco night, the Ugly Sweater Run, and have hosted the circus.

Two change came to light during discussion:

1. 75% of revenue would go toward promoting tourism and 25% would go toward operating costs.
2. The tax would be implemented by the City of Vernonia and distributed to The Chamber for specific uses.

After great discussion Council directed staff to bring this back to Council at a later date in order to allow for more information to be gathered.

Adjournment

Mayor Parrow adjourned the meeting at 7:03 pm.

These minutes were approved at the July 5th, 2016 City Council Meeting.

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor



CITY COUNCIL JUNE 13, 2016
WORKSESSION 6:30 PM
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.

MINUTES

Call to Order -- Mayor Parrow

Mayor Parrow called the meeting to order at 6:37pm

In attendance: Mayor Parrow, Councilor Hult, Councilor Seager, Councilor McNair, and Councilor Tierney.

Staff in Attendance: City Administrator Mitchell and City Recorder Borst

Additions or Removal of Agenda Items

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

New Business

- Discussion Regarding the Downtown Trees

City Administrator Mitchell gave Council a brief overview of the surveys that were completed by local business owners. She explained that the majority of owners whom would like the trees removed are having issues with the roots pushing up the side walk, debris removal, trouble parking, or the trees are blocking their sign.

Councilor Tierney proposed removing the most difficult trees right away and waiting to remove the trees that are not causing a problem at a later date. Councilor Seager stated that he walks every morning and has noticed that there is not a single tree that is not causing some sort of problem. He proposes that instead of postponing any action, Council decide to remove all of the trees immediately in order to reduce any more damage. Once they are removed, Council can then explore options for funding the replanting of the trees if they wish.

Council McNair explained that every year we are doing some sort of maintenance on the trees and they are costing us quite a bit of money. He is not against beautification of downtown but he would rather see those funds being used for areas that have not been being maintained. His suggestion is to remove the trees and not replace them as those funds are needed in other areas. If the businesses really want the trees to be replaced, then they can pay for them. Mayor Parrow is in agreement with Councilor McNair. The city has already purchased the brick so there would be minimal cost in replacing the brick.

Councilor Tierney agrees that other areas need more attention but 66% of the business owners want something in the trees place. She fought firmly for the trees during the budget meetings and wants the trees to be replaced. She would like to see the trees that are causing issue removed first in order to get an idea of what it would look like. Councilor Hult is in agreement with Councilor Tierney.

Council then discussed what trees are a problem and what business owners preferred. All members of Council are in agreement that all of the trees will be removed within the next two years regardless of them being replanted or not. It is Council's understanding that the trees are going to cause damage eventually.

At this point, three members are in favor of removing the trees and not replanting. Two members would like the trees replaced with the appropriate species and less densely.

City Administrator Mitchell stated that we could buy the trees now, while they are cheap, and grow them at the warehouse until they are planted. Another option would be to buy them and keep them at the nursery to grow where they would get the attention they need.

Consensus of Council is to wait to make a formal decision until the business owners have all completed the survey. City staff will bring the completed survey overview to Council once completed. Staff will also look into methods of killing the weeds along the sidewalk and around the trees.

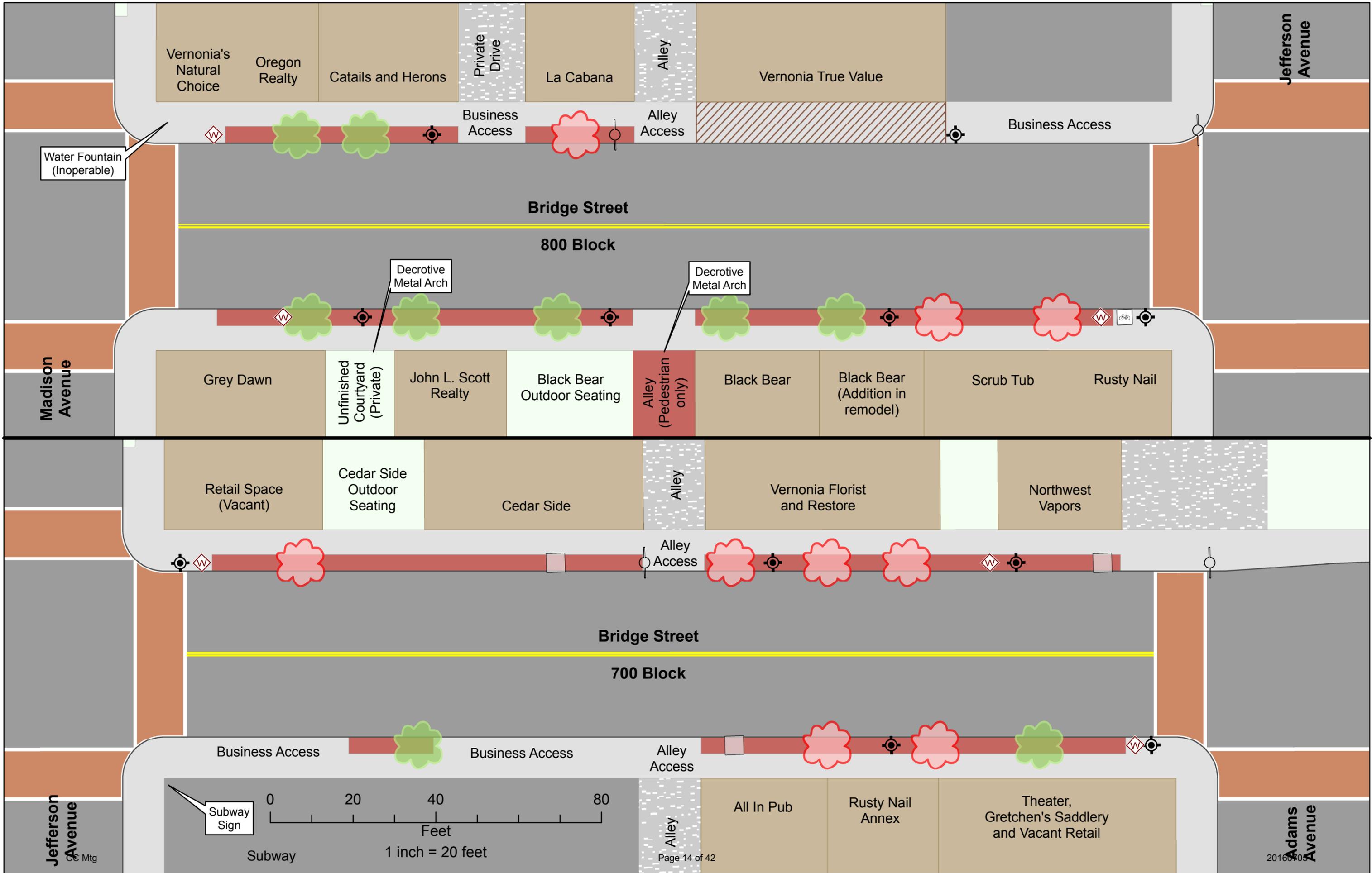
Adjournment

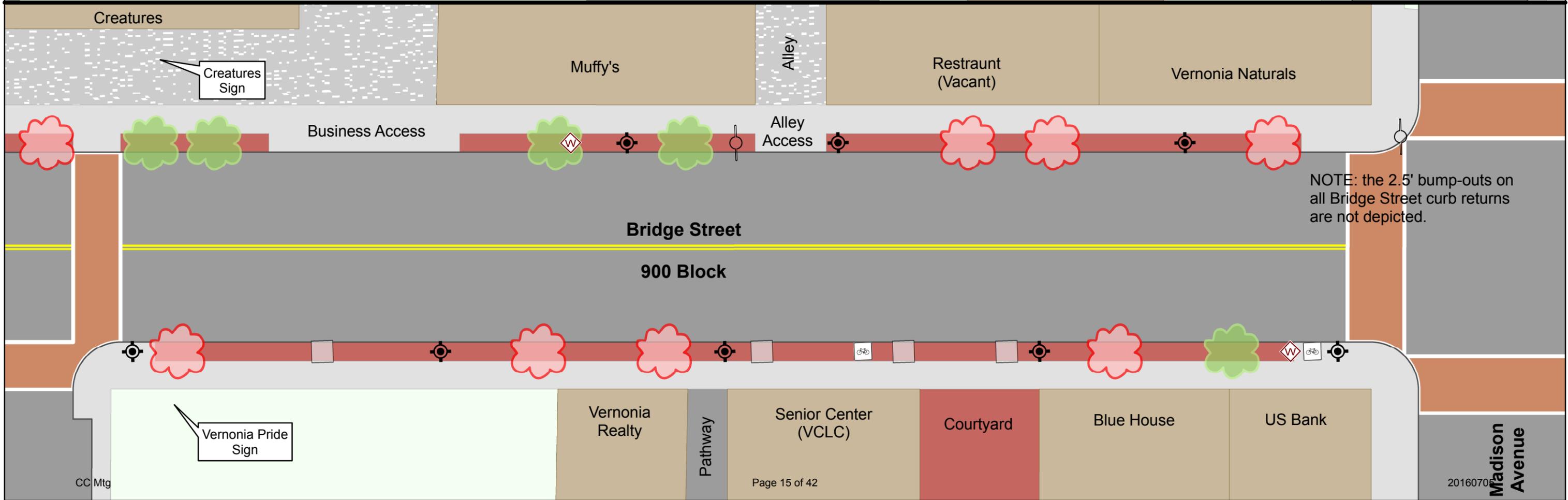
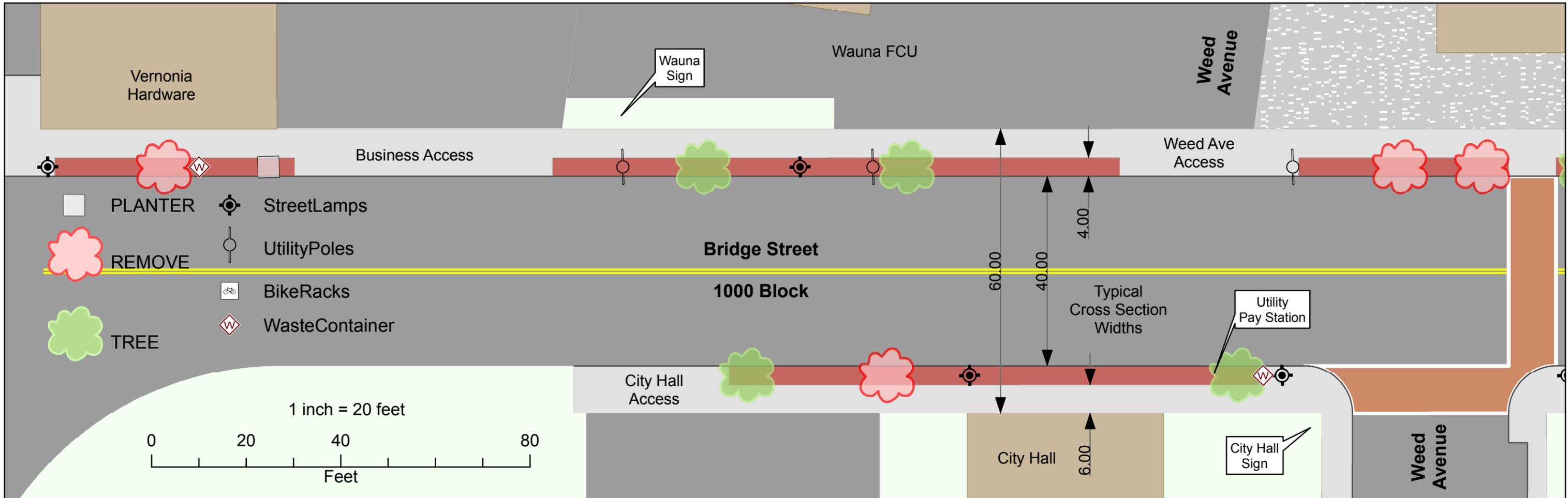
Mayor Parrow adjourned the meeting at 9:00pm

These minutes were approved at the July 5th, 2016 City Council Meeting.

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor





To: Vernonia City Council

From: Vernonia Friendship Jamboree Committee

Subj: Jamboree Property Needs

Dear Council,

The Vernonia Friendship Jamboree is happy to be nearing our 60th anniversary event, and with your help, we believe that we will have a successful event for our community. This year the committee has put a lot of effort into providing as many fun activities for our young as we have for the adults. This year along with our normal events, you can expect to see some new events, including an antique bed race, a kids zone that is free and full of activities for children both Saturday and Sunday, and a custom Harley bike show sponsored by Jaspers Custom Motors. We are planning to have outdoor movies for the kids, along with the many activities that we have each year. We have been running short staffed this year with the loss of some key members this past year so we are running a little behind on our request for use of city property.

This year we would like to make the request for the following properties:

All of the New Spenser Park

Senior Center/Country Kitchen lots

Old WOEC lot

Shay Park

Anderson Park

Hawkins Park

The Lake (may or may not have fishing derby)

Bridge St. (Saturday from 11:00-12:30)

Adams Ave (Bridge St. to Anderson Park)

Maple St. (from Madison to Adams 12:30 – 2:00 for bed races)

We do have a couple of events that are still not nailed down, so we could be asking for additional space, but this should cover most all events.

Thank You



Ernie Smith

Jamboree President

Ernie.robin3@agalis.net

503-816-3934

Jamboree Events Map





TEMPORARY SALES LICENSE APPLICATION

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 1 to 3 weeks before the first event date listed in #11 below. Some events may need extra processing time. OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.

PLEASE PRINT

1. Applicant Name: Miranda Nutting 2. E-Mail: mirandanutting@gmail.com
 3. Mailing address: P.O. Box 185
 4. City: Vernonia 5. State: OR 6. Zip Code: 97064 7. Fax: _____
 8. Contact Person: Miranda Nutting 9. Contact Phone: 503-789-4533
 10. Event Name: Vernonia Jamboree
 11. Date(s) of event (no more than seven days): 6th, 7th and 8th of August 2016
 12. Start/End hours of alcohol service: 10:00 AM PM to 9:00 AM PM
 13. Address of **Special Event** Licensed Area: Park dr. Vernonia 97064
 (Street) (City/Zip)
 14. Is the event outdoors? Yes No
 14a. If no, in what area(s) of the building is the event located? _____
 14b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
 15. List the primary activities within the licensed area: logging show/musical performance
 16. Will minors be allowed at the event? Yes No
 17. If yes, will minors and alcohol be allowed in the same area? Yes No
 18. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 30-35

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #18 is 501 or more, in addition to your answers to questions 19, 20, and 21, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

19. Describe your plan to prevent problems and violations.
No minors permitted signs/no service to visibly intoxicated persons
 I.D. checker at entrance/fenced in.

20. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.
Door men/fenced in area I.D. checker

21. Describe your plan to manage alcohol consumption by adults.
All measures taking to control consumption

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see TSL Application Guide) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure What Every Volunteer Alcohol Server Needs to Know.

22. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): NA

23. List name(s) and service permit number(s) of alcohol manager(s) on duty and in the licensed area:

Miranda Nutting/503-789-4533/permit# 490718
Ray Foster/503-702-8654/permit# 402214

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

24. Insurance Company: Firstmercury 25. Policy #: FMEV103567 26. Expiration Date: 3-16-2017

27. Name of Insurance Agent: Deborah Bighill 28. Phone 360-642-2345

29. Will you serve distilled spirits by the drink? Yes No

If yes, list three different substantial food items; if no, list two:

1) Hot dogs 2) Cold sandwiches 3) Jerky, candy, cookies

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #30 below before submitting this application to the OLCC.

30. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits:
Vernonia

I affirm that I am authorized to sign this application on behalf of the applicant.

31. Applicant Name (please print): Miranda Nutting

32. APPLICANT SIGNATURE: Miranda Nutting 33. Date: 5-16-16

CITY OR COUNTY USE ONLY
The city/county named in #30 above recommends:
 Grant Acknowledge Deny (attach written explanation of deny recommendation)
City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY
Fee Paid: _____ Date: _____ Receipt #: _____
License is: Approved Denied
OLCC Signature: _____ Date: _____

CITY OF VERNONIA
CITY COUNCIL AGENDA ITEM

July 5th, 2016

From: Josette Mitchell, City Administrator
To: Mayor and City Council
Re: **League of Oregon Cities – Legislative Objectives**

Agenda Item Summary:

We received this packet from League of Oregon Cities asking the City of Vernonia to determine what legislative objectives the City would like to see pushed forward in the upcoming 2017 session. Please review the documents attached and discuss at the July 5th Council Meeting what the collective objectives the Council would like staff to send forward.

Attachments:

- Letter from LOC Executive Director
- Objective Checklist
- Definitions of objectives



1201 Court Street NE, Suite 200 • Salem, Oregon 97301
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

June 6, 2016

Dear Chief Administrative Official:

For the past three months, eight policy committees have been working to identify and propose specific actions as part of the League's effort to develop a pro-active legislative agenda for the 2017 session. They have identified 29 legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the League's 2017 legislative agenda. After your city council has had the opportunity to review the 29 proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the League focus on in the 2017 session. **The deadline for response is July 22, 2016.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the League's 2017 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Craig Honeyman, Legislative Director, with questions.
Sincerely,

Michael J. McCauley
Executive Director

City of: _____

Please mark 4 boxes with an X that reflect the top 4 issues that your city

Helping Cities Succeed

Legislation

Community Development	
A. Needed Housing Assistance Program	<input type="checkbox"/>
B. Natural Hazard Land Use Reform	<input type="checkbox"/>
C. DOGAMI Disaster Mapping	<input type="checkbox"/>
D. Floodplain Technical Assistance	<input type="checkbox"/>
Energy	
E. Green Energy Technology Requirement	<input type="checkbox"/>
F. Funding Public Energy Projects	<input type="checkbox"/>
G. Updates to Oregon Energy Code	<input type="checkbox"/>
Finance and Taxation	
H. Property Tax Reform - Market Value / Local Control	<input type="checkbox"/>
I. Property Tax Reform - Fairness and Equity	<input type="checkbox"/>
J. Local Lodging Tax	<input type="checkbox"/>
K. Nonprofit Property Tax Exemption	<input type="checkbox"/>
L. Marijuana and Vaping Taxes	<input type="checkbox"/>
General Government	
M. Restore Recreational Immunity	<input type="checkbox"/>
N. Increase Local Liquor Fees	<input type="checkbox"/>
O. Marijuana Legalization Implementation	<input type="checkbox"/>
P. Mental Health Investments	<input type="checkbox"/>
Q. Qualification Based Selection	<input type="checkbox"/>
Human Resources	
R. Subsidy for Retiree Health Insurance Repeal	<input type="checkbox"/>
S. PERS Reform	<input type="checkbox"/>
T. Arbitration Reform	<input type="checkbox"/>
U. Veterans Preference Clarifications	<input type="checkbox"/>
Telecommunications	
V. Rights of Way	<input type="checkbox"/>
W. Franchise Fees	<input type="checkbox"/>
X. 9-1-1 Emergency Communications	<input type="checkbox"/>
Y. Technology Funding	<input type="checkbox"/>
Transportation	
Z. Transportation Funding and Policy Package	<input type="checkbox"/>
Water/Wastewater	
AA. Funding Water System Resilience	<input type="checkbox"/>
BB. Enhanced Prescription Drug Take-Back	<input type="checkbox"/>
CC. Water Supply Development Fund	<input type="checkbox"/>

Community Development

Legislation	Background
<p>A. <u>Needed Housing Assistance Program</u></p> <p>Create state grants and technical assistance to cities working to develop housing development programs directed at new or innovative means of providing housing solutions for low-income or senior populations.</p>	<p>Cities are looking for new ways to serve the needs of a variety of people needing housing options and putting more resources toward housing projects. However, there is a need for state resources and assistance in implementing these programs. Funds that cities could access could be used to assist in land purchases for leasing for long-term low income housing, incentives for creating single story housing for seniors, tiny housing development, and planned developments that serve a range of incomes. Technical assistance to other cities should help a city determine what programs or planning options are available tools to help cities reach the goals set in the comprehensive plan.</p>
<p>B. <u>Natural Hazard Land Use Reform</u></p> <p>Create process for communities to move the UGB from an identified hazard area to resource lands and planning for replacing significant urban areas lost after a natural disaster.</p>	<p>As science has better located some hazards areas and as regulations impact the expected development of other areas, cities need to find ways to respond more efficiently to address long-term planning for development. This requires a simplification of the process for changing the location of development, including adding new areas to the UGB, to account for lost development capacity. There also needs to be a streamlined process for a city to identify areas of new development should a disaster remove a large portion of the buildable land supply if a disaster should strike.</p>
<p>C. <u>DOGAMI Disaster Mapping</u></p> <p>Increase funding for DOGAMI to complete comprehensive disaster mapping of cities, including landslide and floodplain risk identification, and natural hazard related evacuation planning for additional potential risks such as tsunami or wildfire inundation.</p>	<p>The Oregon Department of Geology and Mineral Industries (DOGAMI) provides a number of technical resources to cities to identify hazards that could impact development. The department is also an integral partner in creating plans for the emergency response for many disasters that could occur in the state. Increasing funds for comprehensive maps will help with long-term planning for hazard mitigation, resilience, and survival.</p>
<p>D. <u>Floodplain Technical Assistance</u></p> <p>Provide DLCD funding for technical assistance to cities implementing required changes to floodplain development management practices from FEMA.</p>	<p>Because of the recent release of the Biological Opinion from the National Oceanic and Atmospheric Administration Fisheries Service related to the National Flood Insurance Program's potential to impact endangered species, there is a need for cities to receive significant assistance in implementing any changes required by the Federal Emergency Management Agency. As the federal process moves forward, the state must provide resources to help cities update comprehensive plans and development codes. This issue will have a number of impacts and assistance in the form of model codes, staff resources, grants, and other expertise will be necessary for cities trying to implement any changes or additional work.</p>

Energy

Legislation	Background
<p data-bbox="107 203 594 268"><u>E. Changes to 1.5 Percent Green Energy Technology Requirement</u></p> <p data-bbox="107 308 669 480">Advance legislation to statutorily modify the existing “1.5 percent green energy technology for public buildings” requirement to allow for alternative investment options such as offsite solar or community solar projects.</p>	<p data-bbox="716 203 1481 443">Oregon statute currently requires public contracting agencies to invest 1.5% of the total contract price for new construction or major renovation of certain public buildings on solar or geothermal technology. The requirement allows for offsite technology, but only if the energy is directly transmitted back to the public building site and is more cost-effective than onsite installation.</p> <p data-bbox="716 485 1503 835">Removing the requirement that an offsite project be directly connected to the public building project could result in increased flexibility for local governments to invest in solar projects that are more cost-effective and provide for increased solar energy generation. In addition, the League will work to allow 1.5 percent funds to be invested in alternative projects that provide a greater economic or social return on investment. As an example, a city could use the funds on a community solar project to benefit low-income residents rather than being required to invest in solar generation at the site of the public building project.</p>
<p data-bbox="107 879 558 909"><u>F. Funding for Public Energy Projects</u></p> <p data-bbox="107 949 675 1121">Support enhanced incentives for public energy projects including grants for technical assistance, feasibility studies and resource recovery projects for energy and fuel generation.</p>	<p data-bbox="716 879 1498 1549">There are programs that exist in Oregon for the purpose of incentivizing energy projects including renewable energy generation, alternative fuel vehicles, and energy efficiency. Programs such as the Business Energy Tax Credit (BETC), which was discontinued in 2014, and the State Energy Loan Program have been important tools for incentivizing energy projects for local governments. However, as a result of scrutiny over the administration of these incentives including private loan defaults, these programs are either no longer available, such is the case with the BETC program, or are at risk of being discontinued. It is critical for municipalities to have ongoing access to incentive opportunities as energy projects can be difficult to pencil-out and even more difficult for smaller communities to finance. The state of Oregon should take into consideration that loans for public energy projects, including cities, are lower-risk and should not be penalized in light of recent scrutiny. In addition, investments in these projects often result in environmental, social and economic benefits including long-term savings for taxpayers and reductions in greenhouse gas emissions.</p> <p data-bbox="716 1591 1479 1866">The League will work to enhance funding, including grants for technical assistance and feasibility studies for communities that currently do not have access to resources. The League will also advocate for incentives for energy and fuel generation projects. Examples of projects that warrant funding incentives include methane capture for fuel or energy generation, investments in community solar projects, renewable energy generation, and energy efficiency improvements.</p>

Energy (Continued)

Legislation	Background
<p data-bbox="99 226 706 262">G. <u>Require Updates to Oregon Energy Code</u></p> <p data-bbox="99 304 706 514">Require the Oregon Building Codes Division (BCD) to engage in more frequent review of the state’s energy code to reduce greenhouse gas reductions and ensure that Oregonians can more affordably and efficiently heat their homes and businesses.</p>	<p data-bbox="706 226 1536 798">Oregon’s statewide energy code for commercial and residential buildings is an important tool for achieving greenhouse gas reductions through decreased energy consumption while helping to ensure that Oregonians are able to more efficiently and affordably heat their homes and businesses. Federal law requires each state to certify that their state energy code is equivalent to federal model energy codes. While Oregon was once a leader in energy code adoption and implementation, the state is now in a position of falling behind the federal code. This is due, in large part, to a decision made by the Oregon Building Codes Division in 2013 which changed the code cycle from a three-year update to a six-year update. Major code changes, including adoption of national codes, will now occur every six years with minor changes occurring every three years. This change will impact Oregon’s ability to keep pace with federal standards and new technologies in energy efficiency.</p> <p data-bbox="706 829 1536 1291">The League will work to support efforts to align new construction building codes with the state’s climate goal timelines. In addition, the League will support efforts to establish a periodic review schedule to ensure that Oregon more frequently updates the state energy code in order to reflect federal code requirements. Also, the League will encourage the state to set specific targets for increased energy efficiency in residential and commercial building construction with specific goals for increasing energy efficiency standards for affordable housing projects and increasing use of net-zero and passive house building requirements. Finally, the League will work to require BCD to make regular reports back to the legislature to update on energy code implementation and goals.</p>

Finance and Tax

Legislation	Background
<p>H. <u>Property Tax Reform – Market Value / Local Control</u></p> <p>A legislative constitutional referral to reform the property tax system:</p> <ul style="list-style-type: none"> a) to achieve equity, transitions to a market based property tax valuation system; and b) to restore choice, allows local voters to adopt tax levies and establish tax rates outside of current constitutional limits in their taxing jurisdictions. 	<p>Property taxes are regulated largely by Measure 5 (1990) and Measure 50 (1997), as provided in the Oregon Constitution. Measure 50 established a new method for assessing property, discounting the assessment at 10 percent of the real market value and calling this assessed value. Assessed value is capped at an annual growth limit of 3 percent. As a state total, due to the limits and market changes, the gap between real market value and assessed value has now grown to nearly 25 percent over the past 20 years. This gap varies widely on a property by property basis, creating considerable property tax inequities for properties that sell for similar prices in a city. In short, Oregon property taxes have become disassociated from real market value and the result is considerable inequity.</p> <p>For FY 2014-15, 60 percent of cities, 97 percent of counties, and 89 percent of school districts had some compression. This means that the Measure 5 caps of \$5 per \$1000 for education and \$10 per \$1000 for general government on real market value have been exceeded in most taxing jurisdictions. The caps are over 25 years old and were set low as voters were anticipating a sales tax to be coupled with it. Voters can no longer vote for the services they desire due to these caps. With looming PERS costs increases, paying for services with the present restrictions will become very difficult in some cities.</p>
<p>I. <u>Property Tax Reform – Fairness and Equity</u></p> <p>A bill that pursues statutory modifications to the existing property tax system that enhances the fairness and adequacy of the current system.</p>	<p>There are some adjustments to the property tax process and calculations that can be done statutorily. These include altering the changed property ratio statute and the statutory discount given to property owners who pay their taxes by November 15th. New property is added to the tax rolls using a county-wide ratio (assessed value to real market value) for determining the discount to apply to the real market value and that could be changed statutorily to a city-wide ratio in taxing districts who elect the change.</p>

Finance and Tax (Continued)

Legislation	Background
<p data-bbox="102 197 370 226">J. <u>Local Lodging Tax</u></p> <p data-bbox="102 268 690 298">A lodging tax bill, the outcome of which, would:</p> <ul data-bbox="155 340 743 688" style="list-style-type: none"><li data-bbox="155 340 743 478">a) Provide jurisdictions greater flexibility to spend local lodging tax revenue to plan for and provide services and infrastructure related to tourism;<li data-bbox="155 485 743 623">b) Reduce or eliminate the required reimbursement charge that a lodging tax collector is allowed to retain for filing a local lodging tax return; and<li data-bbox="155 630 743 688">c) Improve efficiency and collection of local lodging taxes in cooperation with the state.	<p data-bbox="797 197 1549 724">State law restricts how local lodging tax revenues may be expended. Post 2003, any new taxes or any tax increase requires a 70 percent revenue dedication to tourism promotion or tourism-related facilities. In addition, state statute provides that cities may not lower the actual percentage of lodging tax revenues that were dedicated to tourism prior to 2003. This means that cities have varied percentages of restricted local lodging taxes revenues. These numbers are arbitrary as they were set based on circumstances in 2003 that have often greatly changed. In addition, the legislative history shows that the legislature intended to provide some revenue flexibility and provide that certain infrastructure (roads, sewer lines, etc.) would qualify as tourism-related but the statutes need revision and clarification.</p> <p data-bbox="797 766 1549 1150">State law requires local governments to provide a 5 percent collector reimbursement charge if they impose a new lodging tax or tax increase after January 1, 2001. This is a deduction from the taxes that would otherwise be due. The state also provides a 5 percent collector reimbursement charge for state lodging taxes. In addition, local governments that had a reimbursement charge, must continue it. Thus, cities have very different reimbursement requirements—some are at zero, others are at 5 percent, and some are in between. When coupled with the state deduction, the deduction seems too generous.</p> <p data-bbox="797 1192 1549 1543">The Oregon Department of Revenue now collects state lodging taxes throughout the state and could collect and enforce local lodging taxes at the same time if given statutory authority. Local governments could then enter into voluntary agreements with the state to delegate the collection. This option could make collection much more efficient and cost-effective for some local governments. In addition, cities continue to struggle with collections and auditing, particularly from online companies and private home rentals (through Airbnb, etc.) and this area of the law could be improved.</p>

Finance and Tax (Continued)

Legislation	Background
<p>K. <u>Nonprofit Property Tax Exemption</u></p> <p>Clarify and reform the statutory property tax exemption provided to nonprofit entities to address cost-benefit concerns for the continued full exemption in light of cost of city services provided to nonprofits and the changing services and business models of some nonprofit entity types.</p>	<p>Nonprofit organizations that are charitable, literary, benevolent or scientific are provided a property tax exemption that will cost more than \$194 million in the 2015-17 biennium. In addition, exemptions for the property of nonprofit religious organizations costs more than \$113 million for the biennium. For many cities, much of the city is exempt from property taxes due to the public property exemption and these nonprofit exemptions. This includes hospitals, nursing homes, etc.</p> <p>The Legislature has formed a work group to look at the nonprofit property tax exemption issue as the nature and number of nonprofits is changing and the administration of the exemption has become complex for county tax assessors. Nonprofit entities require significant services, including transportation, water, sewer, police, fire, etc. Thus, the legislature is looking at property taxes more as a service tax and considering how the full exemption could be adjusted to have nonprofits pay for their fair share of costs of services or otherwise meet a benefit test for continuing an exemption.</p>
<p>L. <u>Marijuana and Vaping Taxes</u></p> <p>Defend against restrictions and preemptions regarding local marijuana and vaping taxes and advocate for appropriate state shared revenue levels and distribution formulas for state marijuana taxes and potential vaping taxes.</p>	<p>There are no revenue use restrictions on local marijuana taxes, but the local marijuana tax rate is capped at 3 percent. There are no restrictions on local governments imposing a vaping tax. The state has not imposed a tax on vaping products to date but is considering a tax. Often when the state imposes a tax (for example, cigarette or liquor), the state preempts local governments from also imposing a tax.</p> <p>10 percent of state marijuana taxes will be distributed to cities after state administrative costs. Distributions will be made per capita for revenues received prior to July 1, 2017. After July 1, they will be distributed based on the number of the various marijuana licenses issued in a city. Cities that prohibit establishments for recreational marijuana producers, processors, wholesalers or retailers will receive no state shared revenue. Likewise, cities that prohibit a medical marijuana grow site or facility will receive no state shared revenue.</p>

General Government

Legislation	Background
<p>M. <u>Restore Recreational Immunity</u></p> <p>Cities should enjoy protection from unreasonable litigation when offering recreational opportunities to the public.</p>	<p>ORS 105.682 grants that a land owner is not liable for any personal injury, death or property damage that arises out of the use of their land for recreational purposes as long as no fee is charged in order to access that property. This statute allows cities to operate parks and trails without fear of lawsuit.</p> <p>However, in the recently decided Oregon Supreme Court case, <i>Johnson v Gibson</i>, It was held that even though the landowner may be immune from liability, their employees are not. As a result, two employees of the City of Portland were found liable for injuries sustained by a jogger in a park, employees who are indemnified by their employer.</p> <p>The practical effect of this ruling is that the immunity previously enjoyed by cities that allowed for robust park development have been eroded to the point of being non-existent. This priority directs LOC staff to seek to amend the ORS 105.682 to restore that immunity.</p>
<p>N. <u>Increase Local Liquor Fees</u></p> <p>Cities play an important role in the review and investigation of liquor license applicants and should be able to recoup costs associated with that role.</p>	<p>ORS 471.166 allows cities to adopt fees that are “reasonable and necessary to pay expenses” associated the review and investigation of liquor license applicants. However, the same statute limits the amounts of those fees to between \$25 and \$100 depending on the license or approval being sought by the applicant.</p> <p>This priority is to pursue changes to this statute that allow cities to recoup the actual costs associated with performing their role in the liquor licensing process and allowing for periodic increases.</p>

General Government (Continued)

Legislation	Background
<p>O. <u>Continue Marijuana Legalization Implementation</u></p> <p>Allow for civil enforcement of marijuana laws. Ensure equitable distribution of marijuana shared revenues. Eliminate limitations on shared revenue use.</p>	<p>One of the promises made by marijuana legalization advocates is that illicit sales and production of marijuana would shift into a legalized and regulated market. This has occurred to a large extent but many producers and retailers continue to seek the financial benefits or participation in the marijuana industry while avoiding the inconvenience of its regulatory framework. This priority seeks legislation that gives the Oregon Liquor Control Commission (OLCC) the same civil and administrative authority to prevent unlicensed sales and production of marijuana as it has in regards to liquor.</p> <p>Beginning in 2017, state shared revenue from marijuana will be distributed to cities based in the number of OLCC licensed commercial marijuana entities exist in their jurisdiction. This priority is to alter that arrangement so that is it distributed on a per capita basis to ensure equitable distribution among cities that are incurring costs.</p> <p>Measure 91 required that money distributed by the state to cities be used exclusively for costs associated with marijuana legalization. Tracking a dollar though a city's general fund and determining if a service was related to marijuana is inefficient if not impossible, and is not imposed for the receipt of liquor revenue. This priority is to advocate for legislation that removes this burden.</p>
<p>P. <u>Protect Mental Health Investments Made in 2015</u></p> <p>Oregon made significant and strategic investments in protecting and caring for the mentally ill in 2015 that should be maintained.</p>	<p>The Legislature increased access to mental health care and expanded existing, proven programs designed to de-escalate police contacts with the mentally ill. Those programs could be vulnerable in a difficult budget environment made challenging by increased PERS rates.</p> <p>This priority is defensive in nature and seeks to preserve investments that are improving the lives of mentally ill Oregonians.</p>
<p>Q. <u>Remove Qualification Based Selection Mandate</u></p> <p>Cities should be allowed to consider cost when making initial contract award decisions when hiring architects and engineers.</p>	<p>Cities are currently required to use a procurement method that prevents the consideration of cost when contracting with architects and engineers for public improvements. Instead, cities must base their initial selection for these services based solely on qualifications and can only negotiate the price after an initial selection is made.</p> <p>This mandate is not a cost effective means for procuring services and is poor stewardship of the public's dollars. This priority is to seek the removal of this mandate.</p>

Human Resources

Legislation	Background
<p>R. <u>Repeal Requirement to Subsidize Retiree Health Insurance</u></p> <p>Public employers should not subsidize the health insurance of former employees when reasonable, cost competitive options exist.</p>	<p>ORS 243.303 mandates that local governments provide retirees with access to health insurance and requires that they be placed in the same risk pool as active employees. As retirees are approximately 2.5 times more expensive to insure than active employees this mandate results in employers and current employees subsidizing the health insurance costs of former employees. This subsidization, according to the Government Accounting Standards Board, must be shown on an audit as long term liability, thus creating an inaccurate perception of a city's financial condition. Further, this requirement could be described as anachronistic as individuals are now able to purchase health insurance under the Affordable Care Act.</p> <p>This priority is to eliminate ORS 243.303 from Oregon's laws.</p>
<p>S. <u>PERS Reform</u></p> <p>PERS benefits should be adjusted where legally allowable and investments should be maximized to ensure a sustainable and adequate pension system.</p>	<p>The PERS unfunded liability stands at \$22 billion and employer rates are anticipated to approach 30 percent of payroll in the coming biennium. Rates are expected to remain at that level for the next twenty years. This is not sustainable.</p> <p>This priority is to seek any equitable changes to benefits that will reduce employer rates while not pursuing options that are legally tenuous or counterproductive. Additionally, changes are to be sought to the investment portfolio that will maximize returns through improved risk management and efficiencies.</p>

Human Resources (Continued)

Legislation	Background
<p data-bbox="107 233 389 264">T. <u>Arbitration Changes</u></p> <p data-bbox="107 304 747 371">Public employers should have greater influence over the disciplining of their employees.</p>	<p data-bbox="800 233 1507 478">Currently under the Public Employee Collective Bargaining Act, contested employee discipline matters must be submitted to an outside arbitrator for adjudication. Decisions by arbitrators are binding unless the conduct was a violation of public policy as defined by the state, there was serious criminal conduct or an egregious inappropriate use of force.</p> <p data-bbox="800 518 1495 550">This priority is to seek the following changes to the statute:</p> <ul data-bbox="849 556 1487 911" style="list-style-type: none"><li data-bbox="849 556 1487 623">• Arbitrator decisions should also comply with local policies;<li data-bbox="849 627 1487 695">• Decisions should comply with policies related to any inappropriate use of force a;<li data-bbox="849 699 1487 800">• Arbitrator decisions should recognize all criminal misconduct related to employment not just “serious”;<li data-bbox="849 804 1487 911">• Employer disciplinary decisions as it regards employees who are supervisors as defined by the EEOC and BOLI should be given more weight.
<p data-bbox="107 953 561 984">U. <u>Veterans Preference Clarifications</u></p> <p data-bbox="107 1024 756 1125">Requirements that veterans be given preference in public sector hiring should be clear and unambiguous for the benefit of veterans and employers.</p>	<p data-bbox="800 953 1487 1161">The State of Oregon requires and the League agrees that honorably discharged veterans deserve special consideration in public sector hiring. However, statutes describing how this is to be accomplished are unclear and ambiguous. Vague statutes do not serve the interests of employers or veterans.</p> <p data-bbox="800 1201 1495 1373">This priority seeks a clear definition of “preference” in the statute, ensure that recently separated veterans receive the consideration necessary for them to successfully enter the workforce and establishes clarity as to when the preference is to be applied.</p>

Telecommunications, Cable & Broadband

Legislation	Background
<p>V. <u>Rights of Way</u></p> <p>Oppose legislation that preempts local authority to manage public rights-of-way and receive compensation for their use.</p>	<p>In its commitment to the protection of Home Rule and local control, the League consistently opposes restrictions on the rights of cities to manage their own affairs. From time to time, in the context of franchise fee and rights-of-way management authority discussions, proposals to restriction to this authority arise. These include a statewide franchise policy and revenue collection system as well as limiting the ability of cities to charge fees of other government entities. This is contrary to local government management authority, the ability to enter into agreements with service providers either by agreement/contract or ordinance and to derive revenues from business fees charged to users of public rights-of-way.</p>
<p>W. <u>Franchise Fees</u></p> <p>To ensure market fairness and equity, prepare legislation for possible introduction repealing ORS 221.515 (HB 2455 -7 in 2013, and HB 2172 in 2015) to remove franchise fee rate and revenue restrictions which currently apply to incumbent local exchange carriers but not to competitive local exchange carriers.</p>	<p>Oregon statute currently contains a discrepancy between how cities collect franchise fees from incumbent local exchange carriers (ILECs) and competitive local exchange carriers (CLECs). ORS 221.515 limits cities collecting franchise fees from ILECs to a maximum of 7 percent of revenues derived from dial-up services, which represents only a portion of ILEC total revenues due to the addition of a broader array of customer services. There is no such rate cap or revenue restriction on CLECs, hence the discrepancy. In the past the League has worked with CLECs to “level the playing field.” Repeal of ORS 221.515 would accomplish that.</p>
<p>X. <u>9-1-1 Emergency Communications</u></p> <p>Support legislation enhancing the effectiveness of the state’s emergency communications system through an increase in the 9-1-1 tax and/or a prohibition of legislative “sweeps” from accounts managed by the Oregon Office of Emergency Management.</p>	<p>The League worked with other stakeholder groups in 2013 to extend the sunset date on the statewide 9-1-1 emergency communications tax to January 1, 2022 (HB 3317). In 2014, the League also worked to pass legislation including prepaid cellular devices and services under the 9-1-1 tax (HB 4055). As concerns mount with regard to disaster preparedness and recovery and as new upgrades to communications technology becomes available, it is apparent that state and local governments do not have the resources necessary to address challenges or take advantage of opportunities. Additional funding is needed and the practice of periodically sweeping funds out of the state’s emergency management account for other uses should cease. It is worthy of note that the practice of “sweeps” disqualifies the state from receiving federal funds for emergency communications. It is unknown how many federal dollars have been foregone as a result of this policy.</p>

Telecommunications, Cable & Broadband (Continued)

Legislation	Background
<p>Y. <u>Technology Funding</u></p> <p>Seek additional funding to assist for cities in:</p> <ul style="list-style-type: none"> • Increasing high speed broadband deployment and close the digital divide. • Purchasing upgraded emergency management communications equipment. • Providing local match money for federal funding programs, such as high speed broadband deployment. 	<p>The deployment of broadband throughout the state of Oregon is critical to economic development, education, health and the ability of citizens to link with their governments. Additional funding, from various sources, including the state and federal government, needs to be allocated for this purpose. The need becomes even more acute when consideration is given to the certainty of a major seismic event. Often federal assistance comes with the requirement of a state or local match which is problematical for cities. A state mechanism for providing matching fund assistance would be helpful to those communities seeking to take control of their broadband destiny.</p>

Transportation

Legislation

Z. Comprehensive, Multi-modal Transportation Funding and Policy Package

The League of Oregon Cities proposes that transportation infrastructure be raised to the same level of importance as other utilities, and be funded at a level capable of maintaining appropriate standards of operation and service. Therefore, the League will help draft and advocate for a comprehensive, inter-modal and statewide transportation funding and policy package that:

1. Provides a significant increase in resources available for the preservation and maintenance of city streets by:
 - Substantially increasing the state gas tax and licensing and registration fees.
 - Indexing the state gas tax.
 - Continuing efforts to identify and implement alternative funding mechanisms (VMT, tolling, public-private partnerships, etc.).
 - Disaster resilience and seismic upgrades for all transportation modes.
 - The completion of transportation projects begun but not yet completed due to lack of funding or changes in funding criteria.
 - Providing additional funding for voluntary jurisdictional transfer.
 - Funding transportation enhancements such as bike-ped facilities.
 - Increasing funding for the statutory Special City Allotment program while maintaining the 50%-50% ODOT/city split.
 - Repealing the referral requirement (2009 Jobs and Transportation Act) on cities seeking to create/increase local gas tax.

2. Addresses statewide needs relating to intermodal transportation through:
 - Additional funding for transit operations and capital projects.
 - Additional funding for freight rail capital projects and operations (*ConnectOregon*, short-line rail and transload facilities).

Background

Maintenance and preservation needs have outpaced the resources available for streets, roads and highways. In its March, 2016 Infrastructure Survey Report the League identifies a \$3.7 billion capital need for highway and non-highway transportation projects (\$2.6 billion highway / \$1.1 billion non-highway). In addition, the report shows, for the 120 cities that participated, an aggregated street budget shortfall for operations and maintenance of approximately \$217 million per year. Safety and disaster resilience were cited as major challenges and needs by most cities. Cities also expressed support for a voluntary jurisdictional transfer program (the sensible alignment of highway facilities and management responsibility) provided the availability of adequate funding to facilitate the transfer and to maintain the asset.

Given the threat that inadequate funding represents to investments already made in the transportation system, the League will insist on a transportation package that increases and makes more sustainable the ability of all government jurisdictions to preserve and maintain these assets. Notwithstanding its emphasis on the need to preserve and maintain existing streets, the League of Oregon Cities agrees that the state's transportation system and the policy and funding programs that support it must be multimodal and statewide in scope. The League will therefore work to pass legislation in 2017 that addresses funding and policy initiatives relating to all modes (streets, bike/ped, transit, rail, aviation and marine) and in so doing address such issues as:

- Connectivity and capacity (especially truck mobility/rail)
- Safety for all users across all modes
- Resiliency and recovery (seismic retrofit across all modes)
- Jobs and economic development
- Impact on climate change
- Active transportation and public health
- Transportation access available on an equitable basis to all Oregonians
- Continuing and extending *ConnectOregon*
- Ensuring adequate new revenues for program/equipment such as the Oregon Department of Motor Vehicles technology upgrade
- Creative solutions to ongoing challenges (dedicated non-roadway fund, increased local authority to fund transit, bike-ped funding, etc.)

- **Additional funding for passenger rail operations, equipment and capital projects (federal matching money and AMTRAK Cascades).**

3. Does not:

- **Preempt local government ability to self-generate transportation revenues for street maintenance and preservation.**
- **Change the dedication of State Highway Fund dollars to highway, road and street projects contained in Article 8, Section 3a of the Oregon Constitution.**
- **Reduce cities 20% share of the State Highway Fund.**
- **Create unfunded mandates requiring cities to undertake specific programs, such as greenhouse gas reduction scenarios.**
- **Further complicate the planning and regulatory process that currently governs the project delivery process.**

- **Maximizing local benefits of the federal FAST Act in Oregon**

Water & Wastewater

Legislation

AA. Funding for Water System Resilience

Secure dedicated funding for water and wastewater system resilience and emergency preparation. This would include additional funds to plan for and upgrade water systems to increase seismic resiliency and funding to better position communities to better prepare for water supply shortages due to drought, climate change or other emergency scenarios.

Background

In general, Oregon’s drinking water and wastewater systems are woefully underprepared for a catastrophic earthquake event. Restoration of water supply following such an event is critical for fire suppression, first aid, and for human health and safety. In 2013, the Oregon Resilience Plan provided estimates for service recovery of water and wastewaters systems in the event of a Cascadia earthquake under current infrastructure conditions. According to the plan, the estimated the timeframe for service recovery in the valley ranges from one to twelve months. For the coast, service recovery is estimated between one to three years.

In addition to risks associated with significant natural disaster events, recent drought conditions in Oregon have demonstrated the need for emergency supply planning and coordination with other water users to better address water supply challenges. It is critical that communities are able to acquire alternative and back-up water supplies from multiple sources in order to better prepare for supply shortages or emergency situations, such as natural disasters or supply contamination.

The League will work to identify and secure low-interest loans or grants to seismically upgrade drinking water and wastewater system infrastructure and to help ensure that these systems are more resilient and better positioned to respond to water supply shortages resulting from drought, climate change, natural disasters, or other system failures.

Water & Wastewater (Continued)

Legislation	Background
<p>BB. <u>Promote an Enhanced Prescription Drug Take-Back</u></p> <p>Advocate for enhanced prescription drug take-back program funding and additional collection locations to reduce contamination of water from unwanted prescription drugs.</p>	<p>Unused prescription drugs are problematic from both a public health and safety perspective as well as from a water quality perspective. Drug take-back programs help to ensure that unused prescription drugs are properly disposed of which keeps them from being abused, keeps them out of the hands of children, and keeps them from entering Oregon’s waterways. Unwanted prescription drugs are often flushed down the toilet and despite wastewater treatment systems, they can end up contaminating lakes, streams and rivers. In 2014, U. S. Drug Enforcement Administration (DEA) expanded the types of locations allowed to accept unwanted medications including retail pharmacies and drug manufacturers. Prior to 2014, drug-take back programs were primarily supported through police department drop boxes. The challenge in expanding prescription drug take-back programs is now focused on the cost of transporting unused drugs from the take-back location to the disposal site and in educating the public about responsible disposal opportunities.</p> <p>The League will work with a variety of stakeholders, including public health advocates, to identify additional funding mechanisms to increase drug take-back collection locations across Oregon. Funding should support the transportation and responsible disposal of unused prescription drugs. Funds should also be dedicated for enhanced education of disposal opportunities and the establishment of convenience standards to ensure that all Oregonians have reasonable access to drug take-back locations.</p>
<p>CC. <u>Increased Funding for Water Supply Development</u></p> <p>Support additional water supply funding through the state’s Water Supply Development Account.</p>	<p>According to a survey conducted by the League, Oregon’s water and wastewater infrastructure needs for cities alone are estimated to be \$9 billion over the next twenty years. In addition, the survey identified 66 percent of respondent cities as being in need of additional water supply storage. The 2015 drought highlighted the need for additional investments in water supply infrastructure, including storage and water delivery system efficiencies. Additional storage project investments are not only critical for adequate drinking water supply, they are an important tool for supplementing streamflows and habitat restoration.</p> <p>The League will work to secure additional funding for existing water supply development programs. This includes support for feasibility grants and for the state’s Water Supply Development Account which provides funding for water supply storage, reuse, restoration and conservation projects.</p>

CITY OF VERNONIA
CITY COUNCIL AGENDA ITEM

July 05, 2016

From: Stephanie Borst, City Recorder
To: Mayor, City Council, and City Administrator
Re: Staff Training

Agenda Item Summary:

For the week of June 5th thru June 10th, I attended the Northwest Clerks Institute as part of the Certified Municipal Clerk Program. The Northwest Clerks Institute focuses on issues critical to maintaining effectiveness in the public sector and the professional Clerk's role in those processes. In order to receive my certification, I must complete 120 classroom hours of training. This week of training, Professional Development I, satisfied 40 hours of that requirement. In order to receive credit for this training I completed a Knowledge Transfer Action Plan which has been attached for you to review.

Thank you for recognizing the importance of professional development and supporting staff training.

Attachments:

- Knowledge Transfer Action Plan

Name: Stephanie Borst

Organization: City of Vernonia

2016 Northwest Municipal Clerks Institute – PD I Knowledge Transfer Action Plan

This knowledge transfer application plan (KTAP) serves as the IIMC required assessment for the 2016 Northwest Clerks Institute. Each participant must review their Daily Logs, select the information upon which they wish to concentrate, and prepare a formal plan for knowledge transfer. The Institute Director will facilitate the assessment process and review each plan. Institute participants successfully completing the assessment will have their names forwarded to IIMC as having completed all requirements for the 2016 Institute. The Plan must be e-mailed to the Institute Director (joann.tilton@wsu.edu) no later than Friday, June 24, 2016 Upon receipt of the KTAP, the program certificate of completion will be emailed to the participant.

Evaluation Criteria

Completing each section of the KTAP.

Clearly recording responses in a narrative format Using critical and creative thinking

Timely submission

Spelling, grammar, punctuation

1. What do you want to achieve/accomplish with your transfer plan? (Your organizational and personal goals)

Organizational goals

To research, create, and initiate an effective, uncomplicated records management policy

The City of Vernonia is currently following the State of Oregon mandated records retention policy. While well thought out, this policy is not easy to understand and leaves room for misinterpretation. With the resources I have gathered and knowledge I have gained, it is my intent to develop a records management policy for the City of Vernonia.

While developing this policy, it is my goal to involve all affected employees of the city for their input so that I may better understand how the policy will affect them. As we learned in *A Team Building Experience*, it is essential to be flexible and gather all necessary information for a project of this size.

Personal Goals

If you're not learning something new, you're not open to it.

There were several presentations over the course of the week that were beneficial to me both professionally and personally. My hope is that what I have learned will help me to

conduct myself more professionally in all aspects of life therefore becoming a better person and employee.

2. Which institute session information will help you best achieve your goals? Why?

Ethics: Learning about the different styles of individual ethics will better prepare me to understand people and the reasons they are the way they are. Knowing how to approach said individuals in a new way will enable me to go further in life both professionally and personally. This will benefit not only me, but those around me.

The Role of the Clerk: “Clerks must always exude professional presence when you are in public”. This quote from Onorina Maloney really struck home for me. It put into words the guidance I was looking for not only as a clerk but as an individual. When thinking of professionals around me, this is how they consistently present themselves. Presenting myself as a professional, consistently, is something I would like to accomplish.

Records Management: The presentation by Kyle Stannert on Records Management exposed a project that I hadn’t even considered that needed done at the City of Vernonia. The current system we use, while thoroughly thought out, is not easy to interpret. Using Mr. Stannert’s presentation as a foundation for research, it is my intention to work toward implementing a City of Vernonia developed Record Management Policy.

Jurassic Parliament: Last but certainly not least, we had the parliamentary procedure training by Ann G. Macfarlane. This training highlighted the ideal way council meetings should be held and recorded. If council meetings were in fact held in accordance with Roberts Rules of Order, they would be more efficient, more productive, and run smoother. This would also apply to meeting minutes as Roberts Rules of Order suggests “action” or “summary” minutes.

3. In terms of transferring session knowledge back into the workplace, what specifically has to be done?

Throughout the week I took extensive notes both on the handouts themselves and on the Daily logs. This Knowledge Transfer Plan as well as my notes will help as reminders of what exactly my intentions were when implementing the changes. I will need to explain to my City Administrator what my plans are so that she can help keep me on track. Once I have ironed out any details in collaboration with my City Administrator I will approach any other affected employees/Council so that we can work as a team.

4. How can it be done? (Methodology, what are your plans for implementation?)

Records Management: Creating a records management policy will require that my ideas be flexible and that I maintain well-organized steps. My steps are as follows:

- Organize my notes

- Inventory what records we have
- Research the minimum retention requirement
- Decide which records may qualify for longer retention
- Identify where said records should be stored (Hard copy or digital)
- Meet with appropriate staff for input
- Meet with City Administrator & City Legal for approval
- Create draft retention schedule
- Submit draft to City Administrator, City Legal, and/or Council for approval
- Implement policy
- Meet with staff as needed

5. Who must be involved to help ensure success? Why?

I will need to meet with my City Administrator and appropriate coworkers and brief them on my plans. This will ensure that we, as a team, are successful in these changes. This isn't going to be something that can be accomplished by one person and we will all benefit by its success.

6. By when can it be reasonably accomplished or significant progress noted? (Provide a timeframe)

My goal for records management is to have the policy implemented within 1 year. Not knowing what implementing a policy of this magnitude truly entails, I feel like this is a manageable timeline.

7. How will you measure success?

Small successes will help keep me on track to meet my eventual goals. When I inform my peers of my goals, I will ask them to keep me updated on any noticeable changes.

Used by permission and adapted from the KTAP used in the Advanced Public Executive Program at Arizona