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CITY COUNCIL NOVEMBER 3, 2014 **MINUTES**
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge Street, Vernonia OR 97064

X Josette Mitchell: X Randy Parrow: X Kim Tierney: X Bruce McNair: X Donna Webb

1. Call to Order, Pledge of Allegiance and Roll Call – Mayor Josette Mitchell called the meeting to order at 7:00 pm

2. Additions or Removal of Agenda Items

9. New Business Additions

E. Library Position Update

F. Muni-Billing Correction on Customers Bill

14. Remove

Recess to Executive Session as per 192.660(2)

There was no Executive Session

Councilor McNair moved, “To accept the November 3, 2014 agenda as presented with the additions and removal items.” Councilor Webb seconded the motion. Motion carried.

Presentation: No Wheels on Sidewalk Signage – Paula Hanson

Paula presented to Council bicycle signage stating Walk your Wheels on Sidewalk. She has presented to all the business owners on Bridge Street a questionnaire asking the question:

“Have you or your business been affected negatively by bikes, skateboards, scooters, other wheels riding on Bridge Street Sidewalks?”

“Would you like City Council to post the Cities laws concerning where bikes, skateboards and scooters maybe ridden?”

She presented signatures from 100% of the businesses that have been affected and would like to see Council post signs. She asked to move forward and order the signs. There are three (3) businesses that are willing to have the sign posted on their building now and then a decision needs to be made as to where the other signs will be placed.

She will be speaking to the Lyons Group to share the information with them and request from them a possible donation to purchase the signs and she is also asking if the City would possibly be able to donate toward the purchase of the signs. The total estimate for eight (8) signs would be \$414.72. The art work for the sign she will be paying for herself as it was her design.

Mayor Mitchell questioned the placement and suggested that Council have a meeting with the Chief, City Administrator, Public Works Foreman and the downtown businesses to talk about where these signs should be placed.

Councilor Tierney liked the positive approach with the wording and would also like to look at safer routes to schools and to look at grant opportunities for future.

Councilor Parrow questioned if it had been predetermined where a bicyclist can and cannot ride on the sidewalk. The force is here to get this done now and if the signs need moved later that can be done.

Mayor Mitchell asked what the time line was.

Paula Hanson would like to see this begin now and completed by June.

Chief Conner said this was a collective agreement with everyone.

Councilor Webb did not see a need for a meeting that the signs need put up by the Public Works crew and she liked the idea of putting them on buildings. Enforcement is important for this to work and understands the need for signs.

Mayor Mitchell suggested again that Council have a meeting with the business owners, Chief, City Administrator, Public Works Foreman and also include, in this meeting, the discussion of the trees, and sidewalks and look at the whole picture.

Paula Hanson reminded the Council this is a safety issue that needs to be addressed now and not later especially if the Senior Center is going to have a store front on Main Street.

Councilor McNair questioned where the money would come from possibly Streets

Mayor Mitchell with consensus suggested that staff set up a community input meeting to talk about the downtown issues such as the trees, sidewalks and the businesses responsibility. Staff will need to look at the financial as to where the money will come from.

Councilor Webb said that if a business gives permission to put a sign on their property that can happen now. All Council agreed.

3. Mayor Report

There was no report presented.

4. Councilor Liaison Committee Meeting Reports

Councilor Webb reported that the Library has changed their day and time to meet due to a conflict with the Staff Meeting. The Library Board will be meeting the First Tuesday of each month at 10 am.

5. Topics from the Floor/Audience Participation

Persons addressing the Council must state their name for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

Sally Harrison, spokesman for the Ridge Riders shared with Council that a Judge has heard the case concerning the lease which is still enforce and that the Ridge Riders really want this to be resolved. There is a 90 day period before the pre-trial hearing and the Judge hoped things could be resolved before that time. The Ridge Riders want to meet with Council and hopefully resolve the lease issue so that they don't have to go to trial. It is hoped that Council can see their way to having this meeting.

John Fitch, Scout Master for Troop 201, representing Bradley Ely, Boy Scout Troop 201, who was unable to attend this meeting, read a letter from Bradly regarding his Eagle Scout project which is the highest rank achievable in Boy Scouts. The project he has decided to perform is the repair, restoration, recreation, and replanting of the informational signs that exist around the Vernonia Lake. He has found sources for most of the materials, and people have been happy to donate the supplies. However, it's not that easy with the acrylic. The kind of acrylic that he needs is ½ inch, UV treated, and resistant to vandalism. It is \$35.00 a panel and the total would be about \$560.00. My ultimate reason that I have this brought to you tonight is to ask that the City support my project by funding the purchase of the acrylic panels needed to protect the informational signs. By restoring the signs, citizens and tourists will once again be able to learn about the local flora and fauna.

John Fitch reported to the Council that Troup 201 will no longer be operating after December 31, 2014 and the projects need to be completed before this time.

Scott Laird, Parks Committee President said that he poled all the Parks Committee members and they are in support of this project and helping with the cost.

Councilor Tierney moved, "To direct staff to find the \$560 for the Eagle project of repairing and reinstalling the nature signs around the Lake." Councilor McNair seconded the motion. Motion carried.

Jacob Eyrrick, Boy Scout Troup 201, presented to Council his Eagle Scout project he will be creating a brochure for hikers and bikers for them to know where off of the linear trail there are repair shops, restaurants, and lodging. He is asking permission to install a brochure box at Anderson Park and Vernonia Lake to hold these brochures.

Council gave consensus for Jacob to install brochure boxes at Anderson Park and Vernonia Lake. Council requested they receive a final copy of the brochure.

6. Consent Agenda for Acceptance

The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.

- A. Weekly Departmental Update October 17, 2014
- B. Weekly Departmental Update October 24, 2014
- C. Airport Committee Minutes August 28, 2014

Councilor Webb moved, "To accept the Weekly Departmental Update for October 17 and October 24, 2014 and the Airport Committee Minutes for August 28, 2014." Councilor Parrow seconded the motion. Motion carried.

7. Consent Agenda for Approval

- A. City Council Minutes October 20, 2014

Councilor Parrow moved, "To accept the October 20, 2014 minutes as presented." Councilor McNair seconded the motion with Councilor Webb and Councilor Tierney both abstained as they were both absent from that meeting. Motion carried.

8. Unfinished Business

- A. Second Reading –Ordinance 896: An Ordinance Establishing a Tax on the Sale of Marijuana and Marijuana-infused Products in the City of Vernonia

City Recorder read by title only the second reading of "Ordinance 896: An Ordinance Establishing a Tax on the Sale of Marijuana and Marijuana-infused products in the City of Vernonia."

Councilor McNair moved, "To adopt Ordinance 896: An Ordinance Establishing a Tax on the Sale of Marijuana and Marijuana-infused products in the City of Vernonia." Councilor Parrow seconded the motion. Motion carried.

Mayor Mitchell, "Ordinance 896 has had its first and second reading and becomes effective immediately upon adoption."

9. New Business

- A. Proposal for Server Upgrade

Ben Fousek, GIS Contractor, spoke with the IT contracted support person, from ISOoutsource and reported on the proposal that Council had before them. The City needs to stay up to date on the server and hardware and that the current software will not be supported after January 1st. Moving into "The Cloud" for where emails

and documents are stored forever is the better way to maintain our systems and to stay on top of.

Councilor Webb asked if this needs to be tracked in the budget that is coming up and will need to be an ongoing expense.

Angie Handegard, Finance Administrator shared that it is now time to upgrade the system in order to continue to receive software updates and patches through Windows support and to eliminate other potential issues. The cost of this upgrade was not included in this year's budget. The estimate is \$8600 and includes the cost of the new software and labor. This upgrade is necessary maintenance to maintain the integrity and security of the City's information. Waiting until next budget cycle will cost more due to labor cost increase.

Councilor Webb moved, "To approve \$8600 from Contingency in the General Fund to Computer Maintenance line item for the infrastructure upgrade." Councilor Tierney seconded the motion. Motion carried.

Councilor Webb suggested that Council direct staff that during the budget process they look into shopping around or RFP whatever needs to happen combining are IT support. There was Council consensus for this suggestion to staff.

B. Proposal to Cut Dead/Dangerous Trees on City Property

Gian Paolo explained that these trees are creating a risk of harm to the public at large. The first tree is the single tree in the old School Property Parking lot and the second is the dead tree in Ora Bolmeier Park.

Councilor McNair questioned where the money was coming from and was there any tree service bid.

Councilor McNair shared that there is another tree that needs to come down that is dead at Ora Bolmeier that he noticed.

Councilor McNair suggested that when the tree is taken down at the Parking Lot a pile of dirt be dropped to protect the sidewalk from cracking. The time and cleanup of the dirt will be minimal compared to the repair of a sidewalk.

Scott Laird shared that the School Forestry Class is interested in cleaning up the tree.

Consensus of the Council was for staff to get financial bids on the cost of cutting down the trees.

Councilor McNair will mark the trees that need to come down at Ora Bolmeier.

C. Water/Sewer Sub Committee

Councilor Webb shared that a sub-committee is being suggested to expedite the process of cleaning up the muni billing, bullet point issues from the Public Works Committee/Council meetings, the housekeeping issues and task a small group of people to get it done. Then they can come back to Council with a presentation.

Mayor Mitchell shared that she was confused as to what this committee was to accomplish and if it was for the rates from FCS Group. She shared that the City Administrator and staff have been working on the muni-billing part and what they are proposing to amend the ordinance for billing.

Councilor McNair saw the group as a way to come to an understanding of a glossary of the contemptuous parties would work out together and that the group would be able to say this is what we have agreed on, this is the truth. The ground

truthing has been done so that there is a number that can be worked off of that everyone one agrees on. Having two Public Works Committee members, two City Council, City Administrator, Finance Administrator, Public Works and the Utility Clerk is what he envisions. Important to come to an understanding so that the system is working fairly.

Councilor Tierney supports the idea and wants to see a statement in writing that identifies the role of this group. She does not support this group discussing philosophy. Likes the idea of agreeing on the facts.

Councilor Webb said the group is about agreeing what are the correct numbers and getting everyone on the same page. This should be the outline of the first meeting to all agree.

Mayor Mitchell shared that she had a meeting with George Tice and Gian Paolo and discussed agreeing on what is known and asked the Public Works Committee what are the versions they want run through FCS? Those were the bullet points that were being asked for. What is the problem how the numbers were run by FCS so that everyone knows and then the philosophy discussion will come out of that and have only one version.

Councilor Tierney said it would help to have a statement for the purpose of this group so that it is clear what everyone wants out of this group.

Councilor Webb this group is about getting to an agreement that these are the numbers. Let the group give an outline or agenda for their first meeting and Council approve that. They are not decision making. They are getting everyone on the same page.

Councilor Tierney asked that the statement from Councilor Webb be put in a paragraph to keep those on target.

Councilor McNair did not want to define that. He wants to meet a consensus so that this can be moved forward.

Councilor Webb said that this is a project that they need to do and we are asking them to help us. They are not being give decision making authority. They will come back with a report that everyone agrees on and will all be on the same page.

Councilor McNair said that everyone knows what they want and are having a problem articulating their vision and where they want to go with it all. There needs to be a consensus on all sides.

Mayor Mitchell said that the goal of this group is going to be that we are going to figure out all the known and agreed upon items of this whole system and bring to the Council the versions we would recommend that FCS would run through that spread sheet which is going to show up as a cost and gallonage it's a >>>>>>>>.

Councilor Tierney said that statement is all that she would need. This needs to be clear as to what is wanting to be accomplished and not a runaway train. Having this statement will help to get this done.

Councilor McNair moved, "To have Council work with the Public Works Committee to create a Sub-Committee to deal with the issues on water and sewer." Councilor Webb seconded the motion. Motion carried.

D. Cemetery Tractor Condition/Repairs

Councilor McNair said that the John Deere tractor that the City and Cemetery Committee purchased for \$25 thousand and it has lost the engine and needs to be

fixed to use at the Cemetery where it was intended to be used. He recommends \$2,000 from the Cemetery fund and Sally Harrison was going to work on getting donations.

Mayor Mitchell said that she has not talked to the Cemetery Beautification Committee for a donation.

Councilor McNair recommends the replacing of the motor for this tractor for about \$5,000. There is a need for a mower at Anderson Park and the mower used now at the Cemetery can be donated to Anderson.

Scott Laird said that the Parks Committee will need to look at this at their next meeting November 19.

Consensus was to bring this back to the Council at the December meeting. Parks will look at what they can give and Finance will look at what fund money can come from and Mayor Mitchell will talk to the Cemetery Beautification Committee.

E. Library Director Update

Gian Paolo reported that they have a highly qualified candidate for the Library position and he is asking for direction from Council as an offer was made and rejected, as at this time the applicant does not require benefits and is asking for a higher wage of not receiving benefits. While the wage would be higher, the Library budget would have a savings to use elsewhere in the budget if necessary. CIS, City Insurance Services, has concerns on how staff wants to proceed it is setting a precedence and the city does not offer cash if an employee opted out of insurance. Gian Paolo does not believe this is what they are asking to opt out is why he is asking Council for guidance.

Councilor Parrow said that this position was offered at X amount of dollars if it was advertised at more than there may have been more candidates. Go back to the original offer or re-advertise.

Consensus of Council was to bring back to Council more information.

F. Muni-Billing Correction on Customers Bill

Angie Handegard, Finance Administrator shared with the Council previous and prior reading is the same and that there is a glitch. She has emailed muni billing and asking for an explanation as to why it is billing the way it is. What she is asking is from Council is to allow the proper adjustment on the billing. Keeps the same read and does not show the prior reading then the new reading. He is being overcharged. There is only a hose bib at the meter and no water is going to the house that is being renovated.

Mayor Mitchell said that the account needs to be adjusted and that muni billing needs to be contacted to fix the problem of the billing when it is water only.

Councilor Parrow said that hose bibs need to be built into the charges for this type of usage.

Councilor Webb reminded everyone that the \$5.00 inactive does not exist anymore.

Mayor Mitchell said staff is going to do an adjustment with a notation by having the meter re-read to figure out the true gallons to verify the 72000 is a misread and appropriately figure out what the customer does owe for his usage and he gets the 30 days form the Ordinance section for the vacancy/construction and then he needs to

figure out whether he is going to pay the full bill or turning it off. Mark muni billing with good notations as to what you are doing and why you are doing the adjustment.

10. Business from Departments

A. Police Department -- Chief Michael Conner

Chief Conner shared that he has one of the two new patrol vehicles in service and the other one will be coming possibly next week.

Chief Conner shared that he will be doing interviews for the Reserve Officer position next week the testing has been completed.

B. City Administrator – Gian Paolo Mammone

Gian Paolo shared that we are still waiting for USDA to approve the RFP for Construction on the WWTP. This must be approved prior to advertisement in order to receive USDA funding. Staff and Mayor Mitchell will be meeting with Brad Bogus and Drew Davis on Wednesday, November 5th to make sure we are all on track to get the project started.

Gian Paolo heard from Dan Brown that preliminary information from FEMA (through Oregon Emergency Management – State Counterpart of FEMA) is that there should be an agreement to retain half of the parking lot and the building slab. If the agreement does not come through and the City is required to remove slab after project is completed there could be a small risk in not removed the slab.

Councilor Tierney questioned the spencer park project.

Mayor Mitchell shared that at the meeting that was held they reviewed the most recent IGA amendment, identified how each requirement was fulfilled and decided on a course of action to result in the National Park Service approval.

Gian Paolo shared the Weekly Departmental Update for November 14, 2014.

11. Correspondence

A. Book Storage at the Vernonia Community Learning Center (VCLC) – Friends of the Library

The Friends of the Library is requesting to continue use of office space at the VCLC for storage of used books for their spring book sale and Jamboree book sale.

Councilor Webb questioned that the Senior Center wants to lease the whole building and how does it work if the City keeps a room.

Councilor Parrow reminded everyone that it is the Cities building and can the City dictate how it is leased.

Consensus was the Senior Center and Friends of the Library to work out an agreement between themselves and present to Council.

12. Items from the Mayor, Councilors, City Administrator

Councilor Tierney shared that she will not be at the next three City Council meetings. She will be helping her parents.

Councilor McNair shared that Mr. Curl passed away and will be missed and he was remembering when they went to school together and he was involved with Cross Country at school.

Councilor Webb thanked staff for the Halloween decorations and for handing out Candy to the Trick or Treater's.

Mayor Mitchell asked Council if they were good with inviting the new elected Council to sit at the table during the next three Council meetings.
All agreed this was important for the new candidates to be informed.

Adjournment: City Council adjourned the November 3, 2014 meeting at 10:12 pm

Signed this _____ day of _____, 2014

Josette M. Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder

City Council approved the November 3, 2014 minutes on November 17, 2014