



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

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**Mission Statement**

The City of Vernonia pledges to be an ethical and responsive government using community collaboration to foster leadership and a vision for civic improvement while providing a safe, peaceful, economically viable community.

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**In Attendance:** Councilor Seager, Councilor Hult, Councilor McNair, and Councilor Tierney

**Staff in Attendance:** City Administrator Mitchell, Finance Director Handegard, GIS Annalist Fousek, Public Works Foreman Burch, and Police Chief Conner

**Call to Order and Pledge of Allegiance – Councilor Tierney**

Councilor Tierney called the meeting to order at 7:00 PM.

**Additions or Removal of Agenda Items**

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

**Councilor Committee Meeting Reports**

Councilor McNair attended the Public Works Committee Meeting where they received a presentation for Bio domes.

Councilor Seager attended the Public Works Committee meeting. There is a recommendation from the Committee which is included in the packet.

**Topics from the Floor/Audience Participation**

David Sterner, Bridge Street, would like to discuss the possibility of him having a food truck and parking it on a city owned lot. The business will go thru permitting and inspections with the health department as well as the County. He would like to be open from April 15<sup>th</sup> thru November 15<sup>th</sup> every year. Council consensus is for Mr. Sterner to go thru the appropriate approval process with City Staff.

**Consent Agenda for Approval**

A. Airport Committee Meeting Minutes for October 22, 2015

B. City Council Meeting Minutes for August 15, 2016

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

**Unfinished Business**

C. Revisit Smoke Free Parks – Brittanie Roberts

Brittanie Roberts, 1<sup>st</sup> Avenue, gave Council a brief overview of the previously proposed Smoke Free Parks. She would like to readdress the proposal with a slight change in that it would be non-smoking unless in a designated smoking area. She would like Councils feedback on if they would be interested in hearing a recommendation from the Parks Committee. Council consensus is that they would be interested in hearing a proposal.

**New Business**

D. Proceeds from Airport Trailer Sale –Angie Handegard

Finance Director Handegard presented her report. She is asking for Councils direction on where they would like the funds from the sale of the airport trailer to be held. Councilor Seager explained that the trailer was county surplus and the airport committee along with other volunteers moved the trailer out to the airport without any help from the City. The Airport Committee recommended to Council that the trailer be surplus and they would like the funds to be kept in the Airport Fund.

Councilor McNair then reviewed the culvert project and explained that the funds would benefit the community as a whole more if it was kept in the general fund rather than the airport fund. Councilor Hult expressed her concern that the Airport may need maintenance in the future and leaving at least a portion of the money in the Airport fund would leave them better prepared. Councilor Tierney explained that she sees both sides and thinks splitting it evenly between the funds would be fairest.

City Administrator Mitchell explained that having those funds in the Airport Fund could help them qualify for a grant to make improvements that are part of the Airport Plan. With that money in the fund they could show that they are prepared to make a contribution toward those improvements. These improvements could draw more business to the Airport. Another option is using some of the money to keep a years' worth of insurance premiums in the fund.

After great discussion, Councilor McNair made a motion to keep the \$4127 in the Airport Fund under the Restricted Cash on Hand line item. The motion was seconded by Councilor Hult, motion carried. Councilor Seager abstained from voting.

E. Airport Committee Recommendation – Airport Trailer Proceeds

F. Application for Inhabiting a Travel Trailer Permit – Dean Threet

City Recorder Borst explained the application to Council. Councilor McNair is concerned that Council is too lenient with their evaluation of these applications. His concern is that it will get more difficult to deny a request with a long history of approvals. After great discussion, Council consensus is for staff to schedule a work session for Council for review the ordinance.

Councilor Seager made a motion to grant Mr. Threet's application. The motion was seconded by Councilor McNair, motion carried.

G. Airport Committee Application – Mike Smetana

Councilor Tierney appointed Mr. Smetana to the Airport Committee.

H. Public Works Committee Application – Jacob Mandes

Councilor Tierney appointed Mr. Mandes to the Public Works Committee.

I. Public Works Committee Recommendation – Wastewater Compliance Systems Proposal

Public Works Committee member Dale Webb explained the recommendation to Council. He explained that the equipment wasn't approved by DEQ until recently and Vernonia would be their pilot project in Oregon. City Administrator Mitchell will address the recommendation in her report as the City has to do an evaluation on treatment options before Council can make a formal decision.

J. Parks Committee Recommendation – Park Benches

Parks Committee member Scott Laird explained the recommendation to Council. City Administrator Mitchell added that the Lions Club would be the purchasers of the benches and would also be responsible for storing them as unfortunately the city does not have room to store them. Council consensus is to approve the recommendation and for staff to work with the Lions Club on the bench locations and installation.

The Vernonia Parks Committee and City Council would like to express their appreciation for the Lions Club, as well as all of the donors, for all that they have done for the community on this project. Council asks that staff send a letter to the Vernonia Lions Club thanking them for their dedication to the project.

K. Parks Committee Recommendation – Park hours

Parks Committee member Scott Laird explained the recommendation to Council. After great discussion, Council directed staff to review the proposal with the Police Department and bring a recommendation back to Council with proposed park closure options.

## **Business from Departments**

#### L. Police Department – Chief Conner

Police Chief Conner explained that there have been a few notable motor vehicle accidents the last few weeks. First, there was an accident at Shay park where someone drove off the road and hit the bench, trash can, and water gauge equipment before getting stuck between the trees. Second, was an accident on Riverside Drive. Officer Shafer is expected to be patrolling independently by the end of the month. The Reserve Program is currently accepting applications.

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

*LaChapelle Water Leak:* A water leak was discovered on the prescriptive easement along the property thanks to testing by both Public Works and the property owner. Public works cleared brush and was able to locate a pin hole in the water main. The hole has since been fixed. When the sewer line is repaired, Public Works will install a new water meter that is closer to the property line as it is currently located next to his house. City staff is still waiting to hear from the property owner on when he will be ready for the new sewer line to be installed.

*Wastewater Treatment Plant:* The add alternates that we are taking advantage of are as follows: paving around treatment facilities, fencing the WWTP area, putting rip rap around the interior of each lagoon to prevent wave action deterioration of lagoon walls, evaluation, design, and installation of ammonia treatment equipment, and installation of monitoring wells in the mixing zone. There is a chance that DEQ will not require the installation of the monitoring wells. Staff is concerned that not doing it may cost the city more money if they decide to require them after R&G has demobilized.

A draft amendment to the contract with Tetra Tech has been sent to DEQ and USDA for review. The amendment is required because the work on ammonia treatment equipment was not in the original contract between Tetra Tech, City, and R&G. If approved Tetra Tech will evaluate the ammonia treatment options and design the installation, R & G will then price the change order to install the equipment on the dike and if price is reasonable move forward with installation.

The first testing of the new machinery has commenced, there have been some slight issues which have been identified and will need to be corrected prior to the City accepting the product. One issue that arose from the testing was the need for a catwalk and handrail around the Disk filter machine, when changing out filters and working on the Disk, employees will need room to maneuver. Staff has sent a request to Tetra Tech to come up with options to solve the issue. The next construction meeting will be this Wednesday, September 7<sup>th</sup>, 2016.

*Rose Avenue Project:* City Staff are working to finalize the architect SOQ and send it to IFA/CDBG staff for review prior to putting it out for applicants.

*Nickerson Ridge Estates:* The City Engineer is drafting a letter to completely outline the next steps needed by the owners at Nickerson Ridge Estates. He told me he would have it to me this week.

*WOEC:* We have not heard anything from the WOEC attorney or Board of Directors at this point. We will await their next Board Meeting.

*California Avenue:* The property owner has a site visit scheduled with DEQ on September 12<sup>th</sup>. If DEQ approves the owners plan, they can move forward with the properties waste mitigation.

*Cougar Street Crosswalk:* I have discussed the Cougar Street crosswalk with Jerry Rosenblad at ODOT, he has confirmed what his department needs to see as far as specifications. City staff has communicated with Don at KLS to finalize a topographic survey of the area and intersection that was partially done in 2008-2009. Once the city has the spec sheets, we can present it to Jerry's department for review and amendment. I have emailed Sheila in the Bike/Ped Department of ODOT to verify the process by which the City would be requesting grant funding to complete the crosswalk project. She emailed back stating that the process will be dependent on the amount of funding we are asking for, if the project is not large the potential is the funding is near, if the project is large in expenditure the funding may be in the next year or two.

*Water Curtailment:* Due to rain the risk of water curtailment is no longer currently an issue. The river gage

sustained heavy damage from a vehicle crash last week, and will need to be repaired if not replaced completely before it can measure the river level again.

*Noakes Road Water Line:* The City Engineer and City Staff are pricing estimates for materials for this project. Once the prices are obtained OTAK will design the spec sheets which will be sent to OHA Oregon Health Authority.

*Mellinger Water Main Easement:* The City is awaiting the formal approval of Mr. Rankin, once approved the City will record at the County the new easement.

## **Ordinances/Resolutions Correspondence**

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

Councilor McNair inquired about logging at Airport Park. He explained that the market has improved and if Council still wished to log the park, this would be a good time. Consensus of Council is to move forward with the timber harvest.

Councilor Tierney inquired about a request she received from the Airport Park hosts for a horse shoe pit. City Administrator Mitchell explained that the location the hosts wanted to have the pit is on State Park land and staff is looking into other options for the horseshoe pit.

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

October 10<sup>th</sup> at 6:30 - workshop to discuss the travel trailer ordinance

Staff to send a thank you letter to the Vernonia Lions Club

Staff will work with the Anderson Park Hosts on the horse shoe pit location

Staff will work on scheduling a demo day for the Cemetery shed and seek more volunteers

staff to review the park closure proposal with the Police Department and bring a recommendation back to Council with proposed park closure options

Councilor McNair would like to have a discussion on staff appreciation added to the next agenda.

Staff will move forward with scheduling of the timber harvest at Airport Park

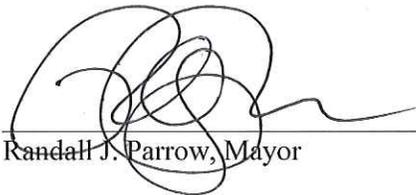
### **Adjournment**

Councilor Tierney adjourned the meeting at 9:04 pm.

These minutes were approved at the September 19<sup>th</sup>, 2016 City Council Meeting.



Stephanie Borst, City Recorder



Randall J. Parrow, Mayor