



CITY COUNCIL AUGUST 15, 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. Councilor Committee Meeting Reports

4. Topics from the Floor/Audience Participation

5. Consent Agenda for Approval

- A. Cemetery Committee Meeting Minutes for July 14, 2016..... 1
- B. City Council Meeting Minutes for August 01, 2016.....2-4

6. Unfinished Business

7. New Business

- A. Cemetery Committee Recommendation – Urn Garden5-6
- B. Cemetery Committee Recommendation – Bollard Installation7-9
- C. City Attorney, Alex Sosnkowski, Retirement Card Signing
- D. Application for Inhabiting a Travel Trailer – Eleanor Thompson10-13

8. Business from Departments

- A. Police Department – Chief Conner
- B. City Administrator Report – J. Mitchell

9. Ordinances/Resolutions

10. Correspondence

11. Items from Mayor and Councilors

12. Action 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.

Cemetery Committee Minutes July 14, 2016

Carol opened the meeting at 6:30. Carol, Bruce, Lila, Darlene and Ilene were present.

The minutes were read and approved.

Treasurer's report - \$6,737.08 Memorial Cemetery

\$1,805.46 Pioneer Cemetery

Donations to bench Bruce \$250.00, Ilene \$100.00, Cline family \$300.00

Caretakers Report - None.

Old business:

Carol will check into bench. Lila found hoses for watering the rhodys. Rocks and bolders were not approved by the city council. Administration suggested bollords.

New business: There was a discussion about where the money for the survey, foundation for columbarium, fence ,and other costs would come from. Bruce will ask Jossette.

Next meeting will be August 11 at City Hall.

Meeting adjourned,

Ilene Grady, Secretary

*approved
8/11/16*



CITY COUNCIL AUGUST 01, 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.

In Attendance: Mayor Parrow, Councilor McNair, Councilor Seager, Councilor Tierney

Staff in Attendance: City Administrator Mitchell, Finance Director Handegard, GIS Annalist Fousek, Chief of Police Conner, and City Recorder Borst

Call to Order and Pledge of Allegiance – Mayor Parrow

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

Additions or Removal of Agenda Items

Councilor McNair made a motion to accept the meeting agenda as written. The motion was seconded by Councilor Seager, motion carried.

Councilor Committee Meeting Reports

City Administrator Mitchell reported on the Parks Committee meeting. The Committee is going to be having a work session to develop a plan for planting trees down at Spencer Park. They also discussed the possibility of implementing a curfew at city parks but no decision was made. She also mentioned that one of our Parks crew has been out for the last couple weeks with an injury so staff has been stretched thin.

Topics from the Floor/Audience Participation

Bill Sword, Vernonia, explained to Council that he is concerned about the old Mill Pond. He would like to see the pond be made larger and kept full. GIS Annalist Fousek explained that the city is looking into solutions for the pond. They are currently working with ODFW to secure a new pump as well as the possibility of fixing a leak in the pond.

Consent Agenda for Approval

A. Cemetery Committee Meeting Minutes for May 04, 2016

B. City Council Meeting Minutes for July 18, 2016

C. City Council Executive Session Minutes for July 18, 2016

Councilor McNair brought to the attention of City Recorder Borst that in the City Council minutes for July 18th, under *Consent Agenda for Approval*, Councilor Tierney is recorded as making the motion and seconding it. He recommends that this be corrected.

Councilor McNair made a motion to accept the minutes as listed above with this correction. The motion was seconded by Councilor Seager, motion carried.

Unfinished Business

New Business

A. Cemetery Committee Recommendation

Councilor McNair explained the recommendation from the Cemetery Committee. Council consensus is to approve the recommendation and direct staff to notify the Cemetery Committee of the decision.

B. Parks Committee Recommendation

City Administrator Mitchell explained the Parks Committee Recommendation. City Administrator Mitchell clarified that the Lions Club is who would be purchasing the benches and they would like approval from the

City on placement. The Parks Committee also discussed potentially purchasing changing tables for the bathrooms in the parks. City Administrator Mitchell is gathering pricing and will bring it back to the Parks Committee for their review.

Consensus of Council is to approve the proposed bench locations. Council would like staff to write a letter to the Lions Club notifying them of the approval.

C. Oregon Public Works Emergency Response Cooperative Assistance Agreement

City Administrator Mitchell explained the Oregon Public Works Emergency Response Cooperative Assistance Agreement. She explained that the City would be compensated for use of our equipment based on what is mandated by the State. Consensus of Council is to direct City Administrator Mitchell to sign the Agreement.

D. City Attorney, Alex Sosnkowski, Retirement Letter

City Administrator Mitchell presented the letter from Alex Sosnkowski to Council.

F. Contract for Legal Services

Councilor Tierney would be interested in exploring other options for legal counsel. City Administrator Mitchell stated that this is a renewal and there is a termination clause if at any time the City wishes to terminate the contract. After some discussion, Council consensus is to renew the contract. City Council would also like for City Staff to prepare a retirement card for Alex Sosnkowski.

Business from Departments

A. Police Department – Chief Conner

Councilor McNair explained that he is concerned about lack of police present on Hwy 47. Chief Conner explained that the Vernonia Police Department is making an effort to patrol Hwy 47 more but he is concerned about public outlash. Mayor Parrow suggested that perhaps we could reach out to the Columbia County Sheriff and/or the Oregon State Police. After great discussion, Council directed Staff to generate a letter asking the County Sheriff and/or State Police to increase their presence on the road.

B. City Administrator Report – J. Mitchell

Wastewater Treatment Plant: The project is on time and in budget. Staff is looking into the feasibility of constructing the add alternates; fencing the facility, paving around the infrastructure buildings, and purchasing needed maintenance equipment. Staff has inquired about how to request monies to purchase specific maintenance equipment that will be needed to service the new equipment.

Rose Avenue Project: The City Administrator met with Mary McArthur and signed the contract for Grant Administration services, all documents have been scanned and sent to ColPac, the environmental assessment is the first part of the project to be worked on.

Nickerson Ridge Estates: The draft MOU has been sent to the remaining vacant property owners, and an email outlining the process for street acceptance has been sent as well.

Airport Trailer: The City Attorney has sent correspondence outlining the responsibility of removing the trailer to the new trailer owner. The trailer owner has 10 days to remove the trailer or communicate with the City about said removal or the City will assume the property has been abandoned. I will update Council if anything more happens.

WOEC: The City Attorney has been in communication with the legal representative for WOEC regarding the purchase of the Cougar Street property. The City submitted a first proposal to purchase the property for \$80,000 with a primary payment amount of \$20,000 as identified in the 2016-2017 FY budget, and payments of \$10,000 a year for 6 years following until completion of the purchase. The WOEC Board of Directors will be reviewing our proposal at their next meeting in August, and sending back a counter proposal. California Avenue: No movement.

Cougar Street Crosswalk: City staff is working with ODOT officials to understand what they are going to require to match up the crosswalk with existing sidewalks, etc. Small movements, but movements none the less.

High Water Mark Sign: The high water mark sign from the Army Corp of Engineers Silver Jackets group is here, city staff is constructing the base for the sign at the corner of Bridge Street and Washington Avenue. The installation will happen Saturday, August 6th, 2016 at 10:00a.m.

Vacation: I will be out of the office from Tuesday, August 2nd - Friday, August 5th. I will be back in the office Monday, August 8th.

City Media Policy: Councilor Tierney recently became aware of the discussion on Facebook regarding the Park Host at the Vernonia Lake and people playing Pokemon GO. City Administrator Mitchell explained what happened at the lake and that the City is trying to create a positive spin to the incident. Barbara Hales, the woman who posted the thread, came to the City and spoke with City Administrator Mitchell and they believe they came up with a positive solution to the disagreement. The park host has been spoken to and redirected. The City will be marking an area just for Pokemon GO players so that they can safely play the game and the Park Host will know what they are doing.

Council then discussed the cities media policy. The current media policy does not allow city workers to comment on any city matters on Facebook. Councilor Tierney is concerned that not commenting will fuel people's anxiety. Council then discussed different reasons for the media policy. GIS Annalist Fousek proposes posting friendly reminders rather than addressing people directly. Councilor McNair would like to add reasons for the reminder to the posts if we choses to go that route.

Ordinances/Resolutions

Correspondence

Items from Mayor and Councilors

Councilor Tierney reported on the meeting she attended with the Seniors. She would like to encourage those whom are eligible. They are also looking for meal delivery drivers. The Seniors also discussed when they will be reporting to Council and clarified that they will report sometime in October.

Action Items Summary – City Administrator

Staff to notify the Cemetery Committee of the bench approval

Staff will notify the Lions Club that the location of the proposed park benches has been approved.

Staff will prepare a retirement card for City Attorney Alex Sosnkowski

Staff will draft a letter to Oregon State Police and the County Sheriff asking them to increase patrols on HWY47.

Adjournment

Mayor Parrow adjourned the meeting at 8:24 PM.

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

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor

Date: August 9, 2016
To: Vernonia City Council
From: Cemetery Committee

Re: Recommendation to Begin the Process of Platting an Urn Garden at Memorial Cemetery

The Cemetery Committee, at the 8/11/2016 committee meeting recommends by majority vote the City begin the process of platting an urn garden at Memorial Cemetery.

Due to changes in how individuals and families are handling the disposition of human remains, the full burial model for cemeteries has become unsustainable. Most cemeteries, and certainly all for-profit cemeteries, have been providing alternative methods of memorializing those who have been cremated, which is approaching 90% in Oregon. These methods include urn gardens, columbarium, and remembrance walls. The City is years behind, if not decades, in making the changes necessary to remain viable into the future. This Committee with the help of Staff has been looking into all these options for Memorial Cemetery.

The overall plan is to replat 88 full size plots in Section L into an urn garden, which will contain 252 urn plots and pathways, as well as space for two columbarium. Then with proceeds from the sale of the cemetery house, purchase a 48 niche columbarium with remembrance engraving space on each end. Based on conceptual pricing, this will convert the 88 low demand full size plots with a potential value to the City of \$88,000, into over \$320,000 of potential value to the City in the form of high demand options for interment and memorializing of the deceased.

The first step is to replat Section L into the urn garden plots. By Oregon law a cemetery plat is no different than a subdivision, and must go through the same planning, surveying and recording processes as a subdivision.

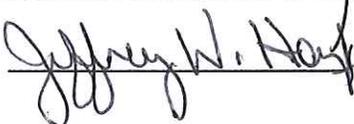
See attached maps.

This Committee is asking City Council to do the following:

1. Direct Staff to complete and submit a Subdivision Application for the urn garden.
2. Authorize the use of funds totaling \$3900 for the surveying and filing/recording of the plat. These funds would come from the sale of the cemetery house. Should the sale not be complete, the City has Cemetery Contingency funds to cover the cost until the cemetery house sells, or urn garden plots are sold.

Signed,


Irene Grady (Committee Secretary)


Jeffrey W. Hays (Committee Chair)

Memorial Cemetery Urn Garden and Columbarium

Section M

Future
columbarium

Proposed
columbarium

Section L

252 Urn Plots

4' gravel paths

Future road

Existing road

Section F



Date: August 9, 2016

To: Vernonia City Council

From: Cemetery Committee

Re: Recommendation to Purchase 11 Bollards for Installation at Memorial Cemetery

The Cemetery Committee, at the 8/11/2016 committee meeting recommends by majority vote the City purchase eleven (11) 4" x 4" x 6' pressure treated posts, and decorative bollard sleeves to be installed at Memorial Cemetery at strategic locations to prevent vehicles from driving on graves.

The total cost to purchase the materials is \$682.

Additional information: There has been an increased problem with vehicles cutting corners and driving on graves. This is due in part to the roads being overtaken by grass, but also due to no indication as to where the corners of the sections are. Staff has purposed a solution of installing bollards at eleven (11) locations in conjunction with spraying the overgrown roads, and eventually re-graveling the roads as needed.

Attached is a map showing the bollard placement locations, and a photo of the bollards.

Signed,

Gene Grady (Committee Secretary)

Jeffrey W. Hoyt (Committee Chair)







Application Number: V6-05

CITY OF VERNONIA

Application for Inhabiting Travel Trailer Permit

City of Vernonia / Eleanor Thompson
Name of applicant

242 NORTH ST
Address

Vernonia OR 97064
City State Zip

503-429-3641
Home Phone Cell

Tax ID: 4n4w04BB00500
Address of Property where Travel Trailer will located

Relationship to Property (check one)

- Owner
- Contract Buyer
- Agent

Title Holder of Property City of Vernonia / Eleanor Thompson

Date Habitation will begin 8-10-16

Habitation will continue until 10-1-16

Reason for Inhabiting Travel Trailer:

Attach additional pages as needed

visiting,

The following provisions have been made for sanitary facilities:

- City approved connection exists
- Pump service coming to site
 - Weekly
 - Monthly
- Will take trailer to approved sewer dumping facility
 - Weekly
 - Monthly

Note:

1. The occupant of the travel trailer shall make application for permit to the City Recorder, and final approval must be obtained for the City Council.
2. The City Council may consider information provided in the application and from any other source.
3. If the Council is satisfied that the use of the travel trailer is not likely to become a public nuisance or be dangerous to public health or safety, it may grant the application for permit.
4. In no event shall such a permit to inhabit a travel trailer be issued for a period of time in excess of six months.
5. Any permit to inhabit a travel trailer may be revoked on 24 hours notice if the building official, after inspecting the travel trailer, determines that it is lacking in proper sanitary facilities, is dangerous to public health and safety, or is a public nuisance because of its condition, location or use.
6. Violation of the Ordinance or any part thereof shall be punishable upon conviction by a fine of not more than \$500.00. Each day there is a violation under this Ordinance shall be considered a separate offense.

Eleanor Thompson

Signature of Applicant

8-10-16

Date

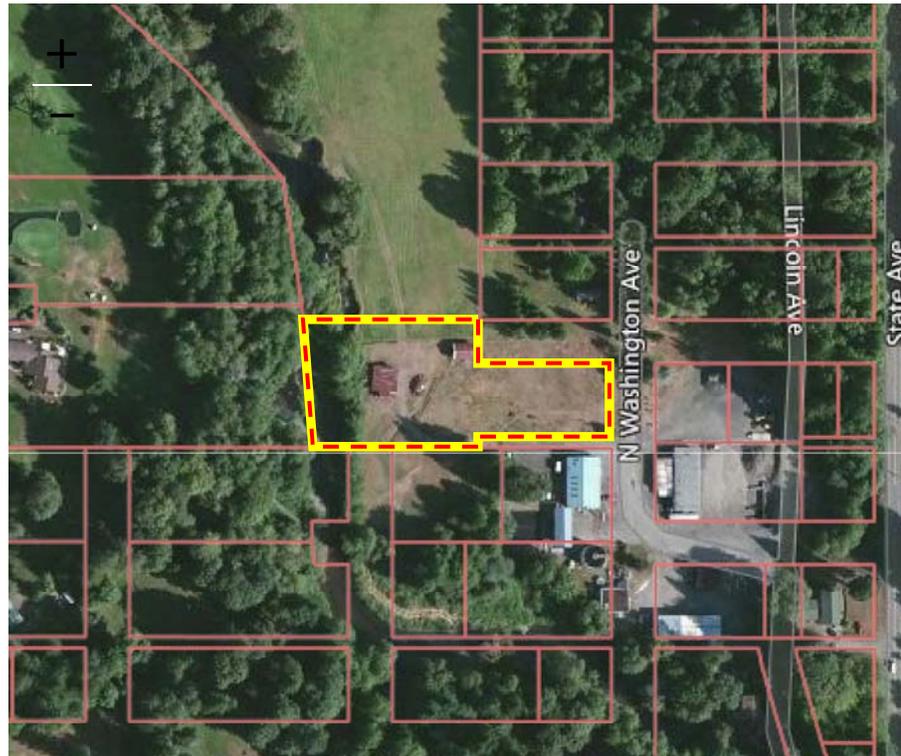
City of Vernonia Parcel Report

Parcel: 4N4W04BB00500 (NO ADDRESS)

- City Limits

 Urban Growth Boundary

 Parcels

Owner	CITY OF VERNONIA
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Tax Account	29545
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Land Use Information	
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Area	1.35 acres (58849 sq ft)
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Public Owned	CITY
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Zoning	IP - INSTITUTIONAL PUBLIC
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Multiple Zones	NO
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Zoning 2	N/A - N/A
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Zoning 3	N/A - N/A
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Flood Information	
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Flood Restricted	YES
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Important: Some portion of the parcel is affected by a flood zone and subject to Chapter 9-05 (<http://www.vernonia-or.gov/government/documents/Title9-05.01.pdf>) of Vernonia City Ordinances. Restrictions and requirements for development vary significantly based on several factors. Please contact Vernonia's Floodplain Manager for more information on any restrictions.

*Floodway	YES
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*Zone AE	YES
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*Zone Shaded	YES
X	

Flood Buyout	NO
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Environmental Restrictions

*Wetlands	NO
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*Riparian	YES
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* A **YES** indicates some portion of the parcel is affected. Official determinations by authorized persons only.

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