



CITY COUNCIL SEPTEMBER 06, 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. Airport Committee Meeting Minutes for October 22, 2015..... Pg.1
- B. City Council Meeting Minutes for August 15, 2016Pg.2-4

6. Unfinished Business

- A. Revisit Smoke Free Parks – Brittanie Roberts

7. New Business

- A. Proceeds from Airport Trailer Sale –Angie HandegardPg. 5
- B. Airport Committee Recommendation – Airport Trailer Proceeds Pg. 6
- C. Application for Inhabiting a Travel Trailer Permit – Dean Threet Pg. 7-8
- D. Airport Committee Application – Mike Smetana Pg. 9-11
- E. Public Works Committee Application – Jacob Mandes Pg. 12-14
- F. Public Works Committee Recommendation – Wastewater Compliance Systems Proposal.....Pg. 15
- G. Parks Committee Recommendation – Park Benches Pg. 16
- H. Parks Committee Recommendation – Park hours Pg. 17

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.

AIRPORT COMMITTEE MEETING
October 22, 2015 6:30 PM
City Hall 1001 Bridge St, Vernonia, OR 97064

MINUTES

Airport Members Present: Rick Gwin, Doug Davenport, Georgeanna Seager, secretary.

ABSENT: Kieth Crimin, Tim Bero

Council Liaison: Jil Hult

Airport Manager: Mike Seager present

Call to Order Rick Gwin called the meeting to order at 6:33pm

Approval or additions to agenda:

Georgeanna Seager made the motion to accept the agenda as presented: Doug Davenport seconded. All in favor, motion approved.

Approval of minutes Doug Davenport made the motion to accept the minutes of May 28, 2015, Georgeanna Seager seconded the motion, all in favor, motion carried.

Topics from the floor: none

Old business:

Brush Piles: We burned 2 brush piles and have 3 more to burn. Rick Gwin needed the backhoe, so we will be dependent on him to get it back to finish.

Surplus Tractor: tabled

New Business:

1. FEMA trailer: Doug Davenport brought up that while it would be nice to have an airport pilot's lounge, the trailer we have is too big for our needs, and he would like to see it surplus and the put into the airport fund. Doug Davenport made the motion to surplus the trailer, Georgeanna Seager seconded, all in favor motion passed.

Correspondence/Discussion: none

Letters: none

Committee member report: NONE

Staff report: Mike Seager reported that all the mowing was done and tractors put away for the season.

Next meeting March 24, 2016 @ 6:30 pm

Adjournment: 7:04 pm

Airport Committee approved the October 22, 2015 minutes on August 25, 2016



CITY COUNCIL AUGUST 15, 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 order at 7:03 pm.

In Attendance: Mayor Parrow, Councilor Tierney, Councilor Hult, and Councilor McNair.

Additions or Removal of Agenda Items

Mayor Parrow added to the agenda under New Business E. Letter to Vernonia City Council from CREST and CREST IGA

Councilor Hult made a motion to accept the agenda with this addition. The motion was seconded by Councilor Tierney, motion carried.

Councilor Committee Meeting Reports

Councilor McNair attended the Cemetery Committee Meeting on Thursday, August 11th. There are two recommendations for Council which have been included in the packet.

Councilor Tierney attended the Senior Center Board Meeting on Friday, August 12th. They are better staffed since the last meeting as they have found meal drivers. They are preparing for the Senior Picnic on Friday, August 19th. The Board also chose Jack Harvey and Sally Harrison to be representatives for the Rose Avenue Project.

Topics from the Floor/Audience Participation

Ilene Grady, Nickerson Avenue, would like to request an update on Nickerson Ridge Estates and mitigating the water drainage issue. City Administrator Mitchell explained to Mrs. Grady that the MOU has been sent to the property owners as well as the process for dedicating the street. The City Engineer has surveyed the road and will be sending a letter to the property owners explaining what needs to be done in order for the city to accept the road. The property owners will then decide if they would like to add the street improvements to the project. The bond is expected to be submitted once the scope of work is determined. No building will be permitted in the development until the MOU is signed and the Bond is submitted.

Consent Agenda for Approval

A. Cemetery Committee Meeting Minutes for July 14, 2016

Councilor Tierney made a motion to approve the Cemetery Committee minutes from July 14, 2016. The motion was seconded by Councilor Hult, motion passes.

B. City Council Meeting Minutes for August 01, 2016

Councilor Tierney made a motion to approve the City Council minutes from August 01, 2016. The motion was seconded by Councilor Hult, motion passes.

Unfinished Business

New Business

A. Cemetery Committee Recommendation – Urn Garden

City Administrator Mitchell explained the Cemetery Committee recommendation. Councilor Hult made a motion “to authorize staff to complete and submit a subdivision application for the urn garden using funds from the contingency fund totaling \$3900. The funds will be replaced upon the sale of the house.” The motion was seconded by Councilor Tierney, motion passes.

B. Cemetery Committee Recommendation – Bollard Installation

City Administrator Mitchell explained the Cemetery Committee Recommendation. Council then discussed options for supports inside the bollards. Council consensus is to explore the option of concrete inside the bollards and to approve the purchase if it is comparable to the wood posts pricing. Councilor McNair made a motion to direct staff to move forward with purchasing the bollards and concrete supports with a price limit of \$1000. The motion was seconded by Councilor Hult, motion carried.

C. City Attorney, Alex Sosnkowski, Retirement Card Signing

Council reviewed and signed the retirement card for City Attorney Sosnkowski.

F. Letters addressed to ColCo Sherriff, WaCo Sherriff, and OSP

Council reviewed and approved the letters requesting enhanced traffic enforcement on Hwy 47.

D. Application for Inhabiting a Travel Trailer – Eleanor Thompson

City Administrator Mitchell explained the application for inhabiting a travel trailer. Consensus of Council is to approve the request.

E. Letter to Vernonia City Council from CREST and CREST IGA

City Administrator Mitchell explained the letter and IGA from CREST. She explained that in the new IGA there would be an added clause for renewal. The City Attorney mentioned that if Council and City Staff is interested, they may want to contact the previous City Planner and see if she is interested in coming back.

After some discussion, Council consensus is to have City Administrator Mitchell direct the City Attorney to draft the amendment to the IGA with CREST and to sign the extension. Meanwhile, City Administrator Mitchell will contact the previous City Planner, Carol Connell and discuss with her whether or not she is interested in signing an agreement that is similar to the IGA with CREST. If she is interested, City staff will bring the topic back to Council to discuss the possibility of contracting with Mrs. Connell.

Business from Departments

A. Police Department – Chief Conner

Police Chief Conner reported on Jamboree weekend. The weekend was fairly uneventful with 38 incidents and 2 DUII arrests. He is preparing to start the Reserve Program again. The department participated in the INTEL picnic last weekend.

Councilor Tierney would like to bring to the departments attention that there is unwanted dumping behind the Senior Center.

B. City Administrator Report – J. Mitchell

Wastewater Treatment Plant: At the construction meeting staff proposed several items for the ad alternates: additional paving around the facilities, riprap around the lagoons, facility fencing, monitoring wells, a poo lagoon boat, and a ladder for inside the building. After all of these additions, there is still roughly \$600,000 in the grant. Staff is looking at the option of installing the ammonia treatment media (previously BIO DOME now Blue Frog). Equipment testing has been postponed 2 weeks.

Rose Avenue Project: The City Administrator and Mary McArthur met with representatives from HUD (Housing and Urban Development) and OBDD (Oregon Business Development Department) to review the Rose Avenue project. The visit was mainly to see what works and doesn't work for recipients of CDBG grant funds.

Nickerson Ridge Estates: The remaining vacant property owners sent a letter requesting the acceptance of the streets at Nickerson Ridge Estates. The City Engineer did an inspection of the streets at Nickerson Ridge Estates on Wednesday, August 8th, he will be formulating a letter outlining the issues he sees in the streets for Council and the property owners this week.

Airport Trailer: Is gone!!!!

WOEC: We have not heard anything from the WOEC attorney or Board of Directors at this point. The next meeting of the Board of Directors is Tuesday, August 23rd, at 7pm.

California Avenue: No movement.

Cougar Street Crosswalk: A phone conference will take place between the City Administrator and Jerry Rosenblad from ODOT on August 29th when he returns from vacation.

Water Curtailment: Public Works foreman read the water gauge this morning and it is at 10 cfs, we will have the water master here tomorrow morning to verify the level, and will then issue water curtailment notification via the website, community bulletin boards, and flyers throughout town.

Noakes Road Water Line: The surveying for the Noakes Road water line is complete, the City Engineer is finalizing the specification sheets, once completed the plan needs to go to OHA (Oregon Health Authority) for their approval prior to starting.

CPR Training: Police staff and other interested City Staff will be attending an in house CPR training, Wednesday, August 17th at City Hall.

Mellinger Water Main Easement: A number of years ago the City received an easement to install the water main from the Stoney Point reservoir down to the river to service the tree streets. The easement was a handwritten, not conclusive drawing, the owner of the easement Mr. Rankin, contacted past City staff to have the City obtain an actual survey and proper easement for recording at the County, he feared the City would not have claim as the old easement was so vague in identifying where the main line passed through his property. I have been working with KLS to complete the actual survey, and draw up the exhibits to be recorded at the County. KLS has completed the survey and exhibits. Mr. Rankin will be reviewing it this week when he returns home from vacation. If he approves City Staff will record it at the County.

Ordinances/Resolutions

Correspondence

Items from Mayor and Councilors

Councilor Tierney reported that she is officially retired and will no longer be working before Council meetings.

Action Items Summary – City Administrator

Staff will have City Attorney Cleaveland draft the amended IGA with CREST.

City Administrator Mitchell will have a discussion with Carol Connell about the potential of working with the City.

Adjournment

Mayor Parrow adjourned the meeting at 8:09pm.

These minutes were approved at the September 06th, 2016 City Council Meeting.

Stephanie Borst, City Recorder

Randall J. Parrow, Mayor

CITY OF VERNONIA
CITY COUNCIL AGENDA ITEM

September 6, 2016

From: Angie Handegard, Finance Director
To: Mayor and City Council
Re: Proceeds received from sale of FEMA trailer

Agenda Item Summary:

The City received \$10,725.00 for the sale of the FEMA trailer that was located at the Airport. Previously, Council had approved a loan from the General Fund to the Airport for the repair of the culvert across the runway. It was agreed upon at that time that funds received from the sale of the trailer would be used to repay that loan. It was not made clear what would happen if the sale generated more funds than necessary to pay back the loan to the General Fund.

The loan from General Fund was \$5,968.00. There were bank fees for the wire transfer from the purchaser as well as the cost of tires purchased by the City to make the trailer safe to move. This totals \$630.00. The total of funds remaining from the sale is \$4,127.00.

I am asking for Council to determine whether to leave additional funds in the Airport fund or to transfer to the General Fund.

Attachments:

None

Motion:

-

No motion required.

Date: August 25, 2016

To: Vernonia City Council

From: Vernonia Airport Committee

Re: Surplus Money

The Airport Committee, at the August 25, 2016 committee meeting recommends by majority vote that the surplus money from the sale of the trailer remain in the airport fund.

(Committee Secretary) *Georganna Seager*

(Committee Chair) *Rick Gavin*



Application Number: _____

CITY OF VERNONIA

Application for Inhabiting Travel Trailer Permit

Dean Threet
Name of applicant

21345 NW Murphy Rd
Address

North Plains Or 97133
City State Zip

503-757-3513 / Cell
Home Phone Cell

1210 N Mist Dr
Address of Property where Travel Trailer will located

Relationship to Property (check one)

- Owner
- Contract Buyer
- Agent

Renter - Tristin Threet
Title Holder of Property owner - Loren Dennis

Date Habitation will begin 5-16-16

Habitation will continue until 6 mths

Reason for Inhabiting Travel Trailer:

Attach additional pages as needed

Im Retired and when I want to
go bag And Bother my daughter for
all the years she did it TO me
I can

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.


Signature of Applicant

5-16-16
Date

Date: August 25, 2016

To: Vernonia City Council

From: Vernonia Airport Committee

Re: New member appointment, airport committee

The Airport Committee, at the August 25, 2016, committee meeting recommends by majority vote that Mike (Skip) Smetana be appointed to the airport committee.

(Committee Secretary) *Georganna Seager*

(Committee Chair) *Rick Gwin*



Application for Appointment to Airport Committee
(Committee or Planning Commission)

PLEASE PRINT

Name Smetana Michael (skip)
Last First

Home Address 13242 NW Park St. Banks OR 97106
Street City Zip

Occupation Maintenance Super., Banks School Dist
Place of Employment

Business Address 12950 NW Main St Banks OR 97106

Phone No. _____ Cell Phone No. 503577-4741

E-mail Skip-Smetana@hotmail.com

1. Do you reside within the Vernonia city limits? Yes _____ No ✓

2. Are you a registered voter? Yes ✓ No _____

3. How did you learn about this vacancy?
Newspaper _____ Word of Mouth ✓
Notice in the Mail _____ Other (Specify) _____

4. At least two meetings a month or more are required plus significant time reading agenda material. Will you be able to attend these meetings? Yes ✓ No _____

5. Attendance is important for committee work. Do you think you could meet the goal of a 75% minimum attendance rate of each calendar year. Yes ✓ No _____

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make? HAVE experience with all types of committees working as Banks maintenance supervisor - Planning - Budgeting - Implementing - Follow thru - Decision making

7. Please give a brief description of your involvement in community groups and activities.

Oversee both Large & small Community groups who volunteer to work @ The district on different projects from Construction to Landscape.

4. Please list community topics of particular concern to you that relate to this appointment.

URBAN Growth - Community Awareness - Preservation

5. Please list your reasons for wishing to be appointed.

Active Pilot who uses AIRPORT
Expand my Knowledge, involvement in such issues
HAVE A say in possible outcomes, decisions

Return completed application to City Hall, 1001 Bridge Street, Vernonia, OR 97064. Applications accepted until positions are filled. Immediate application recommended.

If applicable, you will be advised when the City Council or Planning Commission will conduct interviews of the applicants. The Planning Commission will make a recommendation to the Council. Plan to be present to discuss your application with the Council or Planning Commission. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Michael A. (Skip) Smetana
Signature of Applicant

6/25/16
Date

Exhibit C
Recommendation Letter Standard

Date: August 23rd, 2016

To: Vernonia City Council

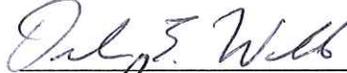
From: Public Works Committee

Re: Appointment of Jacob Mandes to the Public Works Committee.

The Public Works Committee, at the August, 23rd, 2016 committee meeting recommends by majority vote that the Mayor appoint Jacob Mandes to the Public Works Committee and that the council affirm this appointment.

Jacob Mandes works for Alpenrose corporation in their waste water treatment facility and has extensive knowledge in this matter, he will be a great addition to the PWC committee.

Signed,

 (Committee Secretary)

 (Committee Chair)

Ord. No.

Establishing an Ordinance for all City Committees

2-6-12



Application for Appointment to Public Works
(Committee or Planning Commission)

PLEASE PRINT

Name Mandes Jacob
Last First

Home Address 1061 Washington Ave. Vernonia OR
Street City Zip 97064

Occupation Treatment Plant Opp. Alpenrose
Place of Employment

Business Address 6147 Shattuck Rd. Portland, OR

Phone No. _____ Cell Phone No. 971-285-1365

E-mail jacobmandes@yahoo.com

1. Do you reside within the Vernonia city limits? X Yes _____ No

2. Are you a registered voter? X Yes _____ No

3. How did you learn about this vacancy?
Newspaper _____ Word of Mouth X
Notice in the Mail _____ Other (Specify) _____

4. At least two meetings a month or more are required plus significant time reading agenda material. Will you be able to attend these meetings? X Yes _____ No

5. Attendance is important for committee work. Do you think you could meet the goal of a 75% minimum attendance rate of each calendar year. X Yes _____ No

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make? I am a long time resident of Vernonia I would like to help make improvements to my home town

7. Please give a brief description of your involvement in community groups and activities.

My family and I attend most of the community activities
I help with my childrens sports functions

4. Please list community topics of particular concern to you that relate to this appointment.

The water treatment facility

5. Please list your reasons for wishing to be appointed.

I want to give back to my community

Return completed application to City Hall, 1001 Bridge Street, Vernonia, OR 97064.
Applications accepted until positions are filled. Immediate application recommended.

If applicable, you will be advised when the City Council or Planning Commission will conduct interviews of the applicants. The Planning Commission will make a recommendation to the Council. Plan to be present to discuss your application with the Council or Planning Commission. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.
Thank you for your expression of interest in serving the community.



Signature of Applicant

7-26-2016
Date

Exhibit C
Recommendation Letter Standard

Date: August 24th, 2016

To: Vernonia City Council

From: Public Works Committee

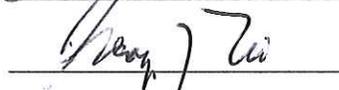
Re: Wastewater Compliance Systems proposal to mitigate ammonia levels in our wastewater facility.

The Public Works Committee, at the August, 24th, 2016 extended committee meeting recommends by majority vote that the City Council accept the proposal from Wastewater Compliance Systems for placement of 48 Bio domes at an estimated cost of \$301,500.

Wastewater Compliance Systems has a proven technology to address ammonia in cold water environments, this will address our regulatory requirement to remove ammonia from our waste water stream in the winter time before that water is released back to the Nehalem River. We may find that we may not need to run the bio domes during the summer time or that by running them we may see better results in our effluent and equipment operation when releasing water into our new hyporheic trenches. This system is very modular in design and adding additional units in the future if needed would be at a low fiscal impact. The committee also agreed with the concept of adding additional blowers at this time to meet the maintenance requirement of the system and also to serve as a backup to the primary blowers.

Signed,

 (Committee Secretary)

 (Committee Chair)

Ord. No.

Establishing an Ordinance for all City Committees

2-6-12

September 2, 2016

To: Vernonia City Council

From: Parks Committee

Re:

Following a presentation at their committee meeting on August 24, 2016 by George Tice of the Vernonia Lions Club, the Parks Committee revisited their recommendation concerning placement of benches at the Dewey Pool. The Parks Committee voted to recommend to the City Council that the City allow the installation of 2 new benches at Hawkins Park near the play structure, and 2 new benches at Dewey Pool that are located away from wading pool area with backs against the slope. Placement and installation technique must be approved by Parks Supervisor James McMahon or other City Staff and a plan must be agreed upon for removal and storage of the benches during the winter.

Signed,

Scott Laird, Parks Committee Chair,

Katie Poetter, Parks Committee Secretary

September 2, 2016

To: Vernonia City Council

From: Parks Committee

Re: Parks Hours

The Parks Committee voted at their committee meeting on August 24, 2016 to recommend to the City Council that the City begin closing all parks at dark, except for campgrounds.

Based on repeated acts of vandalism and loitering, and a request from the Vernonia Police Department, the Parks Committee is in agreement that our parks should be closed to visitors from dusk until dawn every day. We suggest changing the language in Ordinance 881, Section 6, #1 to reflect this change and encourage all city staff to enforce this change in rules.

Ordinance 881, Section 6, #1 Reads as Follows:

Section 6. Hours of Park Closures

1. No person shall enter or use any park during hours of closure without written permission from the park host.

Signed,

Scott Laird, Parks Committee Chair,

Katie Poetter, Parks Committee Secretary