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CITY COUNCIL JANUARY 21, 2014 **AGENDA**  
REGULAR MEETING 7:00 PM  
City Hall, 1001 Bridge St. Vernonia OR 97064

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**Vision Statement**

Vernonia will continue to build a secure and diverse economic foundation while maintaining its historic atmosphere and undying sense of community through the values of: Pride – Integrity – Respect

**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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**1. Call to Order and Pledge of Allegiance:** Mayor Josette Mitchell

**2. Additions or Corrections to Agenda**

**3. Mayor Report**

**4. Councilor Committee Meeting Reports**

**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.*

**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. Vernonia Library Board Minutes December 4, 2013

**7. Consent Agenda for Approval**

A. City Council Minutes January 6, 2014

**8. Unfinished Business**

A. Adoption of Employee request forms

B. Health Board Lease

**9. New Business**

A. Master Parks Plan -- Presentation

**10. Business from Departments**

A. Police Department – Chief Michael Conner

B. Financial – Angie Handegard

A. City Quarterly Report

**11. Ordinances/Resolutions**

A. Resolution regarding Rose Avenue Property

**12. Correspondence**

### **13. Items from Mayor, Councilors, City Administrator**

### **14. Recess to Executive Session as per ORS 192.660 (2)**

*The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.*

*The City Council will now meet in Executive Session for the purpose of  
a-g*

*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. \*Council may choose to allow other specified persons to attend.*

*"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."*

### **15. Return to Open Session for Final Action**

### **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.

# Vernonia Library Board

## *Meeting Minutes for*

Wednesday, December 4, 2013

701 Weed Ave

Vernonia, OR 97064

- I. Regular meeting was called to order at 9:00 a.m. by Barbara Ward.
- II. Board members Neil Lloyd, Nancy Burch, Grant Williams, Barbara Ward, Lynn Fulgham, and Audeen Wagner were present. Board member Janelle Cedergreen and City Council Liaison Donna Webb were excused. Jennifer Moloney, Secretary was also present.
- III. Neil Lloyd made the motion to approve the agenda; Lynn Fulgham seconded. Approved.
- IV. Minutes of November 6, 2013 library board meeting were approved as written; Lynn Fulgham made the motion with Neil Lloyd seconding.
- V. There were no public comments.
- VI. Lynn attended the Elizabeth Gilbert author event in Portland. She said it was very enjoyable and she received a signed copy of her new book.
- VII. Old Business
  - A. Book titles were selected for Columbia County Reads 2014. Programs are being booked for January and February around the theme of Disaster Preparedness.
  - B. Bushes on South side of building need trimmed. These present a safety issue when trying to leave the parking lot. Need to look into the possibility of debris removal by city or if volunteers trim the bushes up.
  - C. General statistical data was presented showing circulation, fines, and collections data. The library board asked for this information quarterly if not monthly.
- VIII. New Business
  - A. Reviewed current budget to date. No questions or concerns at this time.
- IX. Director's Report
  - A. Food for Fines is in progress and ends on December 16th.
  - B. Adopt-A-Book begins December 6<sup>th</sup> if the books arrive on time. If not the program will begin as soon as possible.
  - C. Calendar of events – a calendar was not printed. Events can be found via the website.
  - D. Out of Town Fees were discussed. There have been some questions in the community about these fees.

X. Reports/Recommendations to City Administrator or City Council  
None

XI. Grant Williams made the motion to adjourn the meeting; Neil Lloyd seconded the motion. Motion passed. The December 4, 2013 library board meeting adjourned at 9:50 a.m.



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CITY COUNCIL – January 06, 2014 -- MINUTES  
REGULAR MEETING 7:00 PM  
City Hall, 1001 Bridge Street, Vernonia OR 97064

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**Council Member Present:** Mayor Josette Mitchell; Councilors: Kim Tierney, Bruce McNair, Randy Parrow, Donna Webb

**Staff Present:** Chief Michael Conner; City Recorder, Joann Glass

**Guest:** Jon Forrester, OTAK

**Press:** Vernonia's Voice, Scott Laird

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

**2. Additions or Corrections to Agenda**

Addition: 3. Mayor Report

H. Reappoint Jeff Hoyt to Cemetery Committee

Councilor Parrow moved, "To accept the agenda with the addition." Councilor Webb seconded the motion. Motion carried.

**Appoint City council President for Year 2014**

Councilor Tierney moved, "To nominate Randy Parrow to serve as President of the Vernonia City Council for the year 2014." Councilor McNair seconded the motion. Motion carried.

**3. Mayor Report**

- A. Reappoint – Scott Laird Parks Committee
- B. Reappoint – Dale Webb Public Works Committee
- C. Reappoint – George Tice Public Works Committee
- D. Reappoint – Sam Potter Public Works Committee
- E. Reappoint – Carole Davis Cemetery Committee
- F. Accept resignation of Jerry Keenon from Parks Committee
- G. Reappoint – Grant Williams Planning Commission
- H. Reappoint – Jeff Hoyt Cemetery Committee

Councilor McNair moved, "To reappoint committee members, Scott Laird, Dale Webb, George Tice, Sam Potter, Carol Davis, Grant Williams, Jeff Hoyt and to accept the resignation of Jerry Keenon with the understanding that he will serve on the Parks Committee to provide a quorum until the position is filled." Councilor Parrow seconded the motion. Motion carried.

**4. Councilor Committee Meeting Reports**

There were no Council Committee reports

**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.*

There were no topics from the floor or audience participation

## 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. Library Board Minutes – November 6, 2013

B. Parks Committee Minutes – November 20, 2013

Councilor Webb moved, “To accept the Library minutes from November 6, 2013 and the Parks Committee Minutes from November 20, 2013.”

Councilor Parrow seconded the motion. Motion carried.

## 7. Consent Agenda for Approval

A. City Council Minutes December 16, 2013

Corrections: 2. Additions or Corrections to Agenda

d. Recommendations Public Work ‘g’ not d Committee

8. Unfinished Business

c) Recommendation – flat rate sewer rate

Finance – Sewer Rate Increase

..... We will continue to work with ‘FCS’  
not FSC to come up with ....

Councilor Webb moved, “To accept the City Council Minutes for December 16, 2013 with the typo corrections noted.” Councilor Parrow seconded the motion. Motion carried.

## 8. Unfinished Business

A. Health Board – Brett Costley

Mr. Costley reported on the ground lease that has been reviewed by the City Attorney, Health Board Attorney, City Council and the Health Board members and that it will be coming back to Council with changes for final approval. The Health Board would like to break ground the middle of February.

Mayor Mitchell asked that the revisions be tracked with a different color for better clarification as to who made the changes.

Councilor Webb asked if this would be presented as part of the work session on the 13<sup>th</sup>.

Mayor Mitchell will send the revisions to the Council so that the next meeting on the 21<sup>st</sup> they would be able to accept the revisions with the resolution.

## 9. New Business

A. Recommendation – Parks Committee – Vernonia Lake Sign from Sally Harrison

Sally Harrison shared with the Council that she has earned the money to make the sign by selling t-shirts and bags. The sign design is to show fun at the Lake. She has looked at the area with Scott Laird, Parks Committee and would like to place the sign in the island going into the Lake. She has the Sign Ordinance for reference to the size and will be filling out all the paper work and consulting with the City Planner.

Council consensus was to approve the sign request for Vernonia Lake.

B. Water Line Extension on Cougar Street – Jeff Burch

Jeff requested that a water line extension be put in on Weed Avenue west to Rose Avenue before any sidewalk goes in for the Rose Avenue construction. System Development Charges will be used to pay for the project.

Council consensus was for Jeff to go ahead with the project of the water line extension.

C. RFP – Bio-solids – clean copy presented at Council Meeting

A copy of the Bio-solids with the track changes was presented to the Council. The wording for “emergency requirement” was taken out that was part of the original bid. All the language was reviewed by Legal Council to be correct.

Councilor Webb moved, “That the Mayor move forward with the RFP clean version for the bio-solids and put out to bid” Councilor Tierney seconded the motion. Motion carried.

D. OLCC License Renewals

Councilor McNair moved, “That City Council take no action and accept the favorable recommendation from Chief Conner to renew the liquor license of attached list of vendors.” Councilor Webb seconded the motion with Councilor Parrow abstained as he is one of the vendors. Motion Carried.

**10. Business from Departments**

A. Police Department – Chief Michael Conner

**11. Ordinances/Resolutions**

A. Resolution No. 01-14 A resolution amending Resolution 14-08 the Master Fee Schedule for the City of Vernonia – Section 5 Sewer Billing

Councilor Webb moved, “To accept Resolution 01-14 A resolution amending Resolution 14-08 the master fee schedule for the City of Vernonia.” Councilor Parrow seconded the motion. Motion carried.

B. Ordinance No. 871 Amend Section 10 and 11 Billing Collection

Councilor Parrow moved, “That City Council amend Ordinance No. 871 Utilities (water) Section 10 and 11 Billing and Collection as presented.” Councilor Tierney seconded the motion. Motion carried.

Council will discuss Ordinance No. 871 in a future work session for better clarification in Section 28, 29 and 30.

**12. Correspondence**

Oregon’s new laws for 2014 – Starting January 1, 2014

**13. Items from Mayor, councilors, City Administrator**

A. Two Council positions and Mayor position ends 2014. Candidates must apply by August 22, 2014 for November 4, 2014 election. Contact City Recorder for information.

B. Jon Forrester, OTAK reminded the Council concerning the question of EDU’s that the FCS study when they did the Master Capital Plan has the EDU’s defined.

Mr. Forrester mentioned that the question of why wells were not allowed in city limits is due to an OAR that states if a city provides water within 600 feet of property the owner must connect to the city water.

**14. Recess to Executive Session as per ORS 192.660 (2)**

*The executive session is held pursuant to ORS 192.660 (2), which allows the Council to meet in executive session for the purpose stated.*

*The City Council will now meet in Executive Session for the purpose of  
(e) Real Property Transactions*

*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.*

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**15. Return to Open Session for Final Action**

Mayor Mitchell let the Council know that there is a request to show the Cemetery house to a potential buyer. Consensus of Council was to not allow the showing of the house.

Council discussed that the Community Action Team needs to re-present their options for the Cemetery house and that a lot line adjustment will need to be done. A work shop will need to be scheduled and a presentation on the rehab from CAT.

Mayor Mitchell let the Council know that Mike Hertzell passed away. He was an airport committee member.

Mayor Mitchell reported that a letter was sent to Larry Miller that he needs to move his RV or pay per night from the park host RV spot.

**Adjournment:** City Council adjourned the January 6, 2014 meeting at 8:49 pm

Signed this \_\_\_\_\_ day of January, 2014

\_\_\_\_\_  
Josette M. Mitchell, Mayor

Attest: \_\_\_\_\_  
Joann M. Glass, City Recorder

CITY OF VERNONIA STAFF OVERTIME REPORT					
EMPLOYEE:			DATE OVERTIME WORKED:		
DAY OFF: YES <input type="checkbox"/> NO <input type="checkbox"/>		TAKE OVERTIME AS:		PAY <input type="checkbox"/>	COMP TIME <input type="checkbox"/>
REGULAR SHIFT: FROM _____ TO _____			OVERTIME HOURS: FROM _____ TO _____		
REASON FOR OVERTIME: (EXPLAIN IN COMMENTS BELOW)				TOTAL O/T HRS. REQUESTED:	
MEETING <input type="checkbox"/>	CALLLED BACK <input type="checkbox"/>	HELD OVER <input type="checkbox"/>	SHIFT COVERAGE <input type="checkbox"/>	TRAINING <input type="checkbox"/>	OTHER <input type="checkbox"/>
COMMENTS: _____ _____ _____ _____ _____					
APPROVED <input type="checkbox"/>			Dept. Head Signature:		
DENIED <input type="checkbox"/>			DATE:		
IF DENIED (Reason for Denial): _____					

CITY OF VERNONIA STAFF TIME OFF REQUEST FORM				
NAME:			DATE OF REQUEST:	
Date/s Requested	From:	To:	Total HRS. Used :	
TIME TO BE USED:	Vacation <input type="checkbox"/>	Comp Time <input type="checkbox"/>	Sick Time <input type="checkbox"/>	Vacation Time <input type="checkbox"/>
Reason: _____ _____ _____ _____ _____ _____ _____ _____ _____				
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>		BY:		DATE:

## Section 1. Introduction

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### Project Background

The City of Vernonia was funded in September 2007, for the Vernonia Bicycle Skills Park, through a Local Government Grant received from Oregon Parks and Recreation Department (ORPD). Project planning began in the fall of 2007, but quickly came to a halt in December 2007 following a significant flood event. During the slow recovery from the flood event, the City determined that the grant funding would be better spent creating a Master Plan for a City owned, 177.19-acre land assembly dedicated to park and recreation uses within the City's Central Park District, rather than focusing solely on the bicycle skills park. MacKay Sposito provided a scope of work to complete the master planning effort which the City folded into an application to amend the existing grant and submitted it to ORPD in November 2012. The amendments to grant were approved by ORPD and MacKay Sposito was given authorization to proceed in late April 2013.

### Project Study Area

The overall project study area is comprised of a 177.19 acre contiguous land assembly with both developed and non-developed sites including Anderson Park, New Spencer Park, the Lagoon System Site, the Mill Pond Marsh Site, Vernonia Lake Park and the linear trail system that interconnects the sites including the Banks – Vernonia Trailhead located in Anderson Park. The overall terrain is generally flat with streambed embankments that drop 2-feet to 20-feet down to the adjoining creeks and rivers (Nehalem River, Rock Creek and Bear Creek). The majority of the sites are within the 100-year floodplain and portions of each site are within the floodway.

### Plan Overview

The purpose of this Master Park Plan is to identify a vision for project study area as described above and present recommendations for achieving that vision. The plan identifies and evaluates the park and recreation properties, assesses the opportunities and constraints inherent to each of the properties, establishes goals and objectives for each site based on input from the community, Vernonia Parks Committee and City staff, and then makes recommendations to achieve the goals and objectives. The ultimate goal of this master plan is to establish a tool based on a logical, comprehensive planning process that helps inform and guide the City's administration and elected leadership through current and future development of their park system. The master plan will aid the City in developing budgets and prioritizing projects to be completed through their Master Capital Program and the Vernonia Transportation System Plan. Furthermore, it will provide valuable information to assist with preparing future applications for grants such as the ORPD Local Government Program, ODFW Restoration and Enhancement, and the ODOT Bicycle and Pedestrian Program.



RESOLUTION NO. \_\_\_\_\_

**RESOLUTION TO AUTHORIZE LEASE AGREEMENT BETWEEN  
CITY OF VERNONIA AND VERNONIA HEALTH BOARD**

**WHEREAS**, the City of Vernonia is the owner of property located on the corner of Weed Avenue and Cougar Street Tax Lot and Map No. 4N4W05DA01405; and

**WHEREAS**, said terms have been satisfactorily reached between the parties;

**NOW THEREFORE, BE IT RESOLVED**, that the Ground Lease between the City of Vernonia and Vernonia Health Board a copy of which is attached hereto, is hereby approved.

**INTRODUCED FOR CONSIDERATION AND VOTE** on this \_\_\_\_\_ day of \_\_\_\_\_, 2014

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

Signed by me, Josette M Mitchell, in authentication of its adoption this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Josette M Mitchell, Mayor

Attest: \_\_\_\_\_  
Joann M Glass, City Recorder