



vernonia-or.gov

CITY COUNCIL NOVEMBER 3, 2014 AGENDA
REGULAR MEETING 7:00 PM
City Hall, 1001 Bridge St. Vernonia OR 97064

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.

1. Call to Order, Pledge of Allegiance and Roll Call – Mayor Josette Mitchell

Randy Parrow Kim Tierney Bruce McNair Donna Webb Josette Mitchell

2. Additions or Removal of Agenda Items

Presentation: No Wheels on Sidewalk Signage – Paula Hansen

3. Mayor Report

4. Councilor Liaison 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. Weekly Departmental Update October 17, 2014.....Pg. 1-5
- B. Weekly Departmental Update October 24, 2014.....Pg. 6-9
- C. Airport Committee Minutes August 28, 2014.....Pg. 10

7. Consent Agenda for Approval

- A. City Council Minutes October 20, 2014.....Pg. 11-28

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 Pg.29-37

9. New Business

- A. Proposal for Server Upgrade.....Pg. 38-42
- B. Proposal to Cut Dead/Dangerous Trees on City Property..... Pg. 43
- C. Water/Sewer Sub Committee
- D. Cemetery Tractor Condition/Repairs

10. Business from Departments

- A. Police Department – Chief Michael Conner
- B. City Administrator – Gian Paolo Mammone
 - a) City Administrator Report

12. Correspondence

- A. Book Storage at the Vernonia Community Learning Center (VCLC) – Friends of the Library.....Pg. 44

13. Items from Mayor, Councilors, City Administrator

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

The City Council will now meet in Executive Session for the purpose of

(a) Employment of Public Officers, Employees and Agents

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

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.



WEEKLY DEPARTMENTAL UPDATES

OCTOBER 17, 2014

ADMINISTRATION / UTILITY BILLING

- 102 shut off notices were mailed out this week. Shut off date is October 22.
- As a follow up to staff conversation with the Mayor and some members of Council, the Utility Department had highlighted the fact that some intended changes in policy, and some of the language, as directed by the recently enacted ordinance 895, were either not too clear or offered themselves to potential interpretation. As such, the Utility Department will present to Council an amendment to Ordinance 895 to clarify the language for the prescribing rules and regulations for conduct and management of the water department. The Ordinance currently does not clearly state the guidelines for delinquent accounts. Council will be presented with a language clarification about the current practice on how to allow customers to be charged for an "inactive" account for temporary vacancies and how to allow billing by the gallon for stand-by accounts. Any changes to the Ordinance will be done by staff under the direction of the City Council.
- While reviewing multi-unit dwelling accounts, staff noticed some inconsistencies in some accounts. These inconsistencies occurred when the new billing software was implemented. Staff is in the process of verifying the correct billing for these accounts. Findings will be presented to Council for information with the intent to have corrections made in time for the next billing cycle.

POLICE DEPARTMENT - VPD

- October 10th, 2014 – October 16, 2014 – The Vernonia Police Department responded to (45) calls for service.
- VPD will have High School student ride along/s over the next few weeks. One is a foreign Exchange student that is doing a report about government and the other is doing the ride along for a Senior Project. The student doing the Senior Project will need a minimum of 20 hours ride time.
- VPD has received a few nuisance complaints in the 400 Block of A St. The Nuisance Violation process has been started on the two residences and they will be given until October 10th, 2014 to correct the problem/s. If the problems go uncorrected, (VPD) will issue citations to the person responsible for the properties.

One resident has failed to correct the violations and has been issued a citation. The property will be rechecked as we get closer to the court date.

- VPD has received a few other nuisance complaints that are occurring in the same area. The complaints are primarily about vehicle parking. *IE:* Vehicles Parked the Wrong Way, vehicles left for long periods, and congestion. We are working on correcting the issues.
- (VPD) policy updates are still in progress.
- **Reserve Police Officer Update:** Last week I reported that we had only two applicants for Police Reserve Positions. However, after I had turned in my report, I received two more applications. Testing for the four applicants is still scheduled for October 27th, 2014.
- The Vernonia Police Department's webpage was up and running well until Monday night. It appears that someone was able to gain access to the admin page and created some problems and deleted some data. We are in the process of correcting the issues. Therefore, some of the pages may have errors.

FINANCE

- Finance Administrator continued work on the funding process for the Waste Water Treatment Plant (WWTP) project. It has been determined that DEQ will be the most cost effective source of interim funding. The application process has been started, but is not due until late November. The early start will give staff plenty of time to collect the required information and supporting documents.
- A meeting was held to update the City on the current status of the bid documents for the WWTP last Friday. City Administrator, Finance Administrator, Project Manager and City Engineer were present. The bid documents are ready and the advertisement for bids has been prepared. As soon as we receive approval of the RFP from USDA we will advertise.
- Nine applications were received for the Librarian position. Initial screening has been done and interviews will be scheduled in the next couple of weeks. The interview panel will consist of the City Administrator, HR/Finance Administrator, a member of the Library Board and a Librarian from another library in Columbia County.
- As a follow to the annual audit a couple of weeks ago our auditors (Grove, Muelle & Swank) requested some extra documents in order to complete the audit. Finance Administrator was able to produce all information requested and we should be receiving a draft of the audit soon.
- The Finance Administrator processed payroll and accounts payables for the mid-month check run.

PUBLIC WORKS

- Public Works staff repaired a water leak on "G" Street. The leak turned out to be a very difficult one to locate and when it was finally located it turned out to be an old 1 inch black poly line that tees off to serve two homes. Public Works will be replacing this next week with two separate service lines one for each meter. These service lines are about 250 feet long.
- PW crew was presented with a problem with the street sweeper. The issue was found to be an electrical problem that took most of an afternoon to locate and repair. The sweeper is now repaired and it will be out very often over the next few weeks sweeping leaves. Given the limitations of limited

staff and ever present emergencies, the sweeper will not be out on a set schedule, but it will be out at least once on every street in town...and some street will be cleaned more than once, depending on the amount of trees and leaves on the ground.

We would like to remind our citizens that that putting extra leaves from yards in the street or open ditches is not recommended. Extra leaves create clogging of the sweeper and create problems that require PW crew time for repair...and afford less time for actual sweeping/cleaning of streets.

- As leaves begin to fall they create more problems for the PW staff. This time of the year leaves usually create problems by plugging up the water intakes at the water plant and cause raw water turbidity to increase...and other problems. This is not an uncommon problem, as PW staff has had to deal with for many years and is familiar with.
- The Maintenance staff is cleaning the roof gutters of City buildings this week.
- PW Staff has been requesting bids for a security fence for Sewer Pump Station No. 1. Once all bids are in, a proposal will be presented to Council for review and approval. We anticipate installation of the fence within the next month.
- Public Works staff has not been able to dedicate much time this week working on the water meters verification project. This project will continue as time allows.
- Replacement lumber has been ordered for the repair of Anderson Park Play Ground Structure, and it will be picked up this week. The repair work is a Volunteers Project, with the park Department supplying the material. This is a long overdue project. The play structure at Anderson Park was originally installed in 2001. Where did time go?
- All three of the sewer's pump station generators were serviced this week. This is a yearly preventative maintenance procedure that is contracted out. The generators must be in perfect working condition in cases of a power outage.

PLANNING / BUILDING

- The Building and Electrical Inspectors continue to keep up with the ongoing projects that are developing around town.
- Carole Connell, (City Planner) will be attending the City Council Meeting on Monday, October 20, 2014 for the continuation of the Public Hearing for the Lincoln School Zone Change request.

LIBRARY

- On October 31, and November 1, The "Friends of the Library" will have a Book Sale at the library. Bargains to be had at \$1.00 for hardback books and 50 cents for paperback books.
- "Circulation Statistics" during the week of October 9th: 16 patrons checked out 400 pieces of material.
- Please remember movie night is on Tuesday, October 21, 2014 at 6:00pm. Call for more information: 503-429-1818.

- Thank you to all volunteers who help us at the library. Staff really appreciates all your efforts.
- During the last six weeks the Library added 23 new memberships to the Library.

CITY CLERK / ADMINISTRATION

- City Recorder has been using the extra time, from not having to attend extra meetings, to look at the retention schedule and finally clean out some much needed space. A retention schedule is a document listing all the titles of the records series, length of time each document or record will be retained as an active record, the reason for its retention (administrative, legal, fiscal, and historical) and disposition agreed by the user. A clearly defined plan for a record retention and disposal is a vital component of a records program.
- **2014 Election Information:** Election ballots have been sent out and hopefully everyone will express their right to vote. The general election will be held on November 4. The following candidates have successfully filed for a position on the City Council:
Position of Mayor: Josette Mitchell; Sally Harrison
Council Position: Jill Hult; Mike Seager

Please, when voting remember to vote for two City Council member...and remember that "Write in names" are a legal option also.

Election Ballots may be dropped off at the Library during Library hours and please do not forget to sign your envelope.

CITY ADMINISTRATOR / ADMINISTRATION

- The City Administrator met with Utilities Department Staff, Mayor, some members of Council and PW committee members to discuss concerns pertaining to Utility Billing Account Policies and operations. Staff had identified areas of concerns with the language of the newly adopted Ordinance No. 895 (Utilities and Water) and drafted recommendation for City Council review and implementation.
- As a follow up to the City Administrator draft of the Ordinance, the Legal Department (City Attorneys Ruben Cleaveland and Alexandra Sosnkowski) completed the review of Ordinance 896 pertaining to the establishment of a Tax on the sale of marijuana and marijuana-infused products. The Ordinance will be presented (Public Hearing) to the City Council at Council Meeting on Monday, October 20th.
- The City Administrator attended the "Meet the Candidates" forum that introduced candidates for Vernonia's Mayor and City Council, for Columbia County Commissioner and Circuit Court Judge.
- Department Heads Staff Meetings are held every week. This is an opportunity for the different departments to share information, and to become aware of potential common issues that demand a comprehensive and collective strategy. In order to be successfully resolved. As a result information is shared more freely within the organization, so that appropriate measures can be taken to preempt potential crisis and so that the organization does not operate constantly on an "emergency response mode". This also offers the opportunity to be a more transparent organization, to receive public feedbacks, and, therefore, to articulate more comprehensive and successful recommendations/solutions for our Council.

- The demolition of the old Health Center is progressing. After consulting with Oregon Emergency Management on the timeline we were able to extend the contract into next month. This pertains to clean-up and site-restoration as the intent is still to have the building demolished by the end of this month (October 31). Dan Brown (Community Action Team Flood Recovery Manager) is directing the cooperation of the different agencies involved, and assisting the City.



(Demolition of Old Health Center)



(Demolition of Old Health Center)



WEEKLY DEPARTMENTAL UPDATES

OCTOBER 24, 2014

ADMINISTRATION / UTILITY BILLING

- Shut offs were scheduled for Wednesday the 22nd. Out of the 102 accounts still on the shut off list on Monday, 96 made payments, 12 called to say they would pay on Friday. Only six customers were shut off.
- As of 10/23/2014 the outstanding balances were as follows:
 - 30 days past due: \$ 8,382.64
 - 60 days past due: \$ 2,791.33
 - 90 days past due: \$ 1,452.06
- 896 utility bills will be mailed out on Monday for a total of \$124,104.78 billed.

POLICE DEPARTMENT – VPD

- October 17th, 2014 – October 24, 2014 – The Vernonia Police Department responded to (61) calls for service.
- VPD has received a few nuisance complaints in the 400 Block of A St. The Nuisance Violation process has been started on the two residences and they will be given until October 10th, 2014 to correct the problem/s. If the problems go uncorrected, (VPD) will issue citations to the person responsible for the properties.
 - **UPDATE: #3**
 - As of 10/24/2014 - The resident that had not corrected the problem/s has made some progress, but all violations have not yet been corrected
- VPD has received a few other nuisance complaints that are occurring in the same area. The complaints are primarily about vehicle parking. *IE:* Vehicles Parked the Wrong Way, vehicles left for long periods, and congestion. We are working on correcting the issues. *(In Progress)*
- (VPD) policy updates are still in progress.
- **Reserve Police Officer Update:** Testing October 27th, 2014. Interviews will be scheduled thereafter.
- **Vernonia Police Department Webpage:** We believe the previous "Hacking" of the Vernonia Police Departments webpage corrected. We are working on repairing the data that was tampered with.

FINANCE

- Of the nine applications that were received for the Librarian position, four applicants were chosen for interviews. They have been scheduled for October 28th. The interview panel will consist of the City Administrator, HR/Finance Administrator, a member of the Library Board and the Librarian from the City of Clatskanie. She has been kind enough to take the time to come to Vernonia so that we have the advantage of having someone with firsthand knowledge of what it takes to run a public library. We hope to make an offer before October 31st.
- There were a few more requests for documents from our auditors, Grove, Mueller & Swank in order for them to complete the annual audit. Staff was able to produce all information requested. This should wrap up all of the outstanding questions and allow them to create a draft report.
- Finance Administrator requested information from Ricoh, whom the City leases it's copiers from, regarding a printer for the Library. Their current printer is extremely old and no longer has a service contract which means all maintenance and supplies have to come out of their budget. We are hopeful that Ricoh will be able to provide us with a new printer/copier for them. The monthly cost covers all maintenance and toner. The Library charges patrons for printing and for making copies. These charges would cover the majority of the cost of the lease. Based on our current lease the cost will be minimal for the size of machine they will need.
- ISOutsource (the City's IT provider) informed the Finance Administrator of the need to upgrade the City's server operating system. The operating system is six years old and will need to be upgraded in order to continue to receive support from Windows and receive software updates that keep our information safe from hackers as well as loss in the event of a computer failure. A quote for the upgrade and subsequent labor associated with it has been provided and will be presented to Council at the next City Council meeting on November 3.
- The Finance Administrator has been working with Munibilling to provide our utility customers with the ability to pay their bill online. This has been a long time coming and we hope to have it up and running by the next billing cycle in November. Customers will be able to login to their utility account and will have the option of making payments each month or setting up for automatic payments to be withdrawn each month. Customers will also have the option of paperless billing – they will have the option to receive their bill via email.

PUBLIC WORKS

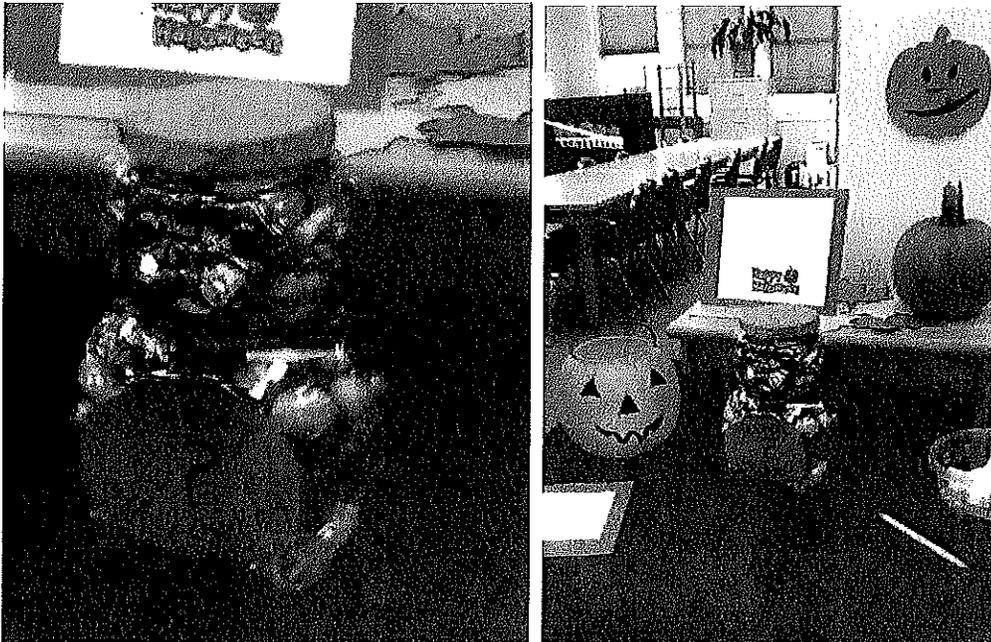
- Public Works staff continued to work on the water meter ground truthing project this week. It is a very time consuming project, but we hope to have it completed by the end of the month.
- Water plant daily operations have been requiring a staff person to remain on-site full time. The first rainfall has affected the raw water considerably. The changes in raw water quality require constant minor adjustments of plant flow and coagulants. With the leaves falling, there are also times when the intake screen gets plugged up with debris, mostly leaves, requiring staff to physically rake the debris from the screen. There is an alarm that calls staff when the intake station runs low because the screen gets blocked.
- Public Works staff began sweeping streets this week and will continue as time allows.
- Public Works will be changing the master water meter at Riverside Meadows. This compound meter is currently not reading the high water flow. A compound meter is really two meters in one as it has a small $\frac{3}{4}$ inch meter to read small amounts of water flow up to 30 GPM (gallons per minute) and a 4 inch meter to read the higher flows of over 30 GPM. The replacement cost of this meter is \$1600, not including miscellaneous parts required to install it. These extra parts are priced at around \$500. Time to replace this meter will take 2 or 3 staff the better part of a day to complete not counting prep time. This meter change will also require turning off the water to approximately 30 customers while work is being done. Parts have not yet been ordered.

- This week Public Works staff has also been changing all of the sewer pump station computer settings to match the higher winter flows. This involves resetting the level at which the pumps turn on and off, and the level at which the second or lag pump starts.

PLANNING / BUILDING

- The new homes that are being built on 4th Avenue and at Nickerson Ridge will be ready for new owners very soon.
- City Planner, Carole Connell attended the October 20, 2014 City Council Public Hearing to report on the Planning Commission recommendation for a Plan/Zone Map amendment to change the designation of the Lincoln School Parcel on Bridge Street from a Residential R zone to a General Commercial GC Zone.

LIBRARY



- Guess the number of candies in the jar: Between now and Halloween Day please come to the library to guess how many candies are in the jar. Closest guess will win the jar of candy. For ages 1 thru 16 only, please. Winner will be contacted Monday, November 3, 2014. Happy Halloween from the library.
- Please remember the "Friends of the Library Book Sale" at the library are on October 31, 2014 and November 1, 2014 during library hours. Come by and shop the bargains, hardback books \$1.00 and 50 cents for paperback books.
- Monday October 27, 2014, come by and enjoy preschool story time and a craft with Nancy. Also on Monday, at 5:30 pm the "Book Discussion Group" will meet to review and discuss the book "A Tale For The Time Being" by Ruth Ozeki.
- On Tuesday, October 28, 2014, please join us at the library at 3:45pm for the after school activity program. There will be stories, snack, and crafts for the children. This program is suited for children in grades K – 5.
- On Tuesday, November 4, 2014, the Library Board will have their monthly meeting at 10:00am. Thank you to the Library Board for all the support and volunteer time you give every month.

- Tuesday, November 4, 2014, join us at 6:00pm at the library for "Movie Night". Please call the library at 503 – 429 - 1818 for the movie title. There will be popcorn to enjoy with the movie.

CITY CLERK / ADMINISTRATION

- City Recorder attended the October 20, 2014 City Council meeting where the public was able to give testimony on the Plan/Zone Map amendment for the Lincoln School Parcel and give testimony on An Ordinance establishing a Tax on the Sale of marijuana and marijuana-infused Products in the City of Vernonia and Declaring an Emergency.
- At the City Council October 20, 2014 meeting Council approved the request for a Plan/Zone Map amendment for the Lincoln School from Residential R to General Commercial GC.
- Council at the City Council October 20, 2014 meeting adopted Ordinance No. 896: An Ordinance Establishing a Tax on the sale of Marijuana and marijuana-infused Products in the city of Vernonia and Declaring an Emergency.
- Parade line up begins at 4 pm Friday, October 31 on Weed Avenue next to Vernonia City Hall for the annual "Sidewalk Halloween Costume Parade". The parade begins at 4:30 sharp. This is a safe and fun trick-or-treating experience for all children ages 12 and under.

CITY ADMINISTRATOR /ADMINISTRATION

- City Administrator and PW Foreman inspected the compound water meter (2 meters combined) at Nehalem RV Park. The second meter (currently a 6") is not working. This second meter (the larger of the two meters) is only triggered by a high flow/volume of water. Records show that given the amount of water used by the development the limited amount of water would have not triggered the start of the larger meter.
- City Administrator met with Scott Laird (Park Committee's Chair) to discuss Parks Committee focus, vision, goals and upcoming projects. This was a very effective way of comprehensively briefing the City Administrator about how the Committee had historically focused on its task and responsibilities, and to review the different plans and personnel needs to make the department and organization successful.
- City Administrator attended the Council Meeting on Monday, October 20th.
- As directed by City Council, the City Administrator and Library Director are collecting info and drafting early language for a Library Policy. The policy would be inclusive of Rules of Conduct and computers and general IT administration.

AIRPORT COMMITTEE MEETING

August 28, 2014 6:30 PM
City Hall 1001 Bridge St, Vernonia, OR 97064

MINUTES

Airport Members Present: Mike Seager, Rick Gwin, Doug Davenport, Tim Bero, Georgeanna Seager, secretary. **ABSENT:** Kieth Crimin

Council Liaison Present: Bruce McNair - absent

Call to Order Rick Gwin called the meeting to order at 6:37pm

Approval or additions to agenda Mike Seager made the motion to accept the agenda as printed: Doug Davenport seconded. All in favor, motion approved.

Approval of minutes Mike Seager made the motion to accept the minutes of June 26, 2014. Doug Davenport seconded the motion, all in favor, motion carried.

Topics from the floor: none

Old business:

Invoice for tractor repair. Tabled

FEMA trailer: Work party is scheduled for October 5, 2015 @ 10 am.

Airport Inspection: Rick Gwin said he would pay for the horse padding squares, to align the displaced threshold at the airport. We will also buy enough to replace the tire markers along the edges of the runway.

New Business: No new business

Correspondence/Discussion: none **Letters:** none **Committee member report:** none **Staff report:** none

Next meeting: September 25, 2014

Adjournment: 6:54 pm



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CITY COUNCIL OCTOBER 20, 2014 **MINUTES**
REGULAR MEETING/PUBLIC HEARINGS – 7:00 PM
City Hall, 1001 Bridge Street, Vernonia OR 97064

Councilors Present: Mayor, Josette Mitchell; Councilors: Bruce McNair and Randy Parrow
Excused absent: Councilor Tierney and Councilor Webb
Staff Present: City Administrator, Gian Paolo Mammone; Planning Commissioner, Carole Connell; City Attorney, Ruben Cleaveland; Chief Michael Conner; City Recorder, Joann Glass
Press: Vernonia's Voice, Scott Laird

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

2. Additions or Removal of Agenda Items

Addition New Business E. Meter Replacement – Councilor McNair

B. Amended Quarterly Financial Report

Councilor Parrow moved, "To accept the agenda with the additions noted."

Councilor McNair seconded the motion. Motion carried.

3. Mayor Report

A. Letter of Resignation from the Public Works Committee – Jacob Lee

Mayor Mitchell, with Council consensus, accepted the letter of resignation from Jacob Lee from the Public Works Committee.

4. Councilor Committee Meeting Reports

No reports were presented from Council

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.

Summer Snow and Alexis Baska, Vernonia High School Leadership Class and Student Liaisons to City Council to keep updated on the Grade School, Middle School and High School.

Alexis Baska reported that the grade school just had Salmon Watching up Keasey which was supervised by the High School Forestry Class. October 9 was open house and conferences will be November 6 & 7. The PTA Carnival was a huge success the kids loved it and got to do a ton of different things from cake walks, haunted houses, and were able to win a lot of cool prizes.

Summer Snow reported that the middle school volleyball team just finished up and finished third at Coos Bay and they also helped out with the PTA Carnival. The 8th graders are currently fund raising to help out with their trip to Washington DC this year.

Alexis Baska reported that for High School they are rapping up with their sports. Senior night will be this Friday for football, for cross country the girls just became lead champions and are close at second place. Volley Ball has playoffs at home on Saturday. The Leadership Class on Saturday is going to OASC (Oregon Association of Student Council) Conference. The Leadership Class attends the first weekend of November every year and it helps to set off the year with new ideas and they are able to attend workshops and meet great people.

Summer Snow reported that they just finished up homecoming week and it was a huge success it was a lot of work and they did part of it on Monday with Volley Ball and Air Jams. The seniors went first just in front of the juniors and it was a close competition and that was exciting. The High School helped with the PTA Carnival and the Leadership Class helped with the haunted house. She and Alexis helped out by being the “scarers” and that was a lot of fun.

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.

No information was presented.

7. Consent Agenda for Approval

A. City Council Minutes October 6, 2014

Councilor McNair commended the City Recorder on the job she did on the minutes. She responded appropriately and got it just right.

Councilor McNair moved, “To accept the City Council October 6, 2014 minutes as presented.” Councilor Parrow seconded the motion. Motion carried.

B. Weekly Departmental Updates - October 10, 2014

Mayor Mitchell asked if this was a good time to ask questions or later during Business from Departments.

Council suggested that the Weekly Departmental Updates be presented under the Consent Agenda for Acceptance in the future.

Councilor Parrow moved, “To accept the Weekly Departmental Updates for October 10, 2014.” Councilor McNair seconded the motion. Motion carried.

8. Unfinished Business

A. Public Hearing tabled from October 6, 2014 until time certain October 20, 2014

Request: File #PAZC 14-01 a Plan/Map Amendment request by Bud and Sharla Dow to change the designation of the Lincoln School parcel located at 1462 Bridge Street from Residential R Zone to a General Commercial GC Zone.

Mayor Mitchell opened the Public Hearing at 7:10 pm and read the disclosure statement.

Councilor Declaration of Conflict of Interest, Ex-parte Contact or Bias

Council members did not declare Conflict of Interest, Ex-parte Contact or Bias

Mayor Mitchell asked if anyone in the audience challenged the impartiality of a Councilor.

The audience did not have a response that they challenged the impartiality of a Councilor.

Staff Report

Carole Connell, City Planner reported to Council that the Staff report represents the Planning Commission decision and recommendation. The subject property is zoned Residential R and the Planning Commission decided that the General Commercial GC Zone designation would result in too many uncertainties of future uses that could be incompatible with the residential neighborhood. Therefore the request does not comply with zone change approval criteria related to compatibility with the neighborhood character.

At the outset, the underlying problem was the staff interpretation of conditional uses allowed in the Residential R Zone. The original application proposed commercial, B & B lodging and retail use of the vacant school building. The staff report suggested that the proposed uses for a hotel, B&B, youth hostel, small restaurant, brew pub, bicycle shop and retail uses could fit the definition of a "Community Building," in the Residential zone. This interpretation was not adequately justified with findings. Comparable uses allowed in the R zone are public or semi-public uses, which is the logical definition of a Community Building. The zone does not allow any retail commercial uses. At the hearing in 2007 questions were raised about the impacts of a pub, brewery, bike shop or restaurant in a residential zone. So the final decision added a condition to require all future uses to obtain a Conditional Use permit.

Further, the list of approval conditions in 2007 required Planning Director approval of all interior and exterior alterations, detailed facility plans, landscaping, site plans, signage and lighting plans, and neighborhood impact plans. This was a procedural flaw because a detailed site plan should have been presented to and approved by the Planning Commission as required by the development regulations. Yet as the decision is written, those plans still need only be approved by the Planning Director, while at the same time the use itself must be approved by the Planning Commission.

For these reasons the City believes the 2007 application expired and a preferred process would be for the owner to request a Plan Amendment and Zone Change for the parcel from a Residential R designation to a mixed-use zone. City Staff believes the GC, DT or PD zones would all be a possible options. Regardless of which zone is applied, significant exterior changes that may be proposed are subject to the same site development plan approval in compliance with site improvement requirements. In contrast to the 2007 decision, the subject zone change request assures due process is provided for public and agency involvement, and provides certainty to the building owner of the uses permitted in the building over time.

The City finds that re-use of the prior school building for lodging and retail uses could benefit residents as well as tourists that the community is hoping to attract in order to improve the economy of Vernonia.

The applicant retained a Traffic Engineer to analyze the traffic impact of changing the subject 1.14 acre parcel from a residential to commercial zone. The study concluded that traffic generated from the site under the GC zoning designation could cause a "significant effect" upon the state facility OR-47. However, in order to ensure that the roadways and intersections in the site vicinity operate acceptable through the planning horizon the study recommends that a trip cap of 1,000 average daily trips be applied to the subject property in conjunction with the proposed zone change.

The City finds that the addition of 1.14 acres of commercial land provides additional land to meet an estimated shortage of .4 acres, thereby increasing the available supply .7 acres above the estimated need to meet employment projections to 2031.

ODOT came to the conclusion that the Traffic Study methodology is not entirely consistent with that prescribed by ODOT. However, even if the analysis was revised the results and conclusions would be the same. The “trip cap” recommended by the applicant’s consultant will ensure that the future development of the property will not have a “significant effect’ on Hwy 47. Therefore, ODOT also recommends the trip cap as a condition of approval if the City elects to approve the rezone.

The City accepts the findings of the applicant’s Traffic Impact study and the comments from ODOT, and supports their recommendations that a trip cap of 1,000 average daily trips be applied to the subject property if the City Council chooses to approve a zone change.

The City finds that any proposed residential or commercial uses in the building will be required to comply with city zoning, site development and public facility requirements as well as the Oregon Building and Fire Codes.

Applicant’s Report

Ross Day, Day Law Group, P.C. Attorney representing Bud and Sharla Dow reported that it was because of the importance of the property and the building to the City of Vernonia that Bud and Sharla Dow purchased the property and building. It has always been the intent of the Dows to save the building from destruction, if destruction could be avoided. Since the Dows purchased the property, they have maintained the property and the building, and has even allowed the City to use the building in times of crisis, such as the historic flood of 2007.

There was a problem with the property and the building when the Dows purchased the property. The property was zoned (and is still zoned) R Residential. This zoning designation meant that if the Dows were going to use the property, the Dows would have to tear down the building – a result the Dows were trying to avoid when they purchased the property.

Accordingly, when the Dows purchased the building and the property, they struck a deal with the City of Vernonia. The Dows applied for, and received, a conditional use permit from the City of Vernonia that would allow the building to be used “for a bed and breakfast establishment, a hotel, a youth hostel, or similar accommodations, including a small restaurant, brew pub, recreation hall, bicycle repair/storage facility and retail uses.” The conditional use permit was issued by the City. Importantly, the conditional use permit included the following final “condition”: The additional conditional uses asked for in the subdivision application for the Lincoln School property shall be granted as long as the building remains standing (in its original or some remodeled form) on the property. In other words, as long as the building remained standing, the conditional use permit received by the Dows would remain in full force and effect.

Despite the clear language in the 2007 conditional use permit: “the conditional uses asked for in the subdivision application...shall be granted as long as the building remains standing”, planning staff notified the Dows in the summer of 2014 that (in their opinion) the 2007 conditional use permit expired.

Because much of the discussion during the Planning Commission meeting focused on the perceived benefits of the PD zone designation versus the perceived detriments of the GC zone, coupled with the erroneous advice of planning staff with respect to the options available to the Planning Commission with respect to the recommendations the Planning Commission could make to the City Council, the reliability and credibility of the recommendation of the Planning Commission to deny the application is minimal, at best.

For reasons discussed approve the Dows' application to rezone the property from R Residential to GC General Commercial should be approved and allow a purchaser to move forward so that the building can be preserved and not build houses on the property. This GC zoning will provide certainty. The reality is this is zoned Residential and if not rezoned the building will probably be torn down. This is not a threat it is the economic realities of the situation if it is not zoned General Commercial.

The City of Vernonia Economic Opportunity Analysis (July 20, 2012) makes a point that the City of Vernonia does not have enough commercial land to meet the projected needs for employment by the year 2031. Rezoning the property will allow the city to not only meet its projected need for commercial land, but will allow the city to slightly exceed its projected need for commercial land by the year 2031.

There is no certainty in what is going into the building. It is anticipated the Property will be used as a destination for bicyclists and tourists traveling through rural parts of Columbia County. The property would become a destination in the Columbia County for not only city and county residents, but also for visitors to the City of Vernonia and Columbia County. As a destination, the Property would serve as an anchor of sorts for visitors and the community as a whole, thereby supporting commerce in other parts of the city and county.

The traffic study only applies to Highway 47 and does not apply to any other facilities. Our traffic study is the one that applies and says that a 1000 trip cap on Bridge Street could suffice.

Not only is rezoning the property consistent with the intent and understanding between the Dows and the City of Vernonia, rezoning the property to GC is also consistent with the City of Vernonia's most recent economic opportunity analysis.

The General Commercial Zoning designation is the best fit as a new zoning designation for the property because the uses anticipated on the property fit nicely within the stated purpose of the GC zone, as well as with the outright permitted uses of the GC zone.

Councilor McNair questioned that Residential would supply certainty.

Ross Day replied that certainty could mean that the building be torn down.

Councilor Parrow commented that Residential zone does allow for a Bed and Breakfast

Ross Day explained that the R zone does allow a bed and breakfast but is not for a multi-use and this is why the conditional use permit that was applied for in 2007 to allow bike repair to be offered.

Councilor McNair questioned that the Planned Development zone would also allow the bike repair.

Ross Day replied that this could or could not he didn't know. Planned Development requires an application and a whole different process. A bike repair shop is allowed the question is if it would be approved.

Ross Day wanted to clarify that you cannot put a restriction in the approval that you can't put in an adult entertainment business but the Dows will agree to record a deed restriction that will be permanent in the sale agreement stating an adult entertainment business will not be allowed.

Testimony from Proponents:

Mike Pihl – If the road held during all the school traffic the road will hold up now. This building is a perfect candidate for a viable business and we need this kind of thinking.

Sally Harrison realizes that the Council is pro-economic development and asked the question with all the property that the city has acquired since the flood if this was owned by the City and there was an opportunity with a zone change to make it a viable business what would your decision be? Put it into a different context of what you are going to do with the property by thinking of it as city property and all the requirements needed.

Jack Harvey as a large land owner that faces the property does not want the school building to be taken down. We can come together somehow to make this work for us. Surely someone can do something with this building.

Sharon Bernal at one time lived on 4th Ave and was able to look down at the school and wants to ask all the property owners around to consider if this building gets torn down and houses are put up they would be back to your back. This may mean possibly twelve houses with the possibility of at least sixteen or more cars going up and down each day. I doubt that a brew pub would bring this many houses every day.

Bill Langmaid expressed this is a great opportunity for the city to have a mixed use development in Vernonia. It is out of the floodplain and the only property this size available for this type of use in our downtown core. It is a historical building and has so many positives. He is dismayed to hear the positives pushed to the side by the staff report and realizes they have to do their part and show what the reasons are not to change. We have to make adjustments and this is a good one to make.

Don Wallace was on the Planning Commission in 2007 when Bud first came to get his approvals for his conditional use and he is asking for the same things now that he was asking for back then, "I have this building that no one wants and I want assurances that I can do something with it." His memory is that it was left broad and open so that at the time the building could be saved. A mixed use development will vitalize the community and an approval is a good idea.

Steve Calhoun shared that for the first three years he had the listing on the Lincoln Grade School and was impressed with the diversity of interest of the people that were looking at this building. One person was interested in this building as an assisted living and spent money on inspections. He had a home inspection, mold inspection and asbestos inspection and the result was that there were minor issues due to lack of maintenance and overall the building was in good shape. He had a contractor look at remodeling the building and thought there should be asbestos somewhere and it was just capitalizing keeping the asbestos where it is and moving it out of the walls. This last year there have been organized bicycle groups and the recreational opportunities are great and a building like Lincoln has great uses for that. He spent time just allowing those that had not been in the building for over fifty years back in to remember when. It is essential not to lose the school.

Donald Normand the community needs to grow with more local working people we have too many bedroom community people here and some of the workers that would be there is an improvement to our community and a way to provide local jobs. He does not see alcohol as an issue and he does not see traffic as an issue it is no different than when the school was open.

Testimony from Opponents

Jim Tierney supports the Staff Report and that it was well considered. He wanted to clarify what is on the table. This is not about whether Lincoln School is going to be saved, the city has a path as to how to solve that it is a reasonable path and not terribly expensive. What is at stake here is that the applicants wants to change the zone it didn't say they would change the zone and then change it back if they want to tear the school down. It's a zone change and that is a permanent change and not really the same thing as saving the school. In my way of thinking in the short due diligence involved in showing this is a viable project. The City has a reasonable approach how to solve this and is already in place to solve this. Secondly, the applicant has argued its case from the beginning and it is to save Lincoln School and if that is the case and you choose to change the zone that should be a condition of the zone change that the school remain.

Councilor McNair asked if this can be done putting a condition on to save the school.

Jim Tierney thought that it could be done and if not then the City is buying a pig in a poke.

Councilor McNair asked the City Planner if a condition of the zone change can be done.

Carole Connell reported that it is not always advised to attach conditions to a zone change. It can be problematic down the line.

Ross Day suggested that if this is something that the City wanted he would ask the City Attorney, Ruben Cleaveland to talk about how to accomplish this goal.

Ruben Cleaveland reported there is a code revision that can be done and that certain conditions can be done with findings.

Burdett Robb wants to keep the zoning Residential as there are too many uncertainties with the Commercial zone.

Testimony from Neutral

Karen Michaels has lived here for one and a half years and her family is interested in starting a bed and breakfast and bike shop. She is neutral and wants the community to come together and decide. She wants a place where her family can have a business. Her sister is a journeyman and a carpenter and fell in love with the Lincoln Grade School and wants to preserve the building. She is a conservationist and it is a big thing for her family to embark on a business such as this. In all our desires it is to preserve the building for the integrity of this town. We enjoy all the fruit and will be making cider, have culture by enjoying what all is available to us. We realize there is a lot of tourism, the parks and people enjoy the beauty and nature that is why she is here. Her family hopes that you come to the make a decision and are open to what her family has come to preserve the building and to open the building up to a bed and breakfast, bike shop, we love farming and hope that we can share that experience with the community.

Mayor Mitchell closed the public portion of the Public Hearing

Council Discussion

Mayor Mitchell in the findings the Planning Commission finds that if the GC zone is applied to the site future uses unknown at this time could have a negative impact on the residential character of the surrounding area. Looking at the residential character of the surrounding area thinking of up where I live there is residential and a house there now and at one time there was a market. There were different things in those zone that are now houses. There has been talk about spot zoning and looking at the floodplain map and having gone to floodplain training this is the only option in her view. The Residential map is going to have spots of this and that in the future there isn't really anywhere for stuff to go in that area. That is what is pushing her to approve it because this will not be the only time the city will need commercial areas in residential areas to grow. There isn't anywhere to grow on the floodplain map.

Councilor McNair cautioned that when you open up an area to general commercial you open it up to all kinds of different things. I went to school there and has a certain amount of attachment. This is a particular spot and the ingress and egress you don't know in the future what is going to be up there and what can be done to Bridge Street to improve the ingress and egress. Residential allows the bed and breakfast. Hopefully whoever buys it will make the most of the site. There is a lot of property to the back.

Mayor Mitchell reminded everyone that the city owns property at the top of the hill and that the cities potential future is to access the property and the road will need to be fixed to do this.

Councilor Parrow asked the City Planner how many immediate home owners touch the properties.

Carole shared there are fourteen properties and there was two in opposition.

Chris McGrane expressed that he has concerns with the brew pub.

Councilor Parrow expressed that this is a unique building with potential and he doesn't see the traffic as an issue.

Mayor Mitchell closed the Public Hearing at 8:20 pm

Council Decision

Councilor Parrow moved, "Based on the evidence in the record and the preparation of supportive findings, I move we recommend approval of the request to change the zone of the subject parcel located at 1462 Bridge Street from a Plan/Zone Map Designation of Residential R to General Commercial GC subject to the following conditions:

- a. A trip cap of 1,000 average daily trips is applied to the subject property
- b. Drafting of a Preservation Agreement for the building

Agreed upon wording to preserve the building as the Dows have expressed they do not want to see the building taken down as long as feasible.

Councilor McNair seconded the motion. Motion carried.

9. New Business

A. Public Hearing

Request: Ordinance No. 896: An Ordinance Establishing a Tax on the Sale of Marijuana and Marijuana-infused Products in the City of Vernonia

Councilors disclose or abstain from participating on the matter because of possible financial gain from the action.

No councilor will have a financial gain from the action

Staff Report:

Gian Paolo reported: This is the first reading of an ordinance imposing a tax on the retail sale of marijuana in Vernonia. The ordinance imposes a gross receipts tax on the sale of medical marijuana, recreational marijuana (should it be legalized, through Ballot Measure 91, by Oregon voters in November) and marijuana-infused products. As presented, the ordinance proposes a lower tax rate on medical marijuana (10%) than that on recreational marijuana (20%). Staff suggests that the ordinance state that the tax rate would be adopted by Council resolution and could be “up to” those amounts. The ordinance applies to all state-licensed retailers of marijuana and medical marijuana, as well as all those who are required to be licensed by the state. The ordinance allows the seller to retain five percent (5%) of all taxes due to defray the costs of bookkeeping and remittance.

City Attorney, Ruben Cleaveland reported that the measure states that the Ordinance to tax must be in place before the outcome of the measure is enacted. This will allow the Ordinance to be grandfathered in if the city has already adopted the Ordinance.

Mayor Mitchell questioned how this ordinance was drafted.

Gian Paolo the ordinance is based on several other cities and what they have drafted and passed.

Councilor McNair asked why this tax and not on cigarettes or alcohol.

Gian Paolo read Section 42. State has Exclusive Right to Tax Marijuana. The League of Oregon Cities explains that Because this language does not specifically repeal a local marijuana tax in effect at the time of the measure’s passage, and because this language can be interpreted to read “No county or city of this state shall [after the effective date of this measure] impose any fee or tax...” it can be argued that this language would not pre-empt this taxation ordinance if it is adopted by the Council.

Mayor Mitchell expressed that this ordinance can be repealed if this doesn’t need to exist.

Gian Paolo yes, this can be done.

Councilor McNair asked when the tax would be collected.

Gian Paolo reported the tax would be collected every quarter by the municipality.

Mayor Mitchell reported this could be part of the business license.

Councilor Parrow in the agenda statement summary there was talk about the medicinal at 10% and recreational at 20% and he disagrees with the seller taking 5% taxes due to defray the costs of bookkeeping and remittance. When the store pays taxes for tobacco and alcohol we do not get to retain a defray tax. This doesn’t make sense.

Gian Paolo reported that this is a suggestion for consideration and does not need to be included.

Mayor Mitchell explained she saw it as the 5% is more to keep sellers honest on their reporting.

Testimony from Proponents

Scott Laird suggested that any time the city has a chance to gain revenue they should take a look at it and consider it and make that an option. The concerns about accounting issues and audits and things you probably will have one or two retail establishments in town, maybe and probably would not take much staff time. If you would have to pay money in the end it is an ordinance that you can repeal as an option. He suggested that Council be careful on the issue of taxing on medical marijuana as this is a way for some as a pharmaceutical way to not have to pay the high cost and taxing someone may be an issues and suggests this be dropped and does agree on taxing recreational marijuana.

Councilor McNair questioned the percentage on medical and suggested this is opening a method to slide away from taxation.

Scott Laird suggested this probably is and didn't know if by legalizing would change those that are using marijuana and agrees with dropping the 5% tax for accounting purposes and the seller put this into the cost of the product.

Sally Harrison suggested that when it comes to Marijuana it is going to be like tobacco and alcohol and the state is going to tell us what the regulations are. If all of these cities that are banning together are all going to be put in a pot and depending on the size of the city will divide it all up and you will get your portion in the end.

Chris McGrane shared that the city has a chance to put this ordinance in place and then to tax when the time comes and that the city has an out if need be.

Testimony from Opponents – No testimony

Testimony from Neutral – No testimony

Mayor Mitchell closed the public portion of the Public Hearing at 8:55 pm

Council Discussion and Deliberation

Councilor McNair is not against this ordinance. This can be done without costing money and can gain money this is good. He does agree that a medical tax should be included.

Mayor Mitchell questioned where in the ordinance was the 5% mentioned.

City Attorney, Ruben Cleaveland directed Council to Section 6 D.

Mayor Mitchell suggested the word "entitled" taken out for better clarification so that the 5% it is not suggested that they are expecting a 5% paid back to them. There is nothing to give back it is part of doing business.

Ruben Cleaveland suggested that Section 6 D state that "every seller is required to remit or take up to 5% of the tax due to defray the costs of bookkeeping and tax remitted shall be established by Council resolution."

Mayor Mitchell questioned when the tax needs to be on the books in order to line up with everything.

Ruben Cleaveland let the Council know that it will be on the books when the Ordinance is adopted. The resolution for the tax can come at a later date.

Mayor Mitchell closed the Public Hearing at 9:02 pm

Councilor McNair moved “To approve Ordinance No. 896 with the changes to Section 6 D as noted: 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.

B. Quarterly Financial Report – Angie Handegard, Finance Administrator

An Amended Quarterly Financial Report was given to the Council

Councilor McNair questioned if the Brownsfield summary was included

Mayor Mitchell reported the Brownsfield summary was included.

Mayor Mitchell asked if there were any question and suggested that eventually a supplemental to the budget when the decision comes about park staffing and to move from contingency back to payroll.

Councilor McNair questioned the City Administrator about hiring a Parks person has this happened and what is holding this up?

Gian Paolo responded that options need to be explored and he has been talking to staff, Jeff and Angie to make an assessment and to know what the real needs are. Once someone is hired and committed to the parks then that person is gone and committed to parks. Need to explore this option. This was the first time that he has heard this is a sense of emergency from the Council for this position.

Mayor Mitchell questioned Gian Paolo saying he is looking into ...are you thinking this is a person that is melted into multiple departments. When this was talked about, prior to his coming here, this person would be specific to parks like a “Ranger” type person that would do the management of the park hosts so that this would not be done by internal staff.

Gian Paolo doesn't know the job responsibility and before he comments will need to see what our ability and needs are and then decide to proceed.

Mayor Mitchell had concerns that only talking to staff is that staff has not managed parks for ten months or so and questioned if there has been any discussion with the parks committee on the standards that are expected of the parks for that job.

Gian Paolo explained this would be an internal discussion on what the needs are and how the staff can perform on what the needs are. He was not aware that the parks committee can make demands on what the job should be. There needs to be an assessment of the best way to proceed.

Mayor Mitchell explained that these were not demands. The parks committee hears from the citizens about the parks and these are the standards that are expected. In the past when a parks person was hired the needs dictated what trumped because there were no standards. The Parks Committee helped set those internal standards.

Gian Paolo will make an assessment with staff on what the needs are and what is the best way to proceed and then talk with the parks committee.

Council McNair shared that the park person is a non-classified person with no benefits and in the past the parks maintenance has been done by a high paid employee.

Mayor Mitchell suggested that Gian Paolo meet with Scott Laird, Parks Committee President and look at the recommended standards and use them as a resource to develop a duty list.

Councilor McNair shared that the HR person has put this proposal to Gian Paolo and this needs to be done and she already has a handle on this.

Councilor Parrow suggested that Scott Laird needs to talk to Gian Paolo.

Mayor Mitchell reminded everyone that part of the parks budget was that this person would be hired and is in contingency.

C. Multi-dwelling Unit's Water/Sewer Billing for Single and Compound Meters

The Utility Billing Department is requesting Council to consider changes to correcting the multi-dwelling units billing for better clarification. In reviewing the billing of multi-dwelling units it has been found that some were being billed incorrectly. After having collected the right data, and conversation with the Mayor and some Council members and one Public Works Committee member to clarify the issue, Staff is ready to correct the mistakes... and make changes.

Mayor Mitchell reported that in March those with multi-dwelling units were notified of the changes. Now they are corrected.

Councilor McNair questioned if this makes it all correct.

Mayor Mitchell reported that this will and once the ground truthing has been completed and the compound meters are built within muni billing and those charged with 1 EDU ¾ inch (W34) and 1 (W3) which is a 3" meter. When transferred from HIT this was in two accounts the big meter and the smaller meter. They are both one meter they are compound they are together. Ben is working with Ginger in muni billing how the appropriate charges are being billed in a compound meter so that there will not be a smaller charge there will be a 3" which encompasses all the correct charges. It's not that difficult and needs to be done. When a meter is clicked the system will charge the compound meter correctly and not two separate accounts.

Councilor McNair reported that we have one customer and still do not have it straight. Why does it keep coming up?

Mayor Mitchell suggested that the question needs to be asked to the muni billing that the system programing should be able to be locked so that there is no human error aspect.

The consensus from Council was for the utility billing clerk to change back to the appropriate billings.

D. Ordinance No. 897 – An ordinance amending Ordinance 895 pertaining to prescription of rules and regulations for the conduct and management of the Water Department of the City of Vernonia and Declaring an Emergency

Gian Paolo reported that there was a staff conversation with Mayor, members of Council and Public Works Committee had highlighted the fact that some intended changes of policy as directed by Ordinance 895, and some of the language itself (of Ordinance 895) were either not evident enough to direct staff to a simple, easy and basic discharge of its responsibility (while regulating the rules of the Water/utility Billing Department), or that they offered themselves to potential interpretation.

In order to clarify the intent of City Council (and Ordinance 895), staff is proposing to introduce two basic explanations/clarifications.

Gian Paolo explained that this will help staff not to make assumptions and will clarify to the customer the intent of City Council and the policy so that all understand.

Councilor McNair questioned if there was ever in ordinances that directed staff to develop this kind of a “snowbird” or “gallonage only.” What ordinance directed them to do that?

Gian Paolo explained that speaking with the Mayor they did not see any reference to a “snowbirds” account.

Councilor McNair questioned that an ordinance says what you can and cannot do. These are the charges etc. and somewhere along the line this was decided to change without any authorization. Why not put a stop to it.

Councilor Parrow reminded the Councilors that an immediate supervisor could give authorization.

Gian Paolo is asking that this is the correct interpretation of what the Council is asking for despite what was done in the past. We are all working together on the intent of the policy.

Councilor McNair wants the culture within the staff that if they see something that doesn't make sense to change and accept accountability and question why is this being done. Do we need to write a law for every issue that is being done? Use common sense.

Mayor Mitchell understands why we need this wording and that there are a number of people that have received a five dollar ride for quite a while. Wants to make sure that there isn't a precedence for staff that every time there is customers with problems that we are rewriting or reinterpreting what is black and white. If an ordinance isn't clear use common sense. No one should have been a “snowbird” when there is a vacancy as it was done many years ago. It should be part of the job description, as related to the utility billing, to know the ordinances. That should be part of every department to have in their job descriptions to know the ordinances that are related to their job.

Councilor McNair doesn't want Gian Paolo to get the impression that he is coming down on him as he is new to this. He wants to see things change and not pointing a finger to any one person it is across the board. The person that is being talked about now has done a great job and has saved the city a ton of money.

Gian Paolo explained this is not the intent to bring every word change every time this is for clarification. We are starting to work together and staff is asking for clarification. Council should be happy they are questioning the direction they are being asked to go and wanting to know they are explaining this correctly.

Councilor McNair wants to make sure this is not an intent to over burden the City Administrator when he could be doing other things.

Councilor McNair questioned Gian Paolo if he had gone through the binder that was given to him from the Mayor with the number of issues that were listed.

Gian Paolo explained that his responsibility over the last two months to work with the emergencies that have presented themselves. He has not worked through the entire binder.

Councilor McNair suggested that this type of issue could have been resolved by saying there was no ordinance so stop it and move on, this ends now. This cost

money to do and we don't want to waste money. Need to work on getting through that binder as these are the things we want you to do.

Councilor Parrow moved, "To adopt Ordinance 897 An ordinance amending Ordinance 895 pertaining to prescription of rules and regulations for the conduct and management of the Water Department of the City of Vernonia and Declaring an Emergency." Councilor McNair seconded the motion. Motion carried

Mayor Mitchell asked if the any Councilor wish the ordinance be read in full. No Councilor wished that the ordinance be read in full.

Mayor Mitchell asked that the City Recorder proceed to read the ordinance by title only:

The City Recorder read by title only the first reading of Ordinance No. 897 An ordinance amending Ordinance 895 pertaining to prescription of rules and regulations for the conduct and management of the Water Department of the City of Vernonia and Declaring an Emergency.

The City Recorder read by title only the second reading of Ordinance No. 897 An ordinance amending Ordinance 895 pertaining to prescription of rules and regulations for the conduct and management of the Water Department of the City of Vernonia and Declaring an Emergency.

Councilor McNair moved. "To adopt Ordinance No. 897." Councilor Parrow seconded the motion. Motion carried.

Mayor Mitchell declared: Ordinance No. 897 has had its first and seconded reading and will become effective immediately.

E. Water Meter Replacement Nehalem View

Councilor McNair reported that the water meter at the Mobile Home Park on Riverside Drive has been broken and it needs to be replaced. It is a compound meter and is not getting an accurate reading. The small side is being read and if the valve is open on the high side there is not a read. It was reported at one time there were EDU's reported of 33 and then due to the flood they went to 25 and now it is reported there are RV connections. These RV connections are not being captured. We have known for some time that this meter has been broken. A meter cost around \$3000 and it will take days to install. This needs to be done so that the money that is being lost can start to be captured.

Mayor Mitchell asked Gian Paolo if he has talked to Jeff as to why this has not been replaced.

Gian Paolo has not had time to talk to Jeff, Public Works Foreman about this as he has been on vacation.

Council consensus was for Gian Paolo to discuss with Jeff about replacing this meter at Nehalem View Mobile Home Park

10. Business from Departments

A. Police Department – Chief Michael Conner

a) Handout at meeting

Councilor McNair reported the report did not make much sense in terms of what he had asked that Chief Conner gave to Council regarding the cost of having Police Officers "On-Call" and taking city vehicles home, outside of the city. He was looking for the cost of traveling back and forth every day.

Chief Conner reported that fuel mileage alone is \$2300 per year per vehicle, \$4600 per year total.

Councilor McNair clarified this is for driving the vehicle back and forth the whole year.

Chief Conner clarified this is just to drive the vehicle back and forth using the 2014 Standard Mileage Rate of 56 cents per mile the average cost annually is approximately \$5600 per vehicle \$11,200 annual total for two vehicles. This is an inflated number.

Mayor Mitchell asked that this number also accounts for wear and tear. This includes brakes etc.

Chief shared with limited Police Department staff, the Vernonia police Department has supplemented City Police coverage with Officers being “On-Call” and/or the use of staff from the Columbia County sheriff’s office. There has been some questions surrounding the cost of having police Officers “On-Call” and taking city vehicles home, outside of the city.

In addition to the costs associated with the patrol vehicles being taken home, there are also wage expenses. According to the Vernonia Police Association Contract, officers who have been scheduled for on-call duty will be paid the current minimum wage for every hour of their on-call assignment and hour for hour at the employee’s current rate of pay if called out. The contract also indicates that Officers whom are called back to active duty will be paid a minimum of (3) hours at an overtime rate.

The members of the Vernonia Police Association have opted to receive only the (3) hour minimum at an overtime rate when called out and have not been charging for on call time. They have chosen this option because it is a lessor cost to the City.

The Vernonia Police Department currently has (48 hours per week that is uncovered. As stated previously, we fill the gaps with “On-Call” Officers and the use of the Columbia County sheriffs Officer. The Columbia County Sheriff’s Office charges the City of Vernonia \$52.64 per hour per deputy that responds to emergency calls within the City. This rate is substantially more than using our own staff.

An Officer cannot respond to an emergency in their personal vehicle. They must obey all driving rules and regulations and if they don’t and have an accident there will be insurance problems. From the time they are called to an emergency they are on city insurance.

Councilor McNair questioned how many times does an officer need to come back to Vernonia at a high speed during the week.

Chief Conner responded that it depends it could be a couple of times maybe four to six times he wasn’t comfortable saying how many times. He doesn’t have actual numbers before him.

There were no more questions for the Chief on this at this time Council will wait until all are present.

B. City Administrator – Gian Paolo Mammone

a) Weekly Departmental Update

Gian Paolo reported that this is just a report as to what all has been done over the past week.

Councilor McNair met with Gian Paolo and asked that the ground truthing be done and finished and he will get together with Jeff to have the two public workers get this done.

Mayor Mitchell had a question on the October 10th Weekly Update, if each individual person is writing this themselves and is anyone dictating to someone else. Who is writing the utility billing you or Ginger?

Gian Paolo clarified that he receives the information on Friday from each department and then he calls them in for clarification if it is needed. This is just staff letting you know what has happened in their department each week.

Mayor Mitchell expressed that her first concern was at the beginning of the utility billing the first two paragraphs. It has been discussed that the community as a whole thinks that the Community Action Team runs the city and there is some big conspiracy. If there are new resource guides they need to come under a different area such as "community connections" or something like that. To put it in the report as possibly maybe "filler" or that it is a city guide and we are not putting other reports in as information. We as Council and as a community have already talked to you about this "fire burning" that people think no one can be objective when it comes to this group this hit her as fuel to the fire seeing it where it is.

Gian Paolo explained that this was only put into the update as information only and was for no other reason.

Mayor Mitchell questioned if every time something new is given to staff is it going to be in this update or not.

Gian Paolo explained this is just a report and he cannot say what will be in the report the next time. This was information given for the citizens to have it was not ment to create controversy.

Mayor Mitchell requested respect for the "conceived conspiracy" that is out there and to put this as the first report. She questions who all this is being sent to and knows the committees get this information. This is a tenuous relationship and causes issues and to be the first thing in the Utility report doesn't pay attention to the fact that there is that weird pull between the two groups. In the future put this information in another area and don't feed the conspiracy theory. The information is great just put a resource guide under another area and not under a department.

Mayor Mitchell's second issue was the decision to put the nuisance pictures in and whose decision was that.

Councilor Parrow did not see an issue with the pictures.

Gian Paolo shared this was showing that a nuisance complaint was reported and the outcome. No names are mentioned.

Mayor Mitchell explained that we all know were each other lives and we do not need to put in names. People do need to be held accountable for nuisances and to clean up their area. Concerned if this information is being put in the local paper plus not knowing where this update is being sent out to. The children living in this home may be confronted by other children because of this picture and what is being said. Is there a legal back lash from this posting publically before the deadline of cleaning this property up has not passed. Worries her on the city side of it.

City Attorney, Ruben Cleaveland reported there is no legal back lash from posting this in the update. The nuisance notice has gone out and is part of public record. Can you post this “Yes” and “should you post this” that is part of a Council decision.

Councilor McNair stated that if you can post a persons name that is part of a court record then this is a question of how far do you want to go to publically shame someone. This is a form of public shame and is that were we want to go with things. The local paper can print it if they choose to.

Gian Paolo explained that this was not the intent at all to create a public shame. This was reporting on a nuisance notice and showing the before and after and nothing else and that we take seriously what is brought before us and here is the results. He thought this was a beneficial service.

Councilor McNair asked a philosophical question are we going to start to publish the names of people that are late on their water bill. Is that where we are going?

Mayor Mitchell suggested bounced checks are we going that direction also.

Councilor McNair questioned Councilor Parrow if he was supporting this. Where does this stop. Who determines what is acceptable and what isn't acceptable. There may be a legal right to do this but legalities and morals are two different things.

Councilor Parrow sees where Councilor McNair is coming from.

Gian Paolo at Council request will not be posting any nuisance pictures and did not intend this as a public shaming.

Councilor McNair did share that he liked the weekly departmental updates and there is always room for improvements.

Gian Paolo shared that this update is to show how busy this city is and what all is going on and happening. The employees do a lot and that is what this update is showing.

Mayor Mitchell is glad that properties are being cleaned up and will wait on input from the two Councilors, that are not here, if they agree that pictures should or should not be put into the Weekly Departmental Update.

Mike Seager reported that Airport Park will be closed December 1st not December 30th as reported.

The City Recorder will correct the information that is on the web page

Mayor Mitchell questioned that it was reported about a project manager under the finance report and there is not a project manager yet. The Council would rather see names of those attending a meeting and not position. They need to go out for an RFP for a project manager first.

Mayor Mitchell not trying to say all of this to be critical just keeping everyone from going through the fire.

11. Correspondence

No Correspondence presented

13. Items from Mayor, Councilors, City Administrator

Councilor McNair thanked again the City Recorder for a good job on the minutes.

Adjournment: City Council adjourned the October 20, 2014 City Council meeting at 10:28 pm.

Signed this _____ day of _____, 2014

Josette M Mitchell, Mayor

Attest: _____
Joann M Glass, City Recorder

E. **“Person”** means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the Administrator, lessee, agent, servant, officer or employee of any of them.

F. **“Purchase or Sale”** means the retail acquisition or furnishing for consideration by any person of marijuana within the City and does not include the acquisition or furnishing of marijuana by a grower or processor to a seller.

G. **“Registry identification cardholder”** means a person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person's debilitating medical condition, and who has been issued a registry identification card by the Oregon Health Authority.

H. **“Retail sale”** means the transfer of goods or services in exchange for any valuable consideration and does not include the transfer or exchange of goods or services between a grower or processor and a seller.

I. **“Seller”** means any person who is required to be licensed or has been licensed by the State of Oregon to provide marijuana or marijuana-infused products to purchasers for money, credit, property or other consideration.

J. **“Tax”** means either the tax payable by the seller or the aggregate amount of taxes due from a seller during the period for which the seller is required to report collections under this chapter.

K. **“Taxpayer”** means any person obligated to account to the City Administrator for taxes collected or to be collected, or from whom a tax is due, under the terms of this chapter.

SECTION 4. Levy of Tax.

A. A tax on the sale of marijuana and marijuana-infused products is hereby levied and shall be paid by every seller as provided in this Ordinance.

B. The amount of tax levied shall be established by a City Council resolution as follows:

1) Up to ten percent (10%) of the gross sale amount paid to the seller by a registry identification cardholder.

2) Up to twenty percent (20%) of the gross sale amount paid to the seller of marijuana and marijuana-infused products by individuals who are not purchasing marijuana under the Oregon Medical Marijuana Program.

D. Every seller required to remit the tax imposed by this Ordinance is entitled to retain up to five percent (5%) of the tax due to defray the costs of bookkeeping and remittance **as shall be established by a City Council resolution.**

E. Every seller must keep and preserve all records, books, and reports as provided in Section 14.

SECTION 7. Penalties and Interest.

A. Any seller who fails to remit any portion of any tax imposed by this Ordinance within the time required shall pay a penalty of ten percent (10%) of the amount of the tax, in addition to the amount of the tax.

B. Any seller who fails to remit any delinquent remittance on or before a period of 60 days following the date on which the remittance first became delinquent, shall pay a second delinquency penalty of ten percent (10%) of the amount of the tax in addition to the amount of the tax and the penalty first imposed.

C. If the Administrator determines that the nonpayment of any remittance due under this Ordinance is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to the penalties stated in subparagraphs A and B of this section.

D. In addition to the penalties imposed, any seller who fails to remit any tax imposed by this Ordinance shall pay interest at the rate of one percent (1%) per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

E. Every penalty imposed, and such interest as accrues under the provisions of this section, shall become a part of the tax required to be paid.

F. All sums collected pursuant to the penalty provisions in subparagraphs A and C of this section shall be distributed to the City of Vernonia General Fund - Administrative Service Fund - to offset the costs of auditing and enforcement of this tax.

G. Waiver of Penalties. Penalties and interest for certain late tax payments may be waived pursuant to the procedures described in Section 9 (Appeal).

H. The remedies provided by this section are not exclusive and shall not prevent the City from exercising any other remedy available under the law, nor shall the provisions of this Ordinance prohibit or restrict the City or other appropriate prosecutor from pursuing criminal charges under state law or other City ordinance.

SECTION 8. Failure To Report and Remit Tax – Determination of Tax by Administrator.

If any seller fails to make, within the time provided in this Ordinance, any report of the tax required by this Ordinance, the Administrator shall proceed in the manner as the Administrator deems best to obtain facts and information on which to base the estimate of tax due. As soon as the Administrator has what facts and information able to be obtained, the Administrator shall proceed to determine and assess

against the seller the tax, interest and penalties provided for by this Ordinance. Upon determining the amount assessed, the Administrator shall give a notice of the amount by personal service or by United States mail, postage prepaid, addressed to the seller at the last known place of address. The seller may file an appeal of the determination as provided in Section 9 (Appeal). If no appeal is filed, the Administrator's determination is final and the amount assessed is immediately due and payable.

SECTION 9. Appeal.

- A. A seller aggrieved by the decision of the Administrator with respect to the amount of tax, interest and penalties, if any, due or assessed may appeal the decision to the City Council by filing a notice of appeal with the Administrator within fifteen (15) days of the date the notice of decision was mailed or served. The Administrator shall fix a time and place for hearing the appeal and shall give the appellant no less than fifteen (15) days written notice of the time and place of the hearing before the City Council.
- B. The appellant shall pay a nonrefundable appeal fee to facilitate the appeal. Appeal fees shall be set by resolution of the City Council.
- C. The City Council shall afford the parties an opportunity to be heard at the appeal hearing . The parties may appear personally and by counsel, and may present any facts, evidence and arguments as may tend to support their respective positions on appeal.
- D. The City Council may take such action upon the appeal as it sees fit. The City Council shall at a minimum:
 - 1) At the commencement of the hearing, explain the relevant issues involved in the hearing, applicable procedures and the burden of proof.
 - 2) At the commencement of the hearing, place on the record the substance of any written or oral ex parte communications concerning any relevant and material fact in issue at the hearing which was made outside the official proceedings during the pendency of the proceeding. The parties shall be notified of the substance of the communication and the right to rebut the communication. Notwithstanding the above, the parties are prohibited from engaging in ex parte communications with the members of the City Council.
 - 3) Take testimony upon oath or affirmation of the witnesses.
 - 4) Ensure that the record developed at the hearing shows a full and fair inquiry into the relevant and material facts for consideration for the issues properly before the Administrator.
 - 5) Allow written testimony to be submitted under penalty of false swearing for entry into the record. All written evidence must be filed with the City Recorder no less than five (5) working days before the date of the hearing.

- 6) Hear and consider any records and evidence presented bearing upon the Administrator's determination of amount due, and make findings affirming, reversing or modifying the determination.
 - 7) Informally dispose of any case by stipulation, agreed settlement, consent order or default.
- E. The action of the Administrator shall remain pending the outcome of an appeal properly filed pursuant to this section.
- F. Failure to strictly comply with the applicable appeal requirements, including but not limited to the requirements for the written notice of appeal, time for filing of the notice of appeal, and payment of the applicable appeal fee, shall constitute jurisdictional defects resulting in the summary dismissal of the appeal.
- G. The finding of the City Council is final and conclusive, and shall be served upon the appellant in the manner prescribed above for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice.

SECTION 10. Refund.

A. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously collected or received by the City under this Ordinance, it may be refunded as provided in subparagraph B of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Administrator within one year of the date of payment. The claim shall be on forms furnished by the Administrator.

B. The Administrator has 20 calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Administrator shall notify the claimant in writing of the Administrator's determination. The notice shall be mailed to the address provided by claimant on the claim form. In the event a claim is determined by the Administrator to be a valid claim, the seller may request a refund or take as credit against taxes collected and remitted for the amount overpaid, paid more than once or erroneously collected or received. The seller shall notify the Administrator of claimant's choice no later than fifteen (15) days following the date Administrator mailed the determination. In the event claimant has not notified the Administrator of claimant's choice within the fifteen (15) day period and the seller is still in business, a credit will be granted against the tax liability for the next reporting period. If the seller is no longer in business, a refund check will be mailed to claimant at the address provided in the claim form.

C. No refund will be paid under the provisions of this section unless the claimant established the right by written records showing entitlement to the refund and the Administrator determined the claim to be valid under subparagraph B.

SECTION 11. Actions to Collect.

Any tax required to be paid by any seller under the provisions of this Ordinance is a debt owed by the seller to the City. Any tax collected by a seller which has not been paid to the City as required by this Ordinance is a debt owed by the seller to the City. Any person owing money to the City under the provisions of this Ordinance is liable in an action brought in the name of the City for the recovery of the amount owed. When taxes are more than 30 days past due, in lieu of filing an action for the recovery of the amount owed, the City may submit any past due tax to a collection agency. If a past due tax is turned over to a collection agency for collection, the City may add an amount equal to the collection agency fees, not to exceed the greater of fifty dollars (\$50.00) or fifty percent (50%) of the outstanding tax, penalties and interest owing to the amount owing, provided the City has complied with the provisions of ORS 697.105.

SECTION 12. Confidentiality.

Except as otherwise required by law, the City, any officer, employee or agent shall not divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this Ordinance. Nothing in this section prohibits:

- A. The disclosure of the names and addresses of any person who is operating a licensed establishment from which marijuana is sold or provided;
- B. The disclosure of general statistics in a form which would not reveal an individual seller's financial information;
- C. Presentation of evidence containing financial information submitted or disclosed to the City to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim by the Administrator or an appeal from the Administrator for amount due the City under this Ordinance;
- D. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records laws; or
- E. The disclosure of records related to a business' failure to report and remit the tax when the report or tax is in arrears for over six months or the tax exceeds five thousand dollars (\$5,000). The City Council expressly finds and determines that the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

SECTION 13. Audit of Books, Records or Persons.

A Every seller responsible for the collection and payment to the City of the tax imposed by this Ordinance shall keep and preserve, for a period of three (3) years and six (6) months, all records, books, reports, income tax reports and other matters required by this Ordinance as may be necessary to determine the amount of the tax required to be collected and paid. The City Administrator has the right to inspect all such records at all reasonable times as set forth below.

SECTION 16. Severability.

The sections, subsections, paragraphs and clauses of this Ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 17. Savings.

Notwithstanding any amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

SECTION 18. Codification.

Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word and the sections of the Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 2 - 4) need not be codified and the City Administrator is authorized to correct any cross-references and any typographical errors.

SECTION 19. Recorder's Duties.

The City Recorder is hereby directed upon its adoption and authentication, to number this ordinance as the next adopted ordinance of the City of Vernonia

Mayor Mitchell ask Council if Ordinance 896 needs to be read in full.

Council did not need Ordinance 896 to be read in full.

Read for the first time by title only this 20th day of October, 2014

Read for the second time by title only this _____ day of _____, 2014

Ayes: _____ Nays: _____ Abstain: _____ Absent: _____

Signed by me, Josette Mitchell, Mayor in its authentication of this _____ day of _____, 2014.

Josette M. Mitchell, Mayor

ATTEST: _____
Joann M Glass, City Recorder



**CITY OF VERNONIA CITY COUNCIL
AGENDA ITEM SUMMARY**

RE: Proposal for Server Upgrade

Meeting Date: November 3, 2014
Department: Finance
www.cityofvernonia-or.gov

Agenda Section: Staff Report
Staff: Angie Handegard
Contact Telephone: 503 - 429- 5291

AGENDA ITEM SUMMARY

Please review the attached proposal from ISOsource (contracted IT support) for infrastructure upgrade. The City invested in upgrading our servers in 2011 from an extremely inadequate server to a much safer and reliable system. 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. All of these items are explained in the attached proposal.

The cost of this upgrade was not included in this year's budget. The estimate is \$8600. It includes the cost of the new software and labor. This will need to be moved from contingency to the computer maintenance line item. Staff recommends that Council approve this upgrade. Ignoring this will end up costing the City more in the long run due to more IT support costs to address issues that would otherwise be solved by automatic updates that are included in an up to date operating system.

BACKGROUND

- A. Council Action History: Council approved the purchase of new servers in 2011. This upgrade is necessary maintenance to maintain the integrity and security of the City's information.
- B. Analysis. None
- C. Financial and/or Resource Considerations. \$8600 from contingency to computer maintenance line item in the General Fund
- D. Timing Issues. Waiting until next budget cycle will cost more due to labor cost increase. The City's information will also be at risk as of January 1, 2015 due to the termination of server software support from Windows.

ATTACHMENTS

Proposal from ISOsource.



Infrastructure Upgrade

for
City of Vernonia

10/17/2014

Consultant: Lundy Ross

T: 425-646-6004

F: 425-420-9003

lundyross@isoutsourcing.com

Project Manager: Richard Loomis

19119 North Creek Parkway, Suite 200

Bothell, WA 98011

www.isoutsourcing.com

PROJECT INFORMATION

Title	Information
Client Name:	City of Vernonia
Project Name:	Infrastructure Upgrade
Project Sponsor:	Angie Handegard
Project Stakeholder(s):	
Team Member(s):	Lundy Ross
Project goals/objectives:	<ul style="list-style-type: none"> -Upgrade VMWare ESXi and Vcenter Server to version 5.5 -Upgrade VCENTER VM OS to Windows Server 2012 R2 -Upgrade and migrate domain from SBS2008 to 2012 R2 -Upgrade Veeam Backup and Recover to version 7 -Add functionality of Windows Server Essentials.
Project description:	Upgrade of current physical and virtual infrastructure and systems.
Problem statement:	<ul style="list-style-type: none"> -VMWare systems are 2+ years outdated. -SBS Server has several old and unused SBS specific embedded applicaitons not found with Standard server versions which are no longer needed. -Event logs on SBS server reporting several Error level events spanning several categories and services. -Windows Server systems are 5+ years outdated. Mainstream support for Windows Server 2008 ends on 1/13/2015. -Veeam Backup and Recovery is outdated and must be upgraded to be compatible with most recent VMWare and Windows systems. -AD user accounts and Office 365 accounts are currently not synchronized causing two sets of required credentialals.
Key project deliverables:	Current versions of VMWare ESXi, VMWare vCenter Server, Veeam Backup and Recovery, and Microsoft Windows Server operating system will be in place and used. Users and computers will be migrated to new forest and domain. Windows Server Essentials Experience features will be in place.
High-level assumptions:	<ul style="list-style-type: none"> -City of Vernonia will have sufficient down time scheduled for project. -Current Version of VMWare is 5.0. -Current Verison of Veeam is 6.5. -Current Version of OS(es) are 2008. --7 domain-joined computers, 10 domain users. -110 GBs of current server data. 550 GBs of total host datastore capacity.
High-level constraints:	-Software required will need to be obtained prior to start date of project.
High-level risks:	<ul style="list-style-type: none"> -Unexpected or longer than anticipated downtime. -Incompatibility with current Office 365 plan and Essentials Dirsync.

PROJECT SCOPE AND LABOR ESTIMATE PROPOSAL

The table below provides an estimate of project labor costs.

Phase	Milestone	Deliverable	Hours	Cost
Planning	1	Planning, Communication, and Project Management	10.00	\$1,630.00
Execution	2	Upgrade of ESXI2 and Domain Deployment	10.00	\$1,600.00
Execution	3	Migration of Forest and Workstations	11.00	\$1,760.00
Execution	4	Upgrade of ESXI1, VCENTER, and Veeam	13.00	\$2,080.00
Completion	5	Completion Tasks	6.00	\$960.00
Project SubTotal			50.00	\$8,030.00

Tax Rate: N/A
 Project Total: \$8,030.00

PROJECT SELECTION AND PAYMENT OPTIONS

This is an estimate only, and will be billed for the actual time required to complete the project.

Payment Terms - City of Vernonia

\$7600 Block of Support with a \$10 per hour discount (payment due before start)

\$4100 Deposit (payment due before start) and Progress Invoice Net 15 Terms (no discount)

Customer Name _____

Customer Signature _____

Date _____

Client: City of Vernonia; Project: Infrastructure Upgrade



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO	ACCOUNT NO	DATE
FQNS217	6875066	10/13/2014

BILL TO:
 CITY OF VERNONIA
 1001 BRIDGE ST

SHIP TO:
 CITY OF VERNONIA
 Attention To: LUNDY ROSS
 1001 BRIDGE ST

Accounts Payable
 VERNONIA , OR 97064-1240

VERNONIA , OR 97064-1240
 Contact: LUNDY ROSS 800.240.2821

Customer Phone #503.429.5291

Customer P.O. # FQNS217 QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
NICK BRAILSFORD 677.882.9726	ELECTRONIC DISTRIBUTION	Net 30 Days-Govt State/Local	GOVT-EXEMPT

QTY	ITEM NO	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	3178328	MS GSA WIN SRV STD 2012 R2 2PROC Mfg#: P73-06309 Contract: CDW-G GSA Schedule GS-35F-0195J	604.46	604.46
15	2802824	Electronic distribution - NO MEDIA MS GSA WIN SRV UCAL 2012 Mfg#: R18-04302 Contract: CDW-G GSA Schedule GS-35F-0195J Electronic distribution - NO MEDIA	23.03	345.45
			SUBTOTAL	949.91
			FREIGHT	0.00
			TAX	0.00

us Currency
TOTAL 949.91

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 312.705.8242

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515



CITY OF VERNONIA CITY COUNCIL AGENDA ITEM SUMMARY

RE: Proposal to cut dead / dangerous trees on City property

Meeting Date: November 03, 2014
Department: City Administration
www.cityofvernonia-or.gov

Agenda Section: Staff Report
Staff: City Administration
Contact Telephone: 503 - 429- 5291

AGENDA ITEM SUMMARY

Staff identified, and was notified, about trees in unsafe conditions (dead / dangerous). These trees are creating a risk of harm to the public at large. Should the trees fall into the street, striking cars or even pedestrians, the City would be confronted with the possibility of a public nuisance and potential litigation.

The first tree is the single tree in the old School Property Parking lot. The second is a dead tree in Ora Bolmeier Park.

BACKGROUND

In late September, City Administrator, Councilor McNair and Mayor Mitchell went on a citywide trip to assess the timber harvest capability of City's properties, and identified some of the dead trees.

PREVIOUS COUNCIL ACTION

No previous Council Action.

ATTACHMENTS

STAFF RECOMMENDATION

Staff is asking for Council direction to decide if these trees should be cut down.

October 27, 2014

To: City Administrator, Gian Paolo Mammone; Mayor, Josette Mitchell; Vernonia City Council Members

From: The Friends of the Vernonia Library (The Friends)

Jennifer Butcher, President; Claudine East, Treasurer; El Donna Williams, Secretary; Nancy Burch, Barbara Ward, Joann Glass, Cici Bell, Roxana Sherman-Heath

Re: Book storage at the Vernonia Community Learning Center (VCLC)

For the past few years the Friends of the Vernonia Library have used the VCLC for our twice yearly Book Sale. In addition, one small office area is used for storage of donated materials in anticipation of the next sale.

With the realization that the Senior Center resale shop may soon be leasing the VCLC, The Friends respectfully request the continued use of this one office area for storage of books and materials. Our book sales are successful because we accept donations throughout the year and store those materials in a dry, climate controlled, and vermin free environment.

The proceeds from the book sales allow us to provide the Vernonia Library with: Computers, a color printer, vacuum cleaner, books and CD's, furniture, OMSI family passes, Children's Museum family passes, Movie License, Arts and Craft supplies for the children's programs, Snacks for the children's programs, Guest Speakers and Authors, Oregon Humanities Programs, Performers for the Summer Reading Program, National Library Week activities, Christmas tree and wreath, building paint and miscellaneous items.

The Friends have been able to support the Vernonia Library in the last two years with over \$4,900.

Thank you for considering The Friends request for the continued use of this much needed storage space at the VCLC.