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CITY COUNCIL FEBRUARY 3, 2014, **AGENDA**  
**Work Session 6 pm**  
Regular Meeting/ Public Input 7:00 PM  
City Hall, 1001 Bridge St. Vernonia OR 97064

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**Vision Statement**

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

**Mission Statement**

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

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**Work Session 6 pm Utility Billing Software from MuniBilling – Ben Fousek**

- 1. Call to Order and Pledge of Allegiance:** Mayor Josette Mitchell
- 2. Additions or Corrections to Agenda**
- 3. Mayor Report**
  - A. Approval -- Donald Rose to Emergency Preparedness Committee
  - B. Letter from Ken Cox for Gravel – Presented at meeting
- 4. Councilor Committee Meeting Reports**
- 5. Topics from the Floor/Audience Participation**

*Persons addressing the Council must state their name for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.*
- 6. Consent Agenda for Acceptance**

*The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.*

  - A. Emergency Preparedness Committee Minutes Sept. 25, 2013
- 7. Consent Agenda for Approval**
  - A. City Council Minutes January 21, 2014
- 8. Unfinished Business**
  - A. Vernonia Health Board Ground Lease Agreement – Presented at Meeting
  - B. MOA For property leased to the Vernonia Health Board for the Health Clinic Project
- 9. New Business**
  - A. Public Input

The purpose of this Public Input is for the City Council to obtain citizens views and to take comments on the Completed Vernonia Parks and Trails Master Plan Report. The Master Plan Report has established a tool based on a logical, comprehensive planning process that helps inform and guide the City’s administration and elected leadership through current and future development of their park system. The Master Plan will aid the

City in developing budgets and prioritizing projects to be completed through their Master Capital Program and the Vernonia Transportation System Plan. Furthermore, it will provide valuable information to assist with preparing future applications for grants such as the ORPD Local Government Program, ODFW Restoration and Enhancement, and the ODOT Bicycle and Pedestrian program.

**Staff Comment** -- Jim Sandlin, Project Manager; Scott Laird, Parks Committee, President

B. Volunteer Policy Manual/Acknowledgement Form/Agreement

#### **10. Business from Departments**

A. Police Department – Chief Michael Conner

a) Calls for Service December 2013

B. Pro-Tem City Administrator – Josette Mitchell

#### **11. Ordinances/Resolutions**

A. Resolution No. 02-14 Declaring Surplus Property – Library Items

B. Resolution No. 03-14 Lease Agreement between City of Vernonia and Vernonia Health Board

C. Resolution No. 04-14 Add the City of Vernonia to the Enterprise Zone

D. Resolution No. 05-14 Approving the Parks and Trails Master Plan

#### **12. Correspondence**

A. South County Spotlight January 24, 2014 – Enterprise Zone sponsors clear Vernonia for Entry

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

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

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

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

*Representatives of the news media and designated staff are allowed to attend the executive session. \*  
All other members of the audience are asked to leave the room. Representatives of the news media are  
specifically directed not to report on any of the deliberations during the executive session, except to state the  
general subject of the session as previously announced. No decision may be made in executive session. At  
the end of the executive session, we will return to open session and welcome the audience back into the room.  
\*Council may choose to allow other specified persons to attend.*

*“A member of the news media or designee may not disclose any information from executive session, may not  
tape record, digitally record, and/ or video record any information to decrease the likelihood that  
information discussed in the executive session will be inadvertently disclosed.”*

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

#### **Adjournment**

\*\*\*AMERICANS WITH DISABILITIES ACT NOTICE\*\*\*

Please contact the City Recorder, Vernonia City Hall, 1001 Bridge Street, Vernonia, OR 97064 (Phone No. 503-429-5291) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TCC users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

Emergency Preparedness Committee

September 25, 2013

7:00pm - Cityhall Council Chambers

MINUTES

**Call to Order** – Mtg called to order at 6:35pm

**Attendance of Members** –Alexis Posley, Chair; Kim Tierney, Mike Conner, Jim Buxton, Dan Brown, Cindy Ball, Dean Smith

**Additions or Corrections to Agenda** – No Agenda in place

**Public Comment** – No public comments

**Approval of Minutes of Previous Meeting** – Motion to approve- Dan, 2<sup>nd</sup>-Cindy  
Minutes approved

**New Business**

**Unfinished Business**

1. Staff Gauges – Jim Buxton
  - a. Need volunteer to reliably and consistently read the gauge on the Green Bridge.
  - b. Water resources Dept. is planning to add a near real time capacity to the Gauge on the Nehalem. (Linked to the internet) WRD reads the gauge once a month.

Once the data is gathered, it can be compiled and graphed. WRD staff previously volunteered to compile it. WRD has lost some of the records, but a full set of records in hard copy are housed in the watershed council offices.

Rain gauge on the Nehalem @ Clearcreek: the one that was going to be turned off. Jim called the contact on the website, who told him that they would be turning off the rain gauge but NOT the river gauge. There are a number of people collecting rainfall information. One concern is that without that gauge we may not be able to get good rainfall to water level predictions. Jim will call his contact back and verify.

Salmon Fest: Fire Dept will have a booth and will support additional documents for the event. Salmon Fest is October 5.

www.Cocorahs.org rain data collected daily. Project of the state climatologist at the University of Colorado. Collects data between official weather stations.

1. Expanded Scope of Advisory Mission

- a. FEMA flood insurance is going to increase.
- b. Congress is and will continue to look at FEMA
- c. For Vernonia to qualify for flood coverage, any building that has FEMA dollars invested in it MUST be compliant with all FEMA regulation. There are some citizens who adamantly refuse to comply. Due to inaccuracies in inspection some flawed remedial fixes do NOT comply. There are currently about 100 houses out of compliance.
- d. Reporting is done every three years, from date of contracts.
- e. Goal is to be in compliance for one full year and to ask FEMA to make reductions in flood insurance rates.
- f. Compliance is needed to maintain flood insurability and decrease risk of reduced property values.

Poster child for this is the city of Shady Cove.

Updating the batteries

Meeting adjourned Dan/Jim approved.



CITY COUNCIL JANUARY 21, 2014- MINUTES  
REGULAR MEETING – 7:00 PM  
City Hall, 1001 Bridge Street, Vernonia OR 97064

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**Councilors Present:** Mayor Josette Mitchell; Councilors: Kim Tierney, Bruce McNair, Randy Parrow, Donna Webb arrived late.

**Staff Present:** Chief Michael Conner; Financial Administrator, Angie Handegard; City Recorder, Joann Glass

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

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

**2. Additions or Corrections to Agenda**

Addition: Mayor Report

A. Resignation of Dan Brown from Planning Commission and Emergency Preparedness Committee

Addition: Unfinished Business

C. MOA between the City of Vernonia and the Health Board  
Councilor McNair moved, "To approve the agenda with the additions noted."

Councilor Parrow seconded the motion. Motion carried.

**3. Mayor Report**

A. Resignation of Dan Brown from Planning Commission and Emergency Preparedness Committee

Council consensus accepted the resignation of Dan Brown from Planning Commission and Emergency Preparedness Committee

**4. Councilor Committee Meeting Reports**

No reports presented

**5. Topics from the Floor/Audience Participation**

*Persons addressing the Council must state their name and address 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.*

No topics from the Floor/Audience Participation

**6. Consent Agenda for Acceptance**

*The Consent Agenda is a policy of the governing body to approve, in one motion, routine and/or noncontroversial items, which can be determined prior to the meeting.*

A. Vernonia Library Board Minutes December 4, 2013

Councilor Parrow moved, "To accept the Vernonia Library Board Minutes for December 4, 2013 as presented." Councilor Tierney seconded the motion.  
Motion carried.

**7. Consent Agenda for Approval**

A. City Council Minutes January 6, 2014

Councilor Tierney moved, "To accept the City Council Minutes for January 6, 2014 as presented." Councilor Parrow seconded the motion. Motion carried.

## 8. Unfinished Business

### A. Adoption of Employee request forms

Angie Handegard explained that the Staff Overtime Report and the Staff Time off Request Form will be implemented and become part of the Employee Handbook

Councilor Parrow moved, "To adopt the Staff Overtime Report and the Staff Time off Request Form." Councilor Tierney seconded the motion. Motion carried.

### B. Health Board Ground Lease

Brett Costley, Health Board Representative expressed that the City does not own the land anyway. The information that the health board has is that if the land is not used for public service then the land reverts back to the state. The Health Board believes they are delivering a public service to the City.

Brett expressed that the health board has seven issues with the current ground lease.

#### 4. Use of Property

##### 4.1 Tenant Use

...prior written ~~consent~~*notification* of Landlord,

##### 4.2 Prohibited Uses

...strike or (iv) for any business, use, or purpose deemed ~~disreputable~~.

4.4 Tenant shall assume responsibility for maintaining the property, strike ~~including common areas~~

##### 4.5 Assignment and Subleasing

Change the word "consent" to either *notify or approve* within the paragraph.

Change the word "non-profit" to possibly "*combined medical services*"

There is concern that some providers may not be non-profit, some are not-for-profit, and some may be sole-proprietors or individual practitioners, or pharmacy, etc. The question was asked why does the city need to approve the entities they sub-lease to? Mayor Mitchell explained this was not their intent to look at approving everyone coming in.

11.4 The Health Board asked that this section be deleted. Mayor Mitchell will consult with the Cities Insurance group and with CIS for better clarification on the wording.

##### 12. Insurance; Restoration of Damage

12.1 The Health Board questioned the amount of insurance they need to carry and why if any money is left over after a settlement that 25% goes to the city.

Questions:

4.5 Sub leasing

11.4 Taken out and why

12.2 10 million Insurance

13.3 Damage Destruction and Eminent Domain

15.1 City Council OK, with striking 25% however they would consult with their attorney to resolve if change was possible, Councilor Webb deferred as she was not present when this was discussed.

Councilor Parrow asked that it be resolved who does own the land. Mayor Mitchell asked that the Health Board show where they are seeing that in a contract.

Council agreed that Mayor Mitchell would meet with Brett Costley and the attorney's by phone to review the contract to come to an agreement.

C. Memorandum of Agreement between the City of Vernonia and the Vernonia Health Board

Re: Property leased to the Vernonia Health Board for the Health Clinic Project.

The Health Board Attorney will review.

**9. New Business**

A. Master Parks Plan – Presentation

Jim Sandlin, Project Manager, MacKay and Sposito presented to the Council the final version of the Vernonia Parks and Trails Master Plan. Mr. Sandlin explained that this project was funded in September 2007, for the Vernonia Bicycle Skills Park, through a Local Government Grant received from Oregon Parks and Recreation. This project came to a halt in 2007. The City determined that the grant funding would be better spent creating a Master Plan for a City owned, 177.19 acre land assembly dedicated to park and recreation uses rather than focusing solely on the bicycle skills park.

A Citizen Public input will be held on February 3, 2014 at the regular Council meeting before final adoption.

**10. Business from Departments**

A. Police Department – Chief Michael Conner

Chief will bring before Council his staffing level options and he has spoken with Chief Dickerson concerning the option of service on a call by call basis. He will look into the reserve program to present as an option.

B. Financial – Angie Handegard

A. City Quarterly Report

Angie reported that the city is on track for the year and doesn't expect a lot of changes.

**11. Ordinances/Resolutions**

A. Resolution regarding Rose Avenue Property

This resolution was tabled until the Ground Lease Agreement is accepted. Brett Costley found the Warranty Deed and shared what he thought implied that the City is not the owner of the property.

The wording will be discussed with the attorneys during the phone conversation.

**12. Correspondence**

**13. Item from Mayor, Councilors**

Councilor Parrow reported that Bill Sword did a good job with marking the streets he was using to move logs.

Councilor Webb asked about logging city trees

Mayor Mitchell will be talking to Jon Forrester about the trees at the Wastewater Project.

Councilor McNair reported that the condition of the trees at Ora Bolmeier Park needs to be looked at and the trees on other city property needs to be looked at for potential logging and thinning.

Councilor Tierney suggested that Dan Brown be invited, if he would be interested, to participate in the RPDO policy committee that Commissioner Hyde referred to during his presentation in December.

Mayor Mitchell reminded the Council of the all staff mandatory meeting on Friday, January 24, at 3 pm. She suggested that she would meet individually with each Councilor before the meeting if they had questions on what is being presented. They will be presenting the Personnel Handbook and reviewing expectations, State of the City, Roles of the Councilors and Angie will be presenting forms for requesting time off and overtime

Councilor Webb questioned job descriptions, and evaluation forms and were these in the works

Councilor Tierney would like to see standardization for the job descriptions which would help with the evaluations.

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

No executive session was called.

**Adjournment:** City Council adjourned the January 21, 2014 meeting at 9:11 pm

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2014

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

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

**Memorandum of Agreement**  
City of Vernonia  
and  
Vernonia Health Board

**Date: January 31, 2014**

**RE: Property leased to the Vernonia Health Board for the Health Clinic Project.**

**Purpose:** The City of Vernonia (“City”) and Vernonia Health Board (“Board”) entered into a Ground Lease dated January \_\_\_\_, 2014, whereby the Board leased property from the City for the Health Clinic Project. The property leased is subject to terms and conditions from the Grantor, the State of Oregon and statutory limitations regarding the sale of public lands. The terms and conditions include a restriction limiting leases to a maximum term of fifty years. There are also restrictions disallowing sale of the property. This letter is to memorialize prior discussions and agreements between Vernonia Health Board and the City of Vernonia, their directors and City Council regarding future disposition of the property.

Now, therefore, the parties agree to consider the following regarding disposition of the property:

- 1. Sale of the property.** In open meetings, the City Council for the City of Vernonia has expressed agreement to consider selling the property leased by the Board if it is feasible and legal to do so. Although it is not legal to do so at the time of this Agreement, if there are changes to the terms and conditions imposed by the Grantor, or if there is a change in state law allowing for sale of the property, the City agrees to reconsider an agreement to sell the property. Further, if City is required to complete legal or procedural processes to achieve a sale to the Board, the City will cooperate with the Board to complete such processes if an agreement to sell the property is reached. The Board agrees to pay the administrative and legal costs incurred by City in furtherance of such sale.

APPROVED BY THE CITY OF VERNONIA COUNCIL:

\_\_\_\_\_  
By: Josette Mitchell, Mayor

\_\_\_\_\_  
Date

APPROVED BY THE VERNONIA HEALTH BOARD:

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

## Goals:

- Encourage and support public involvement in park and recreation issues.
- Provide well-designed, accessible and safe parks, recreation facilities and natural open space areas.
- Maximize opportunities for public enjoyment of local and regional resources.
- Be an efficient and effective provider of parks and recreation services desired by the community.
- Preserve and acquire land for parks and natural open space to provide for future growth.
- Coordinate with regional and state public park planning agencies.

## Objectives:

- Update Vernonia's Park and Trail System Master Plan to serve as a guide for thoughtful development.
- Identify and increase revenue generating park and recreation opportunities (camp grounds, parking, facility rentals)
- Provide diversification of park programs and uses.
- Prioritize and refine recommendations related to parks and recreation identified in the City's Master Capital Program.
- Integrate recommendations made in the Vernonia Transportation System Plan Update such as the Pedestrian and Bicycle Plan, Safe Routes to Schools and other means to increase connectivity throughout the community.
- Provide opportunities for education about storm water management, wildlife habitat, flora and fauna, etc.
- Expand and enhance trail systems and provide linkages between existing and future park facilities.
- Provide ADA and Universal Accessibility upgrades.
- Provide facility safety upgrades to limit liability and reduce risk management issues.
- Provide recommendations for upgrades to antiquated facilities.
- Minimize park facility maintenance needs wherever possible.
- Integrate recommendations in the Columbia County Parks Master Plan and the State Scenic Bikeway Plan that are relevant to Vernonia.



## GOALS & OBJECTIVES

JUNE 2013



## CITY OF VERNONIA CITY COUNCIL AGENDA ITEM SUMMARY

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### Approval of Volunteer Policy Manual/Acknowledgment Form and Volunteer Application

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**Meeting Date:** February 3, 2014  
**Department:** Administration  
**[www.vernonia-or.gov](http://www.vernonia-or.gov)**

**Agenda Section:** New Business  
**Staff:** City Recorder, Joann Glass  
**Contact Telephone:** 429-5291 x106

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#### ISSUE STATEMENT AND SUMMARY

The Volunteer Policy Manual is intended to establish and explain the policies by which volunteers will be incorporated in the City of Vernonia Volunteer Program.

#### BACKGROUND

**A. Council Action History.** Approved Workers Comp for volunteers

**B. Financial and/or Resource Considerations.**

This manual is considered a living document and will continue to grow.

**C. Timing Issues.**

Revisions will periodically be made to address circumstances and changes necessary to operate the program efficiently and to ensure that volunteers find success and fulfillment in their contribution of time.

#### COUNCIL OPTIONS

None presented.

#### STAFF RECOMMENDATION

It is recommended that you pass the suggested motion.

#### SUGGESTED MOTION

**I move that City Council approve the Volunteer Policy Manual, the Acknowledgment Form, and Volunteer Application.**

# CITY OF VERNONIA

## VOLUNTEER POLICY MANUAL

This Volunteer Policy Manual is intended to establish and explain the policies by which volunteers will be incorporated into the City of Vernonia Volunteer Program. This manual is considered a living document and will continue to grow. Revisions will periodically be made to address circumstances and changes necessary to operate the program efficiently and to ensure that volunteers find success and fulfillment in their contribution of time.

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# City of Vernonia Volunteer Manual

## Table of Contents

Topic	Page #
1. Overall Policy on Utilization of Volunteers .....	3
2. Purpose of Volunteer Policies .....	3
3. Definitions of "Volunteer" .....	3
4. Service at the Discretion of the City .....	3
5. Volunteer Rights and Responsibilities .....	3
6. Confidentiality .....	3
7. Requests for Volunteers .....	3
8. Recruitment of Minors .....	4
9. Applications .....	4
10. Interviewing .....	4
11. Criminal Records Check/Screening .....	4
12. Placement .....	4
13. Acceptance and Appointment .....	4
14. Orientation .....	5
15. Conduct .....	5
16. Gratuities .....	5
17. On-the-Job training .....	5
18. Access to City Property and Materials/City Vehicles .....	5
19. Sexual Harassment/EEO Policy Plan .....	5
20. Ethics Policy .....	5
21. Drug-Free Environment .....	5
22. Tobacco Free Workplace .....	6
23. Computer Usage .....	6
24. Safety and Liability .....	6

## **City of Vernonia Volunteer Manual**

### **1. Overall Policy on Utilization of Volunteers**

The achievement of the goals of the City of Vernonia is best served by the active participation of citizens of the community. To this end, the City accepts and encourages the involvement of volunteers of the City of Vernonia within appropriate programs and activities. All City and staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in recruitment of volunteers from the community.

### **2. Purpose of Volunteer Policies**

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy. Changes to or exceptions from these policies may only be granted by the City of Vernonia City Council, and must be obtained in advance and in writing. Areas not specifically covered by these policies shall be determined by the City Administrator or designee.

### **3. Definition of 'Volunteer'**

Volunteers are not City employees. A 'volunteer' is anyone who without compensation or expectation of compensation beyond reimbursement performs a task at the direction of and on behalf of the City. A 'volunteer' must be officially accepted and enrolled by the City prior to performance of the task.

### **4. Service at the Discretion of the City**

The City accepts the service of volunteers with the understanding that such service is at the sole discretion of the City. Volunteers agree that the City may at any time, for whatever reason, decide to terminate the volunteer's relationship with the City. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the City. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

### **5. Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable resource to this City, its staff, and its citizens. Volunteers shall be extended the right to be given meaningful assignments and the right to effective supervision. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the City.

### **6. Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, citizen, or other person or involves overall City business.

### **7. Requests for Volunteers**

Volunteers shall be recruited by the City on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to gender, handicap, age, race or other condition.

## **City of Vernonia Volunteer Manual**

### **8. Recruitment of Minors**

Volunteers may not be below the age of 12. Volunteers between the ages of 12-14 may not participate in volunteer service for the City without a parent or guardian present at all times. Volunteers between the ages of 15-17 must have the written consent of a parent or guardian prior to volunteering. The volunteer services assigned to a minor should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

### **9. Applications**

Volunteers will be required to complete an application prior to providing volunteer service. As stated in paragraph 12, applicants may be required to provide information necessary to complete a criminal background check. Initial applications will be screened by the City designee to ensure that the application is complete. The application will then be reviewed by the appropriate Department Supervisor and prospective volunteers will be selected for interview.

### **10. Interviewing**

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for the position by the department supervisor. The interview should determine the qualifications of the volunteer, their ability and commitment to fulfill the requirements of the position, and should answer any questions that the volunteer might have about the position. Interviews may be conducted either in person or by other means. As part of the interviewing process, further processing of the prospective volunteer's application may commence to include any necessary screening described in paragraph 12. The interviews will be conducted by the appropriate supervisor, with the final sign-off by the City Administrator or designee.

### **11. Criminal Records Check/Screenings**

As appropriate for the protection of all involved, volunteers may be required to submit to a criminal background check, drug testing, and other applicable checks and screenings. Volunteers who do not agree to the background checks and screenings or who do not pass the screening process will be refused assignment. Applicants who do not pass the screening process and are refused assignment will be notified by the Human Resource Division via certified mail.

### **12. Placement**

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the requirements of both the volunteer and the supervising staff can be met: no volunteer should be assigned to a 'make-work' position and no position should be given to an unqualified or uninterested volunteer.

### **13. Acceptance and Appointment**

Service as a volunteer with the City shall begin with an official notice of acceptance or appointment to a volunteer position. No volunteer shall begin performance of any position until they have been officially accepted for that position and have completed all necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork and shall receive a copy of their job description and agreement of service with the City.

## **City of Vernonia Volunteer Manual**

### **14. Orientation**

All volunteers will receive a general orientation on the nature and purpose of the City, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position which they are accepting in that effort. Orientation will be given by the requesting Department.

### **15. Conduct**

Volunteers must be familiar with the policies and procedures outlined in this volunteer manual. Further, volunteers must be polite, courteous and helpful when dealing with citizens.

### **16. Gratuities**

Volunteers will be prohibited from accepting any gift or gratuity from any firm, contractor, consultant, individual or others for any service provided on behalf of the City.

### **17. On-the-Job Training**

Volunteers will receive specific on-the-job training to provide them with the information and skills necessary to perform their volunteer assignment. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the position and the capabilities of the volunteer. Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position, suggestions the volunteer may have to improving the position, and the possibility of involving the volunteer in some other capacity with the City. Training will be conducted by the requested Department.

### **18. Access to City Property and Materials/City Vehicles**

As appropriate, volunteers shall have access to City property and materials necessary to fulfill their duties, and shall receive training in the operation of that equipment. Property and materials shall be utilized only when directly required for City purposes. This policy does not include access to and use of City vehicles.

### **19. Sexual Harassment /EEO Policy Plan**

Sexual harassment includes unwelcomed sexual advances, request of sexual favors, and other verbal or physical conduct of a sexual nature. No volunteer shall violate this requirement. Any such incidents should be reported immediately to the volunteer's supervisor or/and Human Resources. The City of Vernonia does not tolerate sexual harassment.

### **20. Ethics**

Ethics refers to principles that define behavior as right, good and proper. Such principles do not always dictate a single "moral" course of action, but provide a means of evaluating and deciding among competing options. Governments of all kinds are held to a very high standard of public trust. We must make every effort to insure that all activities of the City, as well as, all other staff in the City offices maintain the standards of conduct that are above reproach.

## **City of Vernonia Volunteer Manual**

### **21. Drug Free Environment**

The City of Vernonia provides a drug-free, healthy, and safe environment. A volunteer may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The use of drugs and alcohol is an increasing problem affecting many areas of our society and ranks as one of the major health problems in our country. The pervasive presence of alcohol and substance abuse in our society, the resultant impact upon the workplace, and the City's obligation to its citizens require the establishment of a drug-free workplace policy.

### **22. Tobacco Free Workplace**

The City of Vernonia intends to provide a safe and healthy environment. The use of tobacco products is prohibited in all City buildings, vehicles and equipment, except in designated employee areas. Tobacco addiction is among the leading causes of morbidity and mortality in the United States. The City of Vernonia is committed to promoting health, wellness, and disease prevention, and to providing a safe, clean, and healthy environment.

### **23. Computer Usage**

The City of Vernonia e-mail and internet systems are intended to be used for business purposes only. The City of Vernonia owns the computer and software of the E-mail and internet systems and permits the use of them in the performance of duties. All E-mail and internet records are official City records and should be transmitted only to individuals who have a business need to receive them. The only exception to this are the public computers located in the City's Library.

### **24. Safety and Liability**

The City of Vernonia aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured in the course of the volunteer's service, it is important that the volunteer notify his or her supervisor immediately.

## Acknowledgment Form

*NOTE: This signed form should be inserted in the volunteer's personnel file.*

As a volunteer of the City of Vernonia, I acknowledge the following:

I have received a copy of the Volunteer Policy Manual. I understand that the Manual contains important information about the City's policies and work rules. I also understand that the Manual outlines my responsibilities as a volunteer. I understand that I have the responsibility to read and understand the information in the Manual, and to ask my supervisor for clarification of any information that I do not understand.

I understand that this Manual is not a contract or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to volunteers in certain jobs or work areas, or otherwise stated, I understand that this Manual supersedes all prior manuals or handbooks, policies, and understandings on the subjects contained in it.

I understand that the City of Vernonia has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment, the policies and rules, described in this Manual. I understand that should the content be changed in any way, the City may require an additional signed acknowledgment from me to indicate that I am aware of the changes.

I understand that the City of Vernonia is the only entity who is authorized to make changes in the policies and rules described in this Manual and that all such changes must be in writing to be valid.

I also acknowledge that, before signing this form, I have asked for and received clarification on any of the items listed on it that I did not understand.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Volunteer's Name



CITY OF VERNONIA  
1001 Bridge Street, Vernonia OR 97064  
503-429-5291 Fax: 503-429-4232

**VOLUNTEER AGREEMENT**

Please Print

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email \_\_\_\_\_

Committee Volunteering for: \_\_\_\_\_

Volunteer Project Name & Description: \_\_\_\_\_

**I hereby release the City from any liability or damage, which may result from furnishing the information requested.**

**I, the Volunteer, shall indemnify, defend, save and hold harmless, the City, its officers, agents and employees, against all liability, claims, suits, actions or judgments of whatsoever nature, loss or expense, including attorney fees, based upon or arising out of damage, injury or death to persons or property caused by my own actions or omissions, or caused by anyone acting on my behalf in connection with, or incidental to, this Agreement for the volunteer work to be performed hereunder.**

**When driving my own vehicle while performing duties as a volunteer, I will have in my possession at all times a valid Oregon or Washington driver's license and maintain my personal automobile insurance. I authorize the City of Vernonia to verify my license status and driving record with the Oregon or Washington Departments of Motor Vehicles.**

**I understand that I will not be paid for my services as a volunteer. I understand this service will not confer on me the status of City employee. I understand that either the City of Vernonia or I can cancel this agreement at any time by notifying the other party. I hereby volunteer my services, as described above, to assist the City.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Official Use Only: Application Received \_\_\_\_\_ Cleared: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

VPD CALLS FOR SERVICE BY CALL TYPE - DECEMBER 2013\*

TYPE.....	DESCRIPTION.....	Type..	COUNT
ABC	Aband 911/hangup	ABC	2
ALA	Alarm Audible	ALA	5
ANM	Anim Compl	ANM	1
AOA	Assist Outsd Agency	AOA	4
APAT	Area Patrol	APAT	6
ASP	Assist Public	ASP	15
BUC3	Burg Comm Cold	BUC3	3
BUR3	Burg Cold	BUR3	2
CIV	Civil Sit	CIV	1
CRM	Crim Misch	CRM	1
DIS1	Disturbance IP	DIS1	4
DOM1	Domestic IP	DOM1	2
FPAT	Foot Patrol	FPAT	1
HAR	Harassment	HAR	1
HAZ	Hazard	HAZ	3
HRN	Hit & Run no inj	HRN	1
INF	Info LE	INF	7
INT	Intox Subj	INT	2
JVS	Juv Situation	JVS	4
MIP	Minor in Poss	MIP	1
MSA	Missing Adult	MSA	1
MTG	Meeting	MTG	2
NOI	Noise Comp	NOI	1
ONC	On Call	ONC	38
OPN	Open Door	OPN	1
PCK	Premises Check	PCK	13
PHN	Phone Msg	PHN	8
PPY	Property lost/found	PPY	1
R-2	Report, follow up	R-2	20
RC	Radio Call	RC	13
RPT	Report Writing	RPT	8
SSC1	Susp Circumstance IP	SSC1	1
SSC3	Susp Circumstance Cold	SSC3	1
SSP1	Susp Person IP	SSP1	10
SSP2	Susp Person Just Occ	SSP2	1
SSV1	Susp Veh IP	SSV1	6
SSV2	Susp Veh Just Occ	SSV2	1
TAI	TA, injury	TAI	1
TAN	TA, non inj	TAN	2
TAU	TA, unk inj	TAU	2
THF3	Theft Cold	THF3	2
TRF	Trf Compl	TRF	3
TRG	Training	TRG	1
TS	Traffic Stop	TS	25

VPD CALLS FOR SERVICE BY CALL TYPE - DECEMBER 2013\*

TYPE.....	DESCRIPTION.....	Type..	COUNT
UTI	Utilities / Public Wks	UTI	1
VRO1	Viol RO IP	VRO1	1
VRO3	Viol RO Cold	VRO3	1
WCK	Welfare Ck	WCK	3
WSV	Warr Svc	WSV	1

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235

**Columbia 9-1-1 Communications District  
Calls for Service - By Department\*  
Fiscal Year July 2013 - June 2014**

Agency	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals	
CFD	100	65	92	91	69	101							518	1.8%
CPD	174	191	167	166	139	164							1001	3.5%
CCPD	182	193	127	141	111	129							883	3.1%
CCSO	827	796	838	835	744	676							4716	16.6%
CRFR/R	142	65	91	80	85	90							553	1.9%
CRFR/SH	380	344	326	313	252	374							1989	7.0%
MBFD	4	12	9	11	12	6							54	0.2%
MWA	32	42	39	33	27	40							213	0.8%
ODF	8	2	1	3	3	1							18	0.1%
OSP	54	50	44	51	34	43							276	1.0%
RPD	392	259	276	301	324	241							1793	6.3%
SHPD	1493	1344	1308	1336	1178	1081							7740	27.3%
SFD	175	221	151	154	167	155							1023	3.6%
SPD	715	556	491	485	485	542							3274	11.5%
VFD	15	10	12	12	12	14							75	0.3%
VPD	277	268	234	200	197	218							1394	4.9%
Other	591	537	450	421	379	493							2871	10.1%
<b>TOTAL</b>	<b>5561</b>	<b>4955</b>	<b>4656</b>	<b>4633</b>	<b>4218</b>	<b>4368</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28391</b>	<b>100.0%</b>

**Traffic Stops - By Department**

CPD	90	36	18	24	59	31							258	6%
RPD	87	86	75	103	72	73							496	12%
CCPD	57	54	52	37	35	19							254	6%
CCSO	176	125	207	138	186	140							972	24%
SHPD	173	190	154	169	195	227							1108	27%
SPD	104	98	92	147	112	145							698	17%
VPD	48	42	52	54	48	25							269	7%
<b>TOTAL</b>	<b>735</b>	<b>631</b>	<b>650</b>	<b>672</b>	<b>707</b>	<b>660</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4055</b>	<b>100%</b>

**Activity Summary**

L. Enf.	4114	3657	3485	3515	3212	3094							21077	65%
Trf. Stops	735	631	650	672	707	660							4055	12%
Fire	296	236	206	202	173	217							1330	4%
EMS	560	525	515	495	454	564							3113	10%
Other	591	537	450	421	379	493							2871	9%
<b>TOTAL</b>	<b>6296</b>	<b>5586</b>	<b>5306</b>	<b>5305</b>	<b>4925</b>	<b>5028</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32446</b>	<b>100%</b>

\* These statistics reflect the calls for service for each agency received by C9-1-1CD, but do not necessarily mirror the actual number of incidents handled by each individual agency.

**Columbia 9-1-1 Communications District**

Other Dispatch and Referrals

Fiscal Year July 2013 - June 2014

Agency	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals	
Animal Control	19	13	10	9	8	5							64	2.2%
BOEC	47	23	25	14	24	21							154	5.4%
CAN	0	0	1	0	0	1							2	0.1%
CENT	2	3	1	1	0	0							7	0.2%
Clackamas Co. 911	0	1	0	1	0	1							3	0.1%
Clark Co. 9-1-1	34	36	24	20	24	18							156	5.4%
Clatskanie PUD	3	1	2	0	1	2							9	0.3%
Clatskanie PW	0	0	0	2	0	0							2	0.1%
Clatsop Co. 9-1-1	9	0	8	9	7	17							50	1.7%
Col. Co. Mental Health	5	0	2	0	3	7							17	0.6%
Col. Co. Public Health	0	0	0	0	0	0							0	0.0%
Col. Co. Road Dept.	7	9	0	0	0	15							31	1.1%
Col. River PUD	5	5	7	8	4	10							39	1.4%
Columbia City PW	0	3	2	0	3	4							12	0.4%
ComCast	0	0	0	0	0	0							0	0.0%
Cowlitz 9-1-1	152	192	151	122	96	115							828	28.8%
DA Office	2	0	0	0	0	0							2	0.1%
EOC	4	0	0	2	0	2							8	0.3%
FAA	2	0	0	0	0	0							2	0.1%
FBI	0	0	0	0	0	0							0	0.0%
Humane Society	0	0	0	0	0	0							0	0.0%
Juvenile Dept.	6	2	1	1	2	5							17	0.6%
Land Development	3	0	1	1	0	0							5	0.2%
Language Line	0	0	0	1	3	0							4	0.1%
Lewis Co., WA	0	0	0	0	0	1							1	0.0%
Life Flight	8	2	3	1	3	3							20	0.7%
McNulty Water Dist.	0	0	0	0	0	0							0	0.0%
NAWAS	50	46	48	54	45	54							297	10.3%
NW Natural Gas	0	0	0	3	0	0							3	0.1%
OLCC	0	0	0	0	0	0							0	0.0%
ODFW	0	0	0	0	0	0							0	0.0%
ODOT	11	9	15	12	17	13							77	2.7%
Pacific Co., WA	0	0	0	0	0	0							0	0.0%
Parole & Probation	33	42	18	25	22	24							164	5.7%
Poison Control	0	0	0	0	0	0							0	0.0%
Port of St. Helens	0	0	0	0	0	0							0	0.0%
Portland Haz Mat	0	0	0	0	0	0							0	0.0%
PW Railroad	3	0	4	2	2	4							15	0.5%
Rainier PW	1	3	2	0	1	5							12	0.4%
Red Cross	0	0	0	0	0	2							2	0.1%
Scap Muni Ct.	0	0	0	0	0	0							0	0.0%
Scappoose PW	4	0	1	8	5	7							25	0.9%
SH Muni Ct.	0	0	0	0	0	0							0	0.0%
DHS (SCF)	3	8	0	5	0	1							17	0.6%
St. Helens PW	18	16	13	19	9	34							109	3.8%
Tillamook Co. 9-1-1	0	0	0	0	0	3							3	0.1%
Trojan PGE	32	28	34	34	31	30							189	6.6%
USCG	7	6	3	1	1	1							19	0.7%
Vernonia PW	0	1	1	1	0	4							7	0.2%
WA DOT	0	0	0	0	0	0							0	0.0%
WA State Patrol	110	80	61	60	54	76							441	15.4%
Wahkiakum Co., WA	4	1	1	3	4	1							14	0.5%
WCCCA	7	7	9	2	10	5							40	1.4%
West OR Electric Coop	0	0	2	0	0	2							4	0.1%
WomensResource Ctr.	0	0	0	0	0	0							0	0.0%
<b>TOTAL</b>	<b>591</b>	<b>537</b>	<b>450</b>	<b>421</b>	<b>379</b>	<b>493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2871</b>	<b>100%</b>



CITY OF VERNONIA CITY COUNCIL  
AGENDA ITEM SUMMARY

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**Approval – Declaration of Surplus Property**

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**Meeting Date:** February 3, 2014  
**Department:** Vernonia Public Librray  
vernonia-or.gov

**Agenda Section:** Ordinance/Resolution  
**Staff:** Library Director  
**Phone No.** 503-429-1818

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**ISSUE STATEMENT AND SUMMARY**

The City owns computer equipment that was once used for public computer use at the Vernonia Public Library that needs to be declared surplus and disposed of in accordance to City Ordinance Number 830.

**BACKGROUND**

- A. Council Action History.** Previously has declared items surplus to be properly disposed of.
- B. Analysis.** The City has neither room nor the resources to continually amass property necessitating the need to have the items declared surplus to properly dispose of.
- C. Financial and/or Resource Considerations.** Following Ordinance 830 procedures the property declared surplus can be disposed of and a small amount of revenue can be derived from the viable property. A suggested value of the equipment is \$10.00 for computers per city IT personal.
- D. Timing Issues.** There are no timing issues

**COUNCIL OPTIONS**

Declare items surplus so they can be properly disposed of; or not declare items surplus and maintain in building.

**STAFF RECOMMENDATION**

Declare the listed items as surplus so they can be properly disposed of.

**SUGGESTED MOTION**

I move "To adopt Resolution No. 2-14."

**RESOLUTION NO. 02-14**

**RESOLUTION DECLARING CERTAIN REAL PROPERTY OF THE CITY  
NO LONGER NEEDED FOR PUBLIC USE AND AUTHORIZING SALE  
OF SUCH PROPERTY**

**WHEREAS**, the City of Vernonia ("City") owns certain improved real property ("Property") located at the Vernonia Public Library, 701 Weed Ave. and more particularly described in Exhibit "A", which is attached hereto and incorporated herein by reference; and

**WHEREAS**, the City is not currently using the property for a public purpose; and

**WHEREAS**, ORS 271.310 authorizes the City to sell real property when such property is no longer needed for a public use and when the public interest will be furthered by selling the property;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF VERNONIA  
RESOLVES AS FOLLOWS:**

1. The property described in Exhibit "A" is no longer needed for public use, and the public interest will be furthered by selling the Property in a negotiated sale;
2. The City's Library Director is hereby authorized to take all necessary steps to advertise the property for sale and negotiate offers for such Property,

Introduced and adopted the \_\_\_\_ day of \_\_\_\_\_, 2014 by the following vote:

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

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

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

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

## EXHIBIT "A"

Property no longer needed for public use and declaring surplus:

Outdated 2000 Gateway Computers, 2007 IBM Thinkcenters, and 2006 etower 800

Two (2) Gateway computers (1999/2000)

Four (4) IBM Lenovo Thinkcenter computers (donated to us used in 2009 so approximately 2005-2006)

One (1) Dell Dimension 3000 computer (2006 – no longer works)

One (1) Emachine etower 800

One (1) Gateway VX900 CRT Monitor (1999/2000)

One (1) Funai TV/VCR

Miscellaneous computer equipment

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

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

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

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

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

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

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

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

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

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



## CITY OF VERNONIA CITY COUNCIL AGENDA ITEM SUMMARY

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Resolution to Change the Enterprise Zone boundary and add the City of Vernonia as a cosponsor of the South Columbia County Enterprise Zone

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**Meeting Date:** February 3, 2014  
**Department:** Administration  
vernonia-or.gov

**Agenda Section:** Ordinance/Resolution  
**Staff:** Pro-Tem City Administrator  
**Contact Phone:** 503-429-5291

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### ISSUE STATEMENT AND SUMMARY

In 2007, the City of St. Helens, City of Columbia City, Port of St. Helens and Columbia County (co-sponsors) successfully applied for an enterprise zone, which was designated as the St. Helens/Columbia City Enterprise Zone by the Director of Business Oregon (Oregon Business Development Department) on October 18, 2007.

### BACKGROUND

#### A. Council Action History

Vernonia applied for enterprise zone membership late last year

#### B. Analysis

In 2011 the Director of Business Oregon approved a request from the co-sponsors to include the City of Scappoose as a co-sponsor and rename the enterprise zone as the South Columbia County Enterprise Zone (Zone)

#### C. Financial and/or Resource Considerations

The Zone provides an opportunity for the region to improve the local economic base, business climate and long-run community development. Co-Sponsors agree that the regional economy will benefit from including the City of Vernonia as an additional co-sponsor of the Zone.

#### D. Timing Issues

This Zone and the tree to five year property tax exception that it offers for new investments in plant and equipment by eligible business firms are critical elements of local efforts to increase employment opportunities, to raise local incomes to attract investments by new and existing businesses and to secure and diversify.

### COUNCIL OPTIONS

No option suggested

### STAFF RECOMMENDATION

To adopt the resolution to change the Enterprise Zone boundary and add the City of Vernonia

### SUGGESTED MOTION

**I move that City Council adopt Resolution No. 04-14 A Resolution to change the Enterprise Zone Boundary and Add the City of Vernonia as a cosponsor of the South Columbia County Enterprise Zone**

**ATTACHMENTS** Resolution No. 04-14; Proposed Site Maps; EZ Extension Tax Lots

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

**A RESOLUTION TO CHANGE THE ENTERPRISE ZONE BOUNDARY AND ADD THE CITY OF VERNONIA AS A  
COSPONSOR OF THE SOUTH COLUMBIA COUNTY ENTERPRISE ZONE**

**WHEREAS**, in 2007, the City of St. Helens, City of Columbia City, Port of St. Helens and Columbia County (co-sponsors) successfully applied for an enterprise zone, which was designated as the St. Helens/Columbia City Enterprise Zone by the Director of Business Oregon (Oregon Business Development Department) on October, 18, 2007, and

**WHEREAS**, in 2011 the Director of Business Oregon approved a request from the co-sponsors to include the City of Scappoose as a co-sponsor and rename the enterprise zone as the South Columbia County Enterprise Zone (Zone), and

**WHEREAS**, the Zone provides an opportunity for the region to improve the local economic base, business climate and long-run community development, and

**WHEREAS**, the City of Vernonia in Columbia County has expressed an interest to be included as an additional co-sponsor of the Zone, and

**WHEREAS**, the Co-Sponsors agree that the regional economy will benefit from including the City of Vernonia as an additional co-sponsor of the Zone, and

**WHEREAS**, the designation of an enterprise zone does not grant or imply permission to develop land within the Zone without complying with all prevailing zoning, regulatory and permitting process and restrictions of any and all local jurisdiction, nor does it indicate any public intent to modify those processes or restrictions, unless otherwise in agreement with applicable comprehensive land use plans, and

**WHEREAS**, this Zone and the three to five year property tax exception that it offers for new investments in plant and equipment by eligible business firms are critical elements of local efforts to increase employment opportunities, to raise local incomes, to attract investments by new and existing businesses and to secure and diversify, and

**WHEREAS**, the zone sponsors will jointly comply with the requirements and provisions on ORS Chapter 285C, and

**WHEREAS**, special notification was sent to all affected taxing districts in the Enterprise Zone;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF VERNONIA RESOLVES AS FOLLOWS;**

1. That the City of Vernonia shall be added as a co-sponsor to the South Columbia County Enterprise Zone and that the parcels of property designated on the attached maps and descriptions shall be included in the enterprise zone.
2. That qualified hotel and resort businesses are eligible for tax abatement within the existing and expanded enterprise zone.
3. That this Resolution shall be submitted to the Director of Business Oregon for approval and that the Executive Director of the Columbia County Economic Team is authorized to submit the application and provide documents necessary for approval by Business Oregon.

Introduced and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2014 by the following vote:

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

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

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

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

January 23, 2014

To: Vernonia City Council  
From: Parks Committee

**Vernonia Parks and Trails Master Plan**

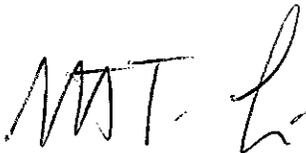
The Parks Committee, at the December 19, 2013 Committee Meeting, voted to recommend that the City Council accept the Vernonia Parks and Trails Master Plan which was presented by Jim Sandlin from McKay Sposito at the January 21, 2014 City Council Meeting

The Parks Committee, along with the previous City Administrator, both worked very closely with Mr. Sandlin throughout the process of creating this Master Plan. Both the Parks Committee and city staff have been actively involved in making suggestions and helping to formulate this plan. We look forward to working with the City Council, once this is adopted, to implementing the ideas contained in this plan.

Signed,

A handwritten signature in black ink, appearing to read "Katie Poetter".

Katie Poetter  
Committee Secretary

A handwritten signature in black ink, appearing to read "Scott Laird".

Scott Laird  
Committee Chair

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

**RESOLUTION APPROVING THE CITY OF VERNONIA  
PARKS AND TRAILS MASTER PLAN**

**WHEREAS**, the Vernonia Parks and Trails Master Plan is to establish a tool based on a logical, comprehensive planning process that helps inform and guide the City's administration and elected leadership through current and future development of their park system;

**WHEREAS**, the master plan will aid the City in developing budgets and prioritizing projects to be completed through their Master Capital Program and the Vernonia Transportation System Plan;

**WHEREAS**, the master plan will provide valuable information to assist with preparing future applications for grants such as the ORPD Local Government Program, ODFW Restoration and Enhancement, and the ODOT Bicycle and Pedestrian Program;

**WHEREAS**, the master plan identifies and evaluates the park and recreation properties, assesses the opportunities and constraints inherent to each of the properties, establishes goals and objectives for each site based on input from the community, Vernonia Parks Committee and City staff, and then makes recommendations to achieve the goals and objectives;

**WHEREAS**, the master plan is approved annually by the City Council following public meeting, program reviews by the Parks Advisory Committee and the Budget Committee, and public hearing associated with budget adoption;

**NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vernonia:**

Section 1. The Vernonia City Council adopts the Vernonia Parks and Trails Master Plan dated \_\_\_\_\_ and presented with this Resolution.

Introduced and adopted this \_\_\_\_\_ day of February, 2014 by the following vote:

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

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

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

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

## **Enterprise zone sponsors clear Vernonia for entry**

### **State must finalize accession to zone**

#### **South County Spotlight January 24, 2014**

As of Wednesday, Jan. 22, all of the South Columbia County Enterprise Zone cosponsors agreed to resolutions approving the accession of Vernonia to the zone, which would offer property tax benefits to certain businesses situated within almost 302 acres of land in and around the city.

The Columbia County Board of County Commissioners was the last governing body to adopt a resolution approving Vernonia's entry. It voted unanimously Wednesday morning in favor of bringing Vernonia, the largest city in Columbia County that lacked enterprise zone membership as well as the only city in the county not within the Port of St. Helens district, into the zone.

"This is just one more way that we can help the recovery of the city of Vernonia and the rural area surrounding it," said County Commissioner Henry Heimuller, who offered the motion to adopt the resolution. "They have, you know, been a pretty much blighted community since the flood of [1996] and then 2007. ... I think that this is just one more way that we can encourage business development over on that side of the hill, which will help us all."

Vernonia applied for enterprise zone membership late last year, and zone manager Chuck Daughtry, who is also the executive director of the Columbia County Economic Team, requested that the zone's six cosponsors approve resolutions granting it entry.

"The next step is we take it to Vernonia City Council, they ratify it, and then it goes to Business Oregon for approval," Daughtry said Wednesday afternoon.

Vernonia Mayor Josette Mitchell could not be reached for comment Wednesday.

The city of Vernonia and the zone's current cosponsors — the cities of Scappoose, St. Helens and Columbia City, the Port of St. Helens, and Columbia County — will have to approve any application for extended zone benefits, or an additional two years of property tax abatement on top of three years under normal zone benefits, before they go into effect.

Daughtry said Photo Solutions Inc., a high-tech manufacturer in Vernonia, is already expressing interest in extended benefits.