



WEEKLY DEPARTMENTAL UPDATES

OCTOBER 31, 2014

ADMINISTRATION / UTILITY BILLING

- City Hall has been receiving many calls about burn permits: For information please call the Vernonia Fire Department 503-429-8252.
- As a reminder to our citizens: Waste Management Transfer Station is open the 2nd and 4th Saturday of the month: 8am - 2pm except Holidays. The location is off California Avenue.

POLICE DEPARTMENT - VPD

- The Vernonia Police Department responded to and/or generated 223 incidents.
- The first of the two new/used patrol vehicles is ready to be put in service. You may see it on the road over the weekend. We are still working on the second one. In an effort to maintain low miles on the new vehicles, they will not generally be used for (take home / on call) duties unless needed for adverse weather. The vehicles may still be seen outside the city when necessary for the officers to transport people to jail, training, and court.

FINANCE

- On Tuesday the interview panel met with 4 candidates for the Librarian position. Staff is currently in the process of reviewing interview notes. The position has not yet been awarded.
- Finance Administrator met with Drew Davis of USDA Rural Development to go over the funding requirements. There is an extensive checklist of documents that need to be sent to USDA over the course of the project in order to receive the funds. After submitting a few documents Thursday afternoon we are up to date. After the project has started, more documents will be required to be submitted. Drew has been very helpful throughout the process.
- Finance Administrator worked with Public Works Foreman to assess the staffing needs of the Public Works Department and the ability of the City to fill those needs. This is a work in progress, but we hope to have a positive outcome soon.

PUBLIC WORKS

- Public Works staff spent time exercising water valves around town.
- The Water Plant was dumped this week for quarterly cleaning and maintenance. This task takes an entire day to complete.
- Public Works staff replaced a water service on Stoney Point Rd.
- Public Works Foreman spent several hours sweeping streets this week.

PLANNING / BUILDING

- Vernonia Health Center had their Grand Opening on Saturday, Oct. 25th under a huge tent to a standing room only audience. It was attended by Senator Betsy Johnson, Representative Brad Witt, Commissioner Tony Hyde, Mayor Josette Mitchell, the Keasey family, Five Star Builders Project Managers, and many others that supported the project and by those that will be part of the staff.

LIBRARY

- “Circulation statistics” : 446 pieces of material were checked out at the library during the week of October 22 through October 29
- During the month of October, 13 new patrons applied for library cards. “Welcome new members!”: our staff is looking forward to helping you in the future.
- Tuesday, November 4 is “Movie Night” at the library. Please call (503.429.1818) for movie title. See you at 6:00 pm for the movie and popcorn.
- Library staff would like to thank the city of Vernonia for all their hard work on the behalf of the library, to help restore our public computers to working condition. Thank you.
- On Thursday, November 6th, The “Stamp Club” meets at 4:30. All ages are welcome.

CITY CLERK / ADMINISTRATION

- Election Day is November 4th. Today, Friday, October 31st is the last day to mail your ballot to ensure delivery by Tuesday. Ballots may be dropped off November 4th at the Vernonia Public Library until 8 pm. Results will be posted as soon as the City Recorder, Election Official, receives the final count from the County.
- City Recorder attended, Thursday night, a City Council General Work Session. Work Sessions are informal meetings for City Council to review upcoming issues, receive special reports, conduct goal setting or hold special training sessions. No vote or final action is taken while in a work session: and no audience participation is allowed unless permitted by the consent of a majority of the council present.
- Reminder: this is the weekend to “Turn the Clocks Back”... 1 hour.... Fall back/Spring ahead! Enjoy that extra hour.

- On a lighter note...Thanks to Iwa Leininger (Police Department Records/Assistant) and her family and Angie Handegard (Finance Administrator) and her family, for all of the Halloween decorations. And “congratulations” to the Public Works crew for their resourcefulness in hiring needed help. Fantastic job everyone. Thanks Chamber of Commerce for bringing this fun display back to the businesses.



City Administrator welcoming newest member of the PW Crew



Supply Sgt. Iwa Leininger (671st Engineering) with her “Battle Buddy”....

CITY ADMINISTRATOR /ADMINISTRATION

- Together with the Finance Administrator, Grant Williams (Library Board Member), and Elizabeth Kruse Klatskanie (Library Director) the City Administrator was part of the panel that interviewed candidates for the position of Library Director. Four candidates were interviewed for the position.
- City staff has been researching information about a potential replacement fence at the Pump Station off California Ave/Lagoon Drive. The pump station lies in the floodplain and so its construction needs to meet specific FEMA

requirements. The City Administrator has contacted Scott VanHoff (FEMA Floodplain Management Specialist) for some guidance and suggestion. Some funds are still available from CIS to potentially purchase the fence. Once all the necessary information is collected, (FEMA compliance, construction costs, budget resources, and design) the item will be presented to City Council for review and deliberation.

- City Administrator met with Mayor Mitchell to review “Handbook of Council Projects Priorities”.
- City Administrator, Finance Administrator and Utilities Billing Clerk met with Dale Webb (Public Works Committee) to review, and clarify current data, and present situation about specific water meters. City Staff, PW Committee and City Council have been working on reviewing, clarifying and correcting old data. It is anticipated that work will proceed through joint work sessions, and committee/subcommittee meetings.
- City Administrator, City Clerk and Mayor Mitchell met to review the Council Meeting Agenda Format. The agenda format was streamlined, and brought into compliance with ORS requirements and standards. Staff is constantly and periodically reviewing all relevant documents, policies and protocols for potential needed updates (and for legal compliance).
- A reminder that the next Council Meeting will be on Monday, November 3rd at 7:00 PM