

City Council Meeting Minutes

THURSDAY, SEPTEMBER 4, 2008

CITY HALL COUNCIL CHAMBERS

CITY OF COLUMBIA CITY, COLUMBIA COUNTY, OREGON

AGENDA ITEM 1 **CALL TO ORDER/ROLL CALL:**

CONVENED:

Mayor Cheryl A. Young called the regular meeting to order at 7:30 p.m. Mayor Young delivered the invocation and led the flag salute.

COUNCIL MEMBERS PRESENT:

Mayor Cheryl A. Young
Councilor Gary Hudson
Councilor Sally Ann Marson
Councilor Bob Schmor

COUNCIL MEMBERS ABSENT:

Councilor Bill Guy

ALSO PRESENT:

Jeff Anderson, Public Works Superintendent
Leahnette Rivers, City Administrator/Recorder
Lisa Smith, City Planner (departed 8:19 p.m.)

ATTORNEY PRESENT:

Harold Olsen, City Attorney

A quorum was present and due notice had been published.

AGENDA ITEM 2 **PUBLIC HEARINGS:**

None.

AGENDA ITEM 3 **CITIZEN INPUT:**

None.

AGENDA ITEM 4 **COUNCIL REPORTS:**

4.1 **Parks Committee:** No report.

4.2 **Water Source and Development Committee:** Jeff said the new well has been on-line since August 21, 2008, and everything is running well.

4.3 **Streets Committee:** No report.

4.4 **Sewer Committee:** No report.

4.5 **Library report:** Mayor Young said the Friends of the Library will hold a book sale during the Celebration on Saturday, September 6, 2008.

4.6 **Other reports:** None.

AGENDA ITEM 5 **CONSENT AGENDA:**

5.1 **Approval of the Minutes of the Regular City Council Meeting of August 7, 2008.**

5.2 **Approval of the Bills Paid during the month of August 2008.**

5.3 **Written report from the Public Works Superintendent.**

5.4 **Written report from the City Administrator/Recorder.**

Because there was no written report from the City Administrator/Recorder, Item 5.4 was deleted from the consent agenda.

MOVED (HUDSON), SECONDED (SCHMOR) AND CARRIED UNANIMOUSLY BY ROLL CALL VOTE TO APPROVE THE AMENDED CONSENT AGENDA.

AGENDA ITEM 6 **UNFINISHED BUSINESS:**

6.1 **Second reading of Council Bill No. 08-493; Ordinance No. 08-650-O: An Ordinance amending Ordinance No. 03-588-O, an Ordinance prohibiting outdoor burning; providing exemptions; establishing penalties.**

The Council completed the second reading of Council Bill No. 08-493.

MOVED (SCHMOR), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 08-493.

AGENDA ITEM 7 **NEW BUSINESS:**

7.1 **Variance Criteria Review: City Council review of Columbia City Development Code variance criteria with Lisa Smith, City Planner.**

Leahnette explained that the interest in visiting the variance criteria came up at the City Council level after the Council considered an appeal of the Planning Commission's decision of Chuck Ramsdell's application for a variance.

The City Council reviewed the variance criteria outlined in Section 7.140.030 of the Columbia City Development Code in detail and discussed each item at length with Lisa and Harold. The Council identified Criteria Items B and D as candidates for further study and discussion. It was the consensus of the Council that the Council revisit Items B and D further during their first meeting in December. Meanwhile, Lisa will check with some other cities and obtain copies of their variance criteria for comparative purposes during the December meeting. It was also the consensus of the Council that consideration be given to adding language to the Development Code that would provide special regulations, such as modified setback requirements, for properties adjacent to oversized right-of-ways.

7.2 **Lease Agreement: Lease Agreement between the City of Columbia City and Columbia County.**

Leahnette explained that about a year ago Columbia County considered leasing the Columbia City Council Chambers for their Justice Court, but instead they decided to use a building at the County Fairgrounds facility. She said now the County would like to move the Justice Court from the Fairgrounds to the Columbia City's Council Chambers. She said Justice Court would be held every Wednesday from 9 a.m. to 4 p.m.

Harold said he would like to propose the following change to the last sentence in Item 3.01 of the Agreement: "...then ***either party*** County may terminate this Agreement immediately upon notice to Lessor.

Leahnette said if this agreement is approved, the Justice Court would begin to hold Court in Columbia City on October 2, 2008.

MOVED (HUDSON), SECONDED (SCHMOR) AND CARRIED UNANIMOUSLY TO APPROVE THE LEASE AGREEMENT WITH THE CHANGE PROPOSED BY HAROLD OLSEN.

7.3 Bids for "A" Street Improvement Project: Review Bid Opening Record for the "A" Street Improvement Project.

The Council reviewed the Bid Tabulation for the bid opening on August 21, 2008, for the "A" Street Improvements project.

7.4 Contract Award for "A" Street Improvements Project: Recommendation of Contract Award to Kuenzi Communications, LLC, for the "A" Street Improvements Project.

Jeff said Matt Hickey of Murray, Smith and Associates, Inc., hasn't worked with Kuenzi Communications, but they spoke with two of their references who gave them excellent reviews and said they would be pleased to hire them again. He said they've been in business for three years and they primarily do underground boring work.

The Council reviewed a letter dated August 28, 2008, from Matt Hickey of Murray, Smith & Associates, Inc., recommending the contract be awarded to Kuenzi Communications, LLC, in the amount of \$341,504.00.

Leahnette noted that the total project budget exceeds the amount appropriated for the project, and she will need to prepare a supplement budget to appropriate additional funds to complete the project. She said one simple cost reduction to consider for the project is to cap the ends of the existing 4" sewer pipe that will be abandoned, instead of filling the pipe with concrete. She said this will reduce the contract prices by approximately \$5,000.

Leahnette said the project currently includes a \$341,504.00 bid for construction, \$95,000.00 for engineering, and \$40,000.00 for materials, for a total project cost of \$476,504.00. She said she has budgeted appropriations of \$376,000.00, so she'll need to ask the Council to approve additional appropriations through a supplemental budget process in order to complete the project.

Leahnette discussed another potential cost-cutting measure involving the removal of a grind and inlay section of paving along the south side of "A" Street between Belle Street and the Mini Mart, which would save an additional \$15,000.00. However, she said there would still leave a new trench cut in the existing section of pavement due to some piping work.

After a lengthy discussion, it was the consensus of the Council that a change order be issued to abandon the sewer pipe by capping it instead of filling it, but the paving grind and inlay work not be reduced.

MOVED (HUDSON), SECONDED (SCHMOR) AND CARRIED UNANIMOUSLY TO AWARD THE CONTRACT TO KUENZI COMMUNICATIONS, LLC, IN THE AMOUNT OF \$341,504.00.

7.5 Additional Engineering work for Public Works Well Project: Request for approval of additional engineering work performed on the Public Works Well Project.

The Council reviewed an e-mail message dated August 28, 2008, from Matt Hickey of Murray, Smith & Associates, Inc., requesting permission to invoice the City for additional work totaling \$3,862 performed on the well project related to the permitting process and remaining work ranging between \$2,000 and \$2,500 for the development of as-built drawings for the project.

MOVED (HUDSON), SECONDED (SCHMOR) AND CARRIED UNANIMOUSLY TO APPROVE INVOICING FOR THE ENGINEERING WORK FOR THE WELL PROJECT.

7.6 Council Bill No. 08-495; Resolution No. 08-926-R: A Resolution adopting a Water Management and Conservation Plan for the City of Columbia City, Oregon.

MOVED (SCHMOR), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 08-495.

7.7 Council Bill No. 08-496; Resolution No. 08-927-R: A Resolution authorizing the closure of the Water Capital Construction Fund and authorizing the transfer of Water Capital Construction Fund assets and liabilities to the Water Fund effective June 30, 2008.

MOVED (MARSON), SECONDED (HUDSON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 08-496.

7.8 Council Bill No. 08-497; Resolution No. 08-928-R: A Resolution authorizing the closure of the Housing Rehabilitation Fund and authorizing the transfer of Housing Rehabilitation Fund assets and liabilities to the General Fund effective June 30, 2008.

Councilors Hudson and Schmor questioned the reason for eliminating the Housing Rehabilitation Fund. Leahnette explained that the Community Action Team actually manages the City's housing rehabilitation funds. She said the housing rehabilitation funds pass through the City's accounting system when loans are repaid, but they only pass through - the balance of the fund has been zero for many years. She said the City accounts for 911-tax pass through funds within the General Fund, and the housing rehabilitation funds could be accounted for within the General Fund in a similar fashion, which would reduce the number of funds used by the City as recently recommended by the City's auditors.

MOVED (HUDSON), SECONDED (MARSON) AND CARRIED UNANIMOUSLY TO ADOPT COUNCIL BILL NO. 08-497.

AGENDA ITEM 8 OTHER BUSINESS:

Letter of commendation: The Council reviewed a letter dated August 27, 2008, from Division Chief Goodwin of the Columbia River Fire & Rescue commending Officer Greisen for his proactive approach in handling a recent illegal burn situation in Columbia City.

AGENDA ITEM 9 ADJOURNMENT:

There being no further business to come before the Council, the meeting adjourned at 9:05 p.m.

APPROVED:

Cheryl A. Young
Mayor

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ATTEST:

Leahnette Rivers
City Administrator/Recorder