

CITY OF RAINIER  
CASH ON HAND/GENERAL LEDGER RECONCILIATION REPORT  
CHECKING ACCOUNTS AND LOCAL GOVERNMENT POOL ACCOUNT  
**12/1/2023-12/31/2023**

ACCOUNT REGISTER SUMMARY	CKS/DEBITS	DEP/CREDITS
Ending Balance	459,265.61	

<b>New Ending Balance</b>	459,265.61	0.00	0.00	<u>459,265.61</u>
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BANK STATEMENT SUMMARY		CKS/DEBITS	DEP/CREDITS	
Ending Balance SHCU 760072-1	34,366.31			
Ending Balance SHCU 760072-2	481,835.87			
Deposits not Shown on Statement			2,613.09	
Outstanding Cks and Other Debits		37,434.00		
PERS Outstanding		22,115.66		
PERS Adjustment				
<b>Ending Balance</b>	516,202.18	59,549.66	2,613.09	459,265.61

0.00

LGIP STATEMENT SUMMARY				
Beginning Balance	6,392,919.99			
Deposits			\$ 200,871.36	
Withdrawals		100,000.00		
Interest			27,753.62	
S/C		0.05		
<b>Ending Balance</b>	<b>6,392,919.99</b>	<b>100,000.05</b>	<b>228,624.98</b>	<b>6,521,544.92</b>

<b>TOTAL CASH</b>	<b>6,980,810.53</b>
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GENERAL LEDGER RECONCILIATION  
**12/1/2023-12/31/2023**

	12/01/23 Beginning Balance	Total Revenue	Total Expense	Liabilities	12/31/23 Ending Balance
Fund					
10 General	3,631,626.27	431,703.63	266,536.68		3,796,793.22
20 Debt	23,283.62	0.00	0.00		23,283.62
30 Sewer	196,453.56	71,589.81	49,519.51		218,523.86
40 Water	175,791.65	83,210.69	47,670.02		211,332.32
50 Timber	1,605,677.42	0.00	6,252.61		1,599,424.81
60 Street	64,462.22	13,416.05	8,353.24		69,525.03
65	0.00	0.00			0.00
70	0.00	0.00			0.00
81 Special Projects	282,003.79	0.00	5,175.59		276,828.20
83 Sewer Capital	341,276.99	0.00	21,472.03		319,804.96
84 Water Capital	387,480.17	28,986.21	57,972.42		358,493.96
85 Transportation Capital	31,293.54	0.00	1,885.00		29,408.54
90 Library Trust	77,339.90	52.11	0.00		77,392.01
					0.00
General Ledger Total	<b>6,816,689.13</b>				<b>6,980,810.53</b>

0.00

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

City of Rainier  
2023/2025 Budget Year  
12/31/2023

Budget Compared to Actual-Major Funds

Income/Expense

	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
<b>General Fund</b>			
*Revenue	3,686,050	2,086,030	56.59%
**Expenditures	3,135,759	657,441	20.97%
<b>Sewer Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,940,700	434,075	22.37%
Expenditures	2,217,829	506,155	22.82%
<b>Water Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,816,000	485,126	26.71%
Expenditures	1,997,618	426,324	21.34%
<b>Timber Fund</b>			
	2023/2025	12/31/2023	12/31/2023
		YTD Actual	YTD % Variance
*Revenue	400,000	0	0.00%
Expenditures	442,063	30,469	6.89%
<b>Street Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	518,300	79,932	15.42%
Expenditures	588,936	88,284	14.99%
<b>Special Projects Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	659,099.00	0	0.00%
Expenditures	858,015.00	35,457	4.13%
<b>Sewer Capital Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,116,630.00	2,645	0.00%
Expenditures	1,448,990	707,575	48.83%
<b>Water Capital Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	610,800	920	0.00%
Expenditures	1,008,766	59,821	0.00%
<b>Transportation Capital Fund</b>			
	2023/2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	370,000	0	0.00%
Expenditures	586,947	442,695	75.42%

\*Excludes Beginning Balance

\*\*Excludes Transfers

City of Rainier  
2023/2025 Budget Year  
12/31/2023  
Budget Compared to Actual-Major Funds  
Budget Variance by Appropriation

	2023-2025	12/31/2023	12/31/2023
<b>General Fund</b>	Budget	YTD Actual	YTD % Variance
*Revenue	3,686,050	2,086,030	56.59%
Expenditures			
10 **General Government	199,845	65,723	32.89%
20 City Building Maintenance	35,000	6,630	18.94%
30 Land Use & Development	67,351	17,511	26.00%
50 Library	156,422	34,669	22.16%
60 Attorney	20,000	3,625	18.13%
70 Finance & Administration	121,924	20,578	16.88%
80 Municipal Court	138,790	36,360	26.20%
90 Public Properties	324,823	67,932	20.91%
100 Police Department	2,071,604	404,414	19.52%
<b>Sewer Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,940,700	434,075	22.37%
Expenditures			
Personnel Services	992,316	235,862	23.77%
Material & Services	602,245	172,675	28.67%
Capital Outlay	0	0	0.00%
Transfers	416,400	97,618	23.44%
Contingencies	206,868	0	0.00%
<b>Water Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,816,000	485,126	26.71%
Expenditures			
Personnel Services	1,067,944	253,446	23.73%
Material & Services	470,295	103,542	22.02%
Capital Outlay	0	0	0.00%
Transfers	238,800	69,336	29.04%
Contingencies	220,579	0	0.00%
<b>Timber Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	400,000	0	0.00%
Expenditures			
Material & Services	209,745	30,469	14.53%
Capital Outlay	0	0	0.00%
Contingencies	36,000	0	0.00%
Propery Purchase Reserve	196,318	0	0.00%
<b>Street Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	518,300	79,932	15.42%
Expenditures			
Personnel Services	139,091	37,109	26.68%
Material & Services	279,845	51,175	18.29%
Capital Outlay	0	0	0.00%
Contingencies	70,000	0	0.00%
Transfers	100,000	0	0.00%
<b>Special Projects Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	659,099.00	0	0.00%
Expenditures			
Capital Outlay	858,015	35,457	4.13%
<b>Sewer Capital Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	1,116,630	2,645	0.24%
Expenditures			
Capital Outlay	1,448,990	707,575	48.83%
<b>Water Capital Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	610,800	920	0.15%
Expenditures			
Capital Outlay	1,008,766	59,821	5.93%
<b>Transportation Capital Fund</b>	2023-2025	12/31/2023	12/31/2023
	Budget	YTD Actual	YTD % Variance
*Revenue	370,000	0	0.00%
Expenditures			
Capital Outlay	586,947	442,695	75.42%

\*Excludes Beginning Balance

\*\*Excludes Transfers

**City of Rainier  
City Council Meeting  
February 5, 2024  
6 p.m.  
Rainier City Hall**

Mayor Jerry Cole called the council meeting to order at 6:01 p.m.

**Council Present:** Connie Budge, Scott Cooper, Robert duPlessis, Jeremy Howell, Mike Kreger, Paul Langner and Denise Watson

**Council Absent:** None

**City Attorney Present:** No

**City Staff Present:** W. Scott Jorgensen, City Administrator; Sarah Blodgett, City Recorder; Pat McCoy, Public Works Director; Gregg Griffith, Police Chief; Skip Urling, City Planner

**Flag Salute**

**Additions/Deletions from the Agenda:** There were no additions or deletions at this time.

**Mayor's Address:** Police Officer Marc Nielson was sworn in to his position by Mayor Jerry Cole.

**Visitor Comments:** Crestview Lane resident Gary Landers said his neighborhood used to have four street lights but none of them work anymore. Staff will follow up on the matter.

**Approval of the Consent Agenda**

Consider Approval of the January 8, 2024 Regular Council Meeting Minutes and Financial Statements—Council President Mike Kreger moved to approve the consent agenda. That motion was seconded by Councilor Scott Cooper and adopted unanimously.

**New Business**

- a. Swearing in of Officer Marc Nielson
- b. Public Hearing on Ordinance 1095--Adding a New Chapter to Rainier Municipal Code (RMC) Title 18, Division V Regarding Accessory Dwelling Units, Amending RMC Section 18.05.100, Chapters 18.15, 18.20 and 18.25 and Repealing RMC Section 18.25.100—City Planner Skip Urling presented his staff report. He said that under current city code, Accessory Dwelling Units are only allowed in R-2 zones. The city wants to make it easier to provide housing. This ordinance would allow them in all residential zones except for those with the highest density. It also addresses the review process. He recommends passage.
- c. First Reading of Ordinance 1095--Adding a New Chapter to Rainier Municipal Code (RMC) Title 18, Division V Regarding Accessory Dwelling Units, Amending RMC Section 18.05.100, Chapters 18.15, 18.20 and 18.25 and Repealing RMC Section 18.25.100—Cole opened the public hearing at 6:6 p.m. No public testimony was received. Cole closed the public hearing at 6:17 p.m.
- d. Public Hearing on Proposed Street Vacation for a Portion of Hickory Street Between

View Street and Old Rainier Road—Cole opened the public hearing at 6:17 p.m. Petitioner Jan Spika-Kenna said that she intends to have natural plants in the area. Cole closed the hearing at 6:20 p.m.

- e. First Reading of Ordinance 1096--Street Vacation for a Portion of Hickory Street Between View Street and Old Rainier Road
- f. Public Hearing on Proposed Street Vacation for the 20-Foot Alley Lying Within Block 39, Plat of Unit "C" in West Rainier—Cole opened the public hearing at 6:22 p.m. Michael Self asked about the location and was informed that it's the property by the large sign that's visible from Highway 30. Cole closed the hearing at 6:25 p.m.
- g. First Reading of Ordinance 1097--Street Vacation for the 20-Foot Alley Lying Within Block 39, Plat of Unit "C" in West Rainier
- h. Public Works Director Employment Agreement—Councilor Connie Budge proposed that the council have a meeting to look at the state of city facilities, public works projects and priorities, wastewater and water certification trainings. She also proposes that City Administrator W. Scott Jorgensen, as the city's budget officer, prepare a review of the public works budget, outstanding invoices and the city's contract with SL Environmental and that this be done before the next regular council meeting and goal setting session. Councilor Paul Langner asked Public Works Director Pat McCoy if he would support that proposal. McCoy said he wants to share his concerns with council and get input on direction to align his thought process with that of the council. Cole suggested February 26 at 6 p.m. Council agreed by consensus. Cole said he wants to table the employment agreement to add language that certifications would be obtained by a date certain. Cooper moved to table this agenda item until the February 26 meeting. That motion was seconded by Kreger and adopted unanimously.
- i. Wastewater Treatment Plant Pump Replacement—McCoy said he had the backup pump inspected and it needs repair. The pumps are all nearly 20 years old and he wants to have backups ready in case one of them stops working. Cooper moved to approve the bid for \$23,992.72 for the pump replacement. That motion was seconded by Budge and adopted unanimously.
- j. Police Department Camera System Replacement—Police Chief Gregg Griffith said the system needs to be upgraded and that the police department has the funds needed for the purchase. He recommends the V700 system for \$45,125. Kreger moved to approve the purchase of the V700 system. That motion was seconded by Cooper and adopted unanimously.
- k. Council 2024 Goal Setting Session—Jorgensen asked if council wants to do a goal setting session, the preferred date and time, location and whether or not it should be catered. Council agreed by consensus that it should be held at the Senior Center March 18 at 5 p.m., with catering.

#### **Unfinished Business**

- a. Fox Creek Update—Jorgensen said the vacant lot property has been surveyed and he's awaiting the legal description. Once he has that, the city can move forward with an appraisal and a lot partition. He's been talking with Senator Ron Wyden's office about applying for \$3 million in federal grant funding for the design work and environmental permitting needed to make the project shovel ready. If the city is successful in obtaining that grant and getting that work done, the Oregon Department of Transportation can then seek federal funding for the remainder of the project.

**Staff Report**—McCoy said there was a water line leak at the wastewater treatment plant that caused several problems and public works is getting it fixed. Griffith said that Officer Nielsen is scheduled to go to the police academy in March and that recruitment efforts to fill the vacant position are still underway. Jorgensen said that he and Cole testified at a Columbia County

Board of Commissioners hearing in support of the NEXT Renewables project. They also attended a ribbon cutting ceremony the following day for 2<sup>nd</sup> Mouse Studio. He met with the new executive director of Col-Pac and spoke with Oregon Senator Suzanne Weber about the city's funding request for the Debast water line project.

**Council Reports**—Langner said he attended the city/county dinner and discussed sharing public works functions with other cities. He also attended the Cowlitz-Wahkiakum Council of Governments board meeting. Budge said the library's murder mystery is coming up and a writer's group will be meeting February 29. The library board plans on doing goal setting prior to the council's goal setting session. Councilor Denise Watson said she recently visited the city's website to see the live feed at the marina, but noticed that users must enable "cookies" to access it. Her concern is that the company that provides that service has been hacked in the past. Staff was asked to follow up. Cooper said the city's new website would be going live the following week and the first movie night at the senior center was a success. Councilor Robert duPlessis said he also attended the city/county dinner. He met with officials from ODOT and the Oregon State Police about highway 30 safety. Kreger said he spoke with Ree Armitage from Senator Wyden's office about federal infrastructure money for small cities.

**City Calendar/Announcements**

Cole adjourned the meeting at 7:34 p.m.

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Mayor Jerry Cole

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W. Scott Jorgensen, City Administrator

DRAFT

# Accounts Payable

## Checks by Date - Summary by Check Date

User: Elisha  
Printed: 2/5/2024 2:11 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
13062	3000	ALS Group USA, Corp.	12/13/2023	760.00
13063	950	American Leak Detection Inc.	12/13/2023	675.00
13064	3818	Badge & Wallet	12/13/2023	559.50
13065	673	Cintas Corporation	12/13/2023	300.58
13066	3041	CIS Trust	12/13/2023	9.77
13067	721	Code Publishing, LLC	12/13/2023	141.00
13068	097	Columbia County Treasurer	12/13/2023	143.75
13069	3669	Comcast Business	12/13/2023	858.96
13070	2167	Country Media Inc.	12/13/2023	111.60
13071	043	Cowlitz Clean Sweep Inc	12/13/2023	3,088.85
13072	057	Cowlitz River Rigging Inc	12/13/2023	64.39
13073	385	DAS Cashier	12/13/2023	2,925.59
13074	3771	Ed Humfleet Transport	12/13/2023	1,000.00
13075	3785	Norman J Faris (Valar Cons. Eng)	12/13/2023	5,655.00
13076	3182	Government Ethics Commission	12/13/2023	1,134.82
13077	3655	Leeway Engineering Solutions, LLC	12/13/2023	16,212.03
13078	3884	Jim Line	12/13/2023	120.00
13079	3824	Rian Allen Snider Mirrored Lamp LLC	12/13/2023	4,928.54
13080	3644	More Power Computers, Inc.	12/13/2023	2,791.00
13081	426	NCL of Wisconsin	12/13/2023	160.58
13082	060	One Call Concepts Inc	12/13/2023	12.60
13083	996	Oregon Department of Revenue	12/13/2023	595.31
13084	817	Oregon Dept of Forestry	12/13/2023	5,853.87
13085	224	Oregon Dept. of State Lands	12/13/2023	903.16
13086	605	Points S Tire Factory	12/13/2023	325.57
13087	692	Potter Webster Company	12/13/2023	18.16
13088	096	Rainier Police Department	12/13/2023	341.00
13089	3664	SAIF	12/13/2023	2,323.92
13090	022	Stephen D. Petersen, LLC	12/13/2023	590.00
13091	2126	Sunset Auto Parts, Inc.	12/13/2023	19.95
13092	030	True Value	12/13/2023	157.53
13093	469	United Battery	12/13/2023	159.66
13094	3829	Alexander W, Urling (Skip) Urling	12/13/2023	805.25
13095	335	Vancouver Bolt And Supply Inc.	12/13/2023	15.83
13096	3577	Wasco County Landfill, Inc.	12/13/2023	3,316.78
13097	3653	West Yost & Associates, Inc.	12/13/2023	3,979.20
13098	035	Wilcox & Flegel	12/13/2023	152.80
13099	035	Wilcox & Flegel	12/13/2023	194.63
Total for 12/13/2023:				61,406.18
13100	044	Columbia River PUD	12/18/2023	308.12
13101	3514	Core & Main LP	12/18/2023	26,497.01
13102	778	Kenneth Holly	12/18/2023	262.93
13103	1020	HOPE	12/18/2023	3,004.00
13104	3884	Jim Line	12/18/2023	677.71
13105	3021	Marlin Business Bank	12/18/2023	178.98



Check No	Vendor No	Vendor Name	Check Date	Check Amount
13106	3644	More Power Computers, Inc.	12/18/2023	2,250.00
13107	182	NW Natural	12/18/2023	322.83
13108	028	OMA	12/18/2023	150.00
13109	2325	Cynthia L. Phillips	12/18/2023	100.00
13110	069	Sierra Springs	12/18/2023	128.98
13111	3835	Solutions YES LLC	12/18/2023	72.54
13112	211	Superior Tire Services	12/18/2023	3,420.66
13113	089	USA Blue Book	12/18/2023	148.23
13114	035	Wilcox & Flegel	12/18/2023	528.93
13115	035	Wilcox & Flegel	12/18/2023	214.11
Total for 12/18/2023:				38,265.03
ACH	1123	OR DEPT OF JUSTICE	12/29/2023	627.00
ACH	3832	VEBA	12/29/2023	650.00
ACH	FED TX	EFT Federal tax dep	12/29/2023	9,645.20
ACH	FICA	EFT EE/ER FICA	12/29/2023	11,728.04
ACH	Medicare	EFT EE/ER Medicare	12/29/2023	2,742.82
ACH	OR ST Tx	EFT Employee Oregon St Tx	12/29/2023	6,578.51
ACH	PERSEE	EFT PERS Employee /Employer Pa	12/29/2023	5,095.93
ACH	PERSER	EFT PERS Employer Paid	12/29/2023	17,017.26
ACH	PERU	EFT PERS Units	12/29/2023	2.48
13116	985	AFLAC	12/29/2023	188.73
13117	077	CIS Trust	12/29/2023	263.07
13118	3618	Office of the Trustee	12/29/2023	550.00
13119	ORSGP	Oregon Savings Growth Plan	12/29/2023	1,400.00
13120	079	Oregon Teamster Employer Trust	12/29/2023	23,769.62
13121	995	Teamsters Local No. 58	12/29/2023	858.00
Total for 12/29/2023:				81,116.66
Report Total (69 checks):				180,787.87

## **Russell Reigel**

e-mail [r\\_reigel@hotmail.com](mailto:r_reigel@hotmail.com)

cell phone (503)-313-5871

2/10/2024

I am applying for the position of public works director for the city of Rainier. I have B.S. degree in Mechanical Engineering in addition to years of practical experience managing projects both large and small and managing people from a variety of backgrounds. I participated in cost estimating, budgeting, scheduling, and quality control of all the systems. I collaborated with engineers and outside contractors as well as our own employees to keep the projects on schedule, on budget, and completed correctly.

I am very levelheaded, I work well under pressure, and when presented with a problem I explore all reasonable options to find the most cost effective, timely, and permanent solution. I notice minute details while still focusing on the big picture. I collaborate well with vendors as well as customers. I take pride in always doing my best no matter what the job is.

In addition to my mechanical experience working on tugboats I have been involved in the west rainier diking district maintaining ditches, dikes, and the pump station containing one 150hp and 200hp water pumps. I have installed home septic systems, built logging roads and home driveways, poured concrete foundations and shop floors. Had a class A CDL driving dump trucks and log trucks as well as operating a variety of equipment from small dozers to D-8 cats, mini excavators to 140,000 excavators.

I have lived in the Rainier all my life and I am highly active in several local charity organizations. I feel my wide range of skills and experience will allow me to do an excellent job as public works director. I look forward to discussing this exciting opportunity further with you.

## Interim Public Works Director Employment Agreement Extension

### **CITY OF RAINIER EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into this 4<sup>th</sup> day March 2024 by and between the City of Rainier, Columbia County, Oregon, an Oregon municipal corporation herein referred to as “City,” and Russ Reigel, herein referred to as “Employee,” both of whom agree and understand as follows:

WITNESSETH

WHEREAS, City desires to formalize by contract the employment of Employee as the Interim Public Works Director for the City of Rainier; and

WHEREAS, Employee desires to accept such contract with the City of Rainier, Columbia County, Oregon under the terms and conditions specified in this Agreement;

NOW, THEREFORE, inconsideration of the recitals contained above and the mutual covenants contained herein, the City and Employee agree as follows;

### **AGREEMENT**

#### **1. Duties**

Employee shall serve as the Interim Public Works Director of the City of Rainier, and use his best efforts and devote his time to perform the functions and duties specified in the Job Description (Appendix A), Charter, Ordinances and Resolutions of the City of Rainier, the governance policies of the City of Rainier, and as required by applicable local, state and federal law, and to perform other legally permissible and proper duties and functions as reasonably assigned from time to time by the City Administrator without additional compensation.

#### **2. Terms**

**2.1** The effective date of this Agreement is March 4, 2024. The Agreement shall expire on September 4, 2024.

**2.2** Employee’s employment with the City is “at will” and serves at the pleasure of the Mayor, Council and City Administrator. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Administrator, with a majority vote of the City Council, to terminate the services of Employee at any time, with or without notice for any lawful reason.

**2.3** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with City subject only to the provision that Employee gives a thirty (30) day written notice to the City Administrator. City may also provide a thirty (30) day written notice to Employee to terminate this Agreement.

#### **3. Termination**

**3.1** If City reduces Employee's salary, or if City refuses to comply with any provision benefiting Employee under this Agreement, then Employee may, at his option, deem this Agreement terminated at the date of such reduction or refusal to comply.

#### **4. Compensation**

**4.1** For all services rendered by Employee under this Agreement, City agrees to pay Employee a monthly compensation in the amount of \$9,166.66.

**4.2** The City shall provide for membership and licensure fees in organizations deemed appropriate by the City or required for the position. The City shall provide tuition, fees and expenses to include travel, accommodations and meals for attending such conferences, seminars, meeting and training as deemed appropriate by the City. Organizations for licensure deemed appropriate by the City include but are not limited to the Oregon Board of Engineering Examiners, Oregon Health Division and the Oregon Department of Environmental Quality.

#### **5. Hours of Work and Personal Days**

For purposes of this Agreement, one workday is equivalent to eight (8) hours or a work week is 40 hours a week. It is recognized and expected that Employee is an exempted employee and must devote time outside the normal City office hours to attend to the business of the City.

#### **6. Vacation and Sick Leave**

**6.1** Employee shall accrue fifteen (15) days of vacation annually and shall be entitled to accrue vacation according to City policy or bargaining agreement or fifteen (15) days per year, whichever is greater. The Employee will be allowed to use five (5) days (40 hours) of vacation prior to accrual for the first year.

**6.2** In the event of a resignation, retirement or termination of Employee, Employee shall be paid the cash equivalent in a lump sum for his accrued vacation.

**6.3** Employee shall accrue sick leave according to City policy or twelve (12) days per year, whichever is greatest.

**6.4** In the event of resignation, retirement or termination of Employee, compensation for unused sick leave will be provided by City for other employees of the City (unpaid).

**6.5** Employee shall report all personal, vacation and sick leave on a time sheet submitted to the City Administrator monthly. Requests for scheduled time off should be submitted in advance for approval by the City Administrator.

#### **7. Disability, Health and Life Insurance**

**7.1** Employee shall be eligible for health insurance as provided other City Employees and the City shall pay the premiums as provided in the collective bargaining agreement.

**7.2** Employee also is eligible for City disability and life insurance similar to those provided by City for other employees of the City subordinate to the City Administrator.

#### **8. Retirement**

Employee shall be eligible for Public Employee Retirement System (PERS), employer's share of contribution to FICA and Medicare and an employee paid deferred compensation plan according to the terms made available to other management employees of the City. City agrees to pay PERS retirement for Employee including employer share and Employee share, as is allowed by State law by contract. If PERS benefits are increased for other management employees of the City, then Employee shall receive the same benefit of any such increase at the same rate and interval.

## **9. Other Terms and Conditions of Employment**

**9.1** Employee shall be eligible for all holidays and other employee benefits not specifically set forth herein for which other collective bargaining employees subordinate to the City Administrator are eligible.

**9.2** Employee shall devote his full-time attention and influence to the affairs, advancement and benefit of the City and shall not be employed by others or operate any outside business without the consent of the City Administrator, except as contained herein.

## **10. Bonding**

City shall bear the full cost of fidelity or other bonds required of Employee.

## **11. Indemnification**

City agrees to defend, hold harmless and indemnify Employee from any and all demands, claims, suits, actions and legal proceedings brought against Employee in his official capacity as agent and Employee of the City to the extent Employee was acting within the scope of his employment or duties as required by the Oregon Tort Claims Act as defined in Oregon Revised Statute 30.260 et seq.

## **12. Attorney's Fees**

In the event of any arbitration proceeding or other suit or action arising out of or relating to this Agreement, the prevailing party shall be entitled to its reasonable attorney fees and costs in connection therewith; provided, however that the prevailing party is not entitled to request, move for or be awarded any "enhanced fees" or fee multiplier in connection with a request or motion for its attorney fees.

## **13. Waiver of Breach**

Waiver by the City or Employee of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach or a waiver of this provision.

## **14. General Provisions**

**14.1** This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter contained herein, and there are no covenants, terms or conditions, express or implied, other than as set forth or referred to herein. This Agreement supersedes all prior agreements between the parties hereto relating to all or part of the subject matter herein. No representations, oral or written, modifying or contradicting the terms of this Agreement have

been made by any party except as contained herein. This Agreement may not be amended, modified or canceled except as provided herein or by written agreement of the parties signed by the party against whom enforcement is sought.

**14.2** This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

**14.3** If any provision, or portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without reference to principles governing choice or conflicts of laws.

IN WITNESS WHEREOF, The City of Rainier has caused this Agreement to be executed in its behalf by its Mayor and City Administrator, and Employee has signed and executed this Agreement, both in duplicate, as of the day and year first written above.

City of Rainier

City of Rainier

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By: Jerry Cole  
Mayor

---

By: W. Scott  
Jorgensen  
City  
Administrator

Employee

---

By: Russ Reigel

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## OBJECTIVE:

Seeking a rewarding career opportunity with a local company where I can leverage my mechanical engineering degree, along with my diverse experience as a maintenance supervisor, journey shipwright mechanic, mechanical lead hand. Eager to contribute my skills and knowledge to drive success and growth within a progressive company.

## EDUCATION:

Portland State University, Portland OR  
BS Mechanical Engineering Degree, June 1994

Lower Columbia College, Longview WA  
Associate of Arts and Science -Engineering, Degree March 1990

## COMPUTER SKILLS:

AutoCAD 14, Microsoft Office 365, Word Perfect, Excel

## CAREER RELATED EXPERIENCE:

- Trouble shoot electrical, hydraulic and air systems
- Replace electric motors, repair 3 phase motor starters, and alarm panels
- Operate lathe, mill, drill press, hydraulic crane, overhead crane, cable crane
- Operate cutting torch and plasma. Weld with dual shield, hard wire and inner shield wire
- Repair a variety of marine engines, Stork, Mann, MTU, Detroit (149, 6-71, 50 & 60 series)  
Cummins, Cat, Fairbanks, EMD
- Repair gearboxes, air compressors and Z-drives on tug boats  
Coupling alignment between engines, gearboxes and output shafts

## CERIFICATIONS:

TWIC Card  
Confined Space Certified  
First Aid/CPR Card  
Forklift Certified with Instructor Certification  
MTU Engine Certified  
Certified Welder (AWS D1.1-08)





# WORK HISTORY

**May 2005 through Present:**

**Shaver Transportation Company**

Portland, OR 97210 503.228.8847

**MAINTENANCE SUPERVISOR/JOURNEYMEN SHIPWRIGHT MECHANIC**

Responsibilities involve liaising with dispatch to arrange repairs and maintenance for a fleet comprising 18 tugboats and 24 barges. Efficiently schedule daily tasks for a team of 12 full-time shipwrights. Execute a broad spectrum of tugboat repairs, ranging from routine maintenance to the replacement of engines and gearboxes. Skillfully perform alignment procedures using dial indicators and lasers. Oversee all significant crane operations, meticulously enforcing safety protocols and proactively preventing equipment or infrastructure damage. Conduct electrical repairs, specializing in motor starters, steering systems, and the replacement of 50 hp barge motors.

**February 1995 through May 2005:**

**Madill Equipment**

Kalama, WA 98625 360.673.5236

**JOURNEYMAN MECHANIC LEADHAND/FIELD TECHNICIAN**

Managed a team of up to 14 mechanics, coordinating their tasks, ensuring the availability of necessary part for equipment assembly and overseeing the adherence to assembly procedures. Collaborated closely with Canadian engineers to implement drawing changes, construct prototypes, incorporate machine options, and resolve issues identified during the assembly phase. Developed and drafted patterns for the burning table, and designed a subassembly system to optimize space utilization, enhance component quality, and streamline production times.

Contributed to the machine shop by drilling holes, configuring the horizontal boring mill, and operating lathes. Additionally, participated in the fabrication shop, fitting parts, performing welding tasks, and contributing to the painting process. Played a key role in the startup of new machines and provided field support for troubleshooting customer machines.

**March 1991 through February 1995:**

**Dale Witham Logging**

Rainier, OR 97048 503.556.9591

**LABORER AND MECHANIC**

Obtained a Commercial Driver's License (CDL) to operate log trucks and transport equipment using a lowboy. Innovated and crafted modifications and attachments for various equipment, such as cab guards for log loaders, arch and rollers for winches, and hydraulic valves for logging grapples. Additional responsibilities encompassed the repair and operation of heavy equipment.



**APPLICATION FOR SERVING ON  
CITIZEN ADVISORY BOARDS/COMMITTEES  
CITY OF RAINIER**

Date: 1/29/2024

Name: Erika Ladage

Mailing Address: PO Box 302, Rainier, OR 97048

Street Address: 72717 Beaver Springs Road, Rainier, OR 97048

Phone Number: 503-747-8284

Length of Residency in Rainier: 10 years

I am interested in serving on one or more of the following Boards/Committees of the City of Rainier. (See back for descriptions.)

☐ Planning Commission

☒ Library Board

☐ Budget Committee  
Group

☐ Park Advisory

**1. Why are you interested in serving on this Board or Committee?**

Our community is a wonderful place to raise our children and provide the opportunity for children of all ages to experience the joy of a local library. There was a time when libraries were the portal to the imagination and education, where the mind could travel where the soul desired. I would be honored to facilitate the continuation of this time honored treasure in our charming town.

**2. What strengths do you possess to contribute to this Board or Committee?**

The strengths I will contribute to the library board include my organizational skills, pride in our town, the ability to promote our library and to ensure the quality and integrity of library content. I work extremely well with all walks of life in both a professional and personable manner.

**3. Do you have previous or current experience in community affairs? If so, please explain.**

Prior to having children I volunteered at local food banks, OFASA, and a variety of "Green" organizations. I served on the board for Wells Fargo's Barnhart center green team for 11 years. Currently I am the director for a local home school group called Classical Conversations. My roll has opened doors for me to learn about our quaint town & the wonderful opportunities we have to continue to grow & solidify our small town values.

**CITY OF RAINIER  
BOARDS AND COMMITTEES**











**Legislative Update**  
**2024 Session**  
**Bills of Interest to the City of Rainier**

*As of Monday, February 23*

**Housing**

**HB 4048**

**Summary:** Requires local governments to approve certain adjustments to land use regulations for housing development within urban growth boundaries

**Status:** Referred to House Committee on Housing and Homelessness

No further action taken

**SB 1537**

**Summary:** Requires the Department of Land Conservation and Development and the Department of Consumer and Business Services to jointly establish and administer the Housing Accountability and Production Office

**Status:** Referred to Senate Committee on Housing and Development

Public hearing held February 8

Work session held February 13; passed with amendments

**Measure 110**

**HB 4002**

**Summary:** Requires the Oregon Health Authority to study Oregon's addiction crisis

**Status:** Referred to Joint Committee on Addiction and Community Response  
informational hearing held February 5; public hearing held February 7

**HB 4036**

**Summary:** Increases the penalties for possession of a controlled substance

**Status:** Referred to Joint Committee on Addiction and Community Response

Public Hearing held February 7

**SB 1555**

**Summary:** Creates the crime of using a controlled substance in public

**Status:** Referred to Joint Committee on Addiction and Community

Public Hearing held February 7

**Rainier Priority Projects**

**HB 4124**

**Summary:** Appropriates moneys to the Oregon Business Development Department to distribute to Oregon cultural organizations in response to the negative impact of the COVID-19 pandemic on organization finances; this includes \$500,000 for the Rainier Oregon Historical Museum

**Status:** Referred to House Committee on Economic Development and Small Business  
Public hearings held February 8 and 13; work session held February 15  
Subsequent referral to Joint Ways and Means

#### **HB 4134**

**Summary:** Requires the Oregon Department of Administrative Services to provide grants to cities for specified infrastructure projects that will benefit housing developments that will make at least 30 percent of the dwelling units affordable to workforce income households; the City has requested \$509,000 for the Debast water line project that would enable the development of 300 homes; that has not been included in the current version of the bill

**Status:** Referred to House Committee on Housing and Homelessness  
Public hearing held February 6  
Work session held February 13; passed with amendments  
Subsequent referral to Joint Ways and Means Committee



## **Urban Growth Boundary (UGB) Land Exchange Work Program - Rainier**

**Project Purpose:** The purpose of this Project is to evaluate the viability of an Urban Growth Boundary (UGB) Adjustment in the City of Rainier, Oregon, consistent with ORS 197A.320 and OAR 660-024-0070. A UGB Adjustment exchanges land inside of the UGB for land outside of the UGB. Winterbrook will first determine whether a land exchange is a legal and feasible way to meet the City's goal of providing serviceable land for housing (Tasks 1 and 2). If a viable path is established, Winterbrook will complete an Urban Growth Boundary Adjustment application (Tasks 3 and 4), which will include the relevant Goal 14 locational and priority analysis required for UGB amendments.

### **Task 1: Project Kick-Off and Management**

**Timeline: January 2024-February 2024**

**Estimated Cost: \$5,000**

The purpose of the project kick-off is for Winterbrook to become familiar with local conditions and with City's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. Winterbrook will contact City via a conference call, or in person, to ask preliminary questions, establish project expectations, and familiarize itself with city-specific concerns. Winterbrook will verify the action items identified through this initial conference call with the City and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined by mutual agreement by the City and Winterbrook.

Winterbrook and City shall coordinate with County staff regarding the UGB adjustment regarding any information needed for the residential buildable lands inventory, lands within the UGB study area, discussion of the process and sequencing for UGB amendment decisions by City and County, determination of the county zoning to be applied to lands removed from the UGB, and the process for department review of the UGB amendment if required by OAR 660-024-0080.

Winterbrook will have monthly check-ins with the City to discuss major project milestones and work products, address questions, and identify follow-up actions.

#### *Task 1 Consultant Deliverables:*

- Summary of major tasks and action items for the Project
- Proposed Project schedule

#### *Task 1 City Deliverables:*

- A copy of relevant building permit, development, GIS files, and public facilities data or documents needed to support the UGB adjustment

### **Task 2: UGB Adjustment Analysis**

**Timeline: February 2024- April 2024**

**Estimated Cost: \$25,000**

The process for a UGB adjustment is similar to the process for expanding a UGB. OAR 660-024-0070 describes the process for UGB adjustments. The process requires removing land from the UGB and urban reserves, as well as adding land to take its place. The UGB adjustment must comply with the requirements of OAR Chapter 660, Divisions 24, including considerations of public facilities and consistency in the use of land removed and added to the UGB.

For Task 2, Winterbrook will prepare a UGB adjustment analysis report. The report will consist of two parts, a residential buildable lands inventory (BLI) to evaluate land within the UGB that could potentially be removed, and an alternatives analysis to evaluate lands outside of the UGB to potentially be brought in.

### **Residential Buildable Land Inventory**

The residential BLI will evaluate and map residentially designated buildable lands inside the UGB. OAR 660-008-0005(2) provides a framework for determining which lands within the UGB should be considered “buildable.”

Net buildable acres will exclude present and future rights of way, restricted hazard areas, public open spaces, and restricted resource protection areas.

The report will include an analysis of properties within the UGB that are potential candidates for removal from the UGB based on a residential buildable lands analysis and information from the City Engineer on serviceability to these areas.

### **Alternatives Analysis**

The analysis will define the preliminary study area (197A.320 and OAR 660-024-0065) outside of the UGB, and prioritize the following lands for inclusion in a UGB:

- a. Designated urban reserves (if applicable)
- b. Acknowledged exceptions and non-resource lands
- c. Marginal lands under ORS 197.247
- d. Resource land that is not predominately high-value farmland as defined in ORS 195.300

The alternatives analysis will address the requirements of OAR 660-024-0070(3) regarding the quantity of buildable land to be added to, and removed from, the UGB. For residential exchanges, “buildable land” will be determined consistent with the definition provided in OAR 660-008-0005(2).

Within the preliminary study area, Winterbrook will identify smaller subareas and complete a review of lands consistent with the relevant state policies (OAR 660-024-0067). In general, this includes evaluation based on the following characteristics: existing urban reserves, exception lands, soil classes, constraints (e.g., floodway or wetlands), lot sizes, and other characteristics. This will include an evaluation of Goal 14 locational factors, which are:

1. Efficient accommodation of identified land needs;
2. Orderly and economical provision of public facilities and services;
3. Comparative environmental, energy, economic and social consequences; and
4. Compatibility of the proposed urban uses with nearby agricultural and forest activities

occurring on farm and forest land outside the UGB.

Winterbrook will work with City staff and other stakeholders (identified by City staff) to develop this analysis. The results of the analysis may show that a UGB adjustment is not a viable path to meet the City's goals, in which case, Task 3 and Task 4 would not be executed.

*Task 2 Consultant Deliverables:*

- Memorandum presenting the residential BLI and Alternatives Analysis, including maps and an overview
- Memorandum that identifies Comprehensive Plan policy recommendations that resulted from the UGB adjustment analysis

*Task 2 City Deliverables:*

- Memorandum by the City Engineer on the feasibility of extending public facilities to existing unserved residential areas within the UGB
- Public facility analysis by the City Engineer based on the preliminary study area and subareas

**Task 3: UGB Adjustment Application and Findings**

**Timeline: April 2024-May 2024**

**Estimated Cost: \$15,000**

Based on the analysis in Task 2, Winterbrook will develop findings to support the UGB adjustment proposal and prepare application materials. Findings will demonstrate how the UGB adjustment will comply with the requirements of OAR Chapter 660, Division 24.

*Task 3 Consultant Deliverables:*

- Draft Staff report with findings demonstrating compliance with OAR Chapter 660, Division 24 and applicable zoning code criteria and comprehensive plan policies

*Task 3 City Deliverables:*

- Meeting notices, agendas, and minutes

**Task 4: Public Work Sessions and Hearings**

**Timeline: May 2024-July 2024**

**Estimated Cost: \$8,000**

Winterbrook will hold up to four meetings with the City Planning Commission and City Council, including:

- One public work session with the Planning Commission to discuss and answer questions about the proposed UGB adjustment;
- One public work session with the City Council to discuss and answer questions about the proposed UGB adjustment;
- One hearing with the Planning Commission to consider the proposed UGB adjustment; and

- One hearing with the City Council to consider the proposed UGB adjustment.

Up to two meetings will be attended in-person.

Winterbrook will hold up to two meetings with the County Planning Commission and Board of Commissioners, including:

- One hearing with the Planning Commission to consider the proposed UGB adjustment; and
- One hearing with the Board of County Commissioners to consider the proposed UGB adjustment.

Up to two meetings will be attended in-person.

Winterbrook will develop staff reports and meeting materials, with guidance from City staff, for each meeting with Planning Commission and City Council.

*Please note:*

1. *Adoption of the hearings-ready work product is not required for this task. The deliverables below are sufficient to demonstrate substantial completion of this task.*
2. *DLCD encourages the city to expand its public engagement regarding the potential UGB exchange, including discussions with individual property owners about potential UGB inclusion/exclusion, if the city commences Tasks 3 and 4. However, please note that Winterbrook is not scoped for that type of engagement.*

*Task 4 Consultant Deliverables:*

- Staff reports and meeting materials for all public work sessions and hearings
- Final findings for City Council and County Commission decisions to approve the UGB adjustment
- Coordinate with County to prepare and submit DLCD Notice

*Task 4 City Deliverable:*

- Public work session and hearing notices and agendas

## **ORDINANCE NO. 1095**

### **AN ORDINANCE OF THE CITY OF RAINIER ADDING A NEW CHAPTER TO RAINIER MUNICIPAL CODE (RMC) TITLE 18, DIVISION V REGARDING ACCESSORY DWELLING UNITS, AMENDING RMC SECTION 18.05.100, CHAPTERS 18.15, 18.20 AND 18.25, AND REPEALING RMC SECTION 18.25.100**

**WHEREAS**, the City of Rainier is facing a shortage of housing opportunities; and

**WHEREAS**, the City of Rainier desires to remedy this situation by providing for a variety of housing types to serve the diversity of its population; and

**WHEREAS**, the City of Rainier believes that accessory dwelling units provide one method of increasing the housing opportunities for the existing and growing population of the city provided such accessory dwelling units resemble and reflect the characteristics of the neighborhoods where they would be located; and

**WHEREAS**, accessory dwelling units will provide homeowners with a means of obtaining rental income, companionship, security and services through tenant occupancy of an ADU.

**WHEREAS**, the City of Rainier desires to establish the appropriate level of regulatory review for the type of accessory dwelling units proposed, and

**WHEREAS**, the City of Rainier Planning Commission held a duly noticed public hearing on \_\_\_\_\_ and concluded to recommend approval of the text amendments to the Rainier City Council; and

**WHEREAS**, the Rainier City Council held a duly noticed public hearing on \_\_\_\_\_ and found that after due consideration of all the evidence in the record, that they agreed with the recommendation forwarded by the Rainier Planning Commission; and

**WHEREAS**, the Rainier City Council has considered findings of compliance criteria and law applicable to the proposal.

For the amendments below, *new language is italicized*.

**Section 1.** Rainier Municipal Code (RMC) Section 18.05.100 Definitions is amended as follows:

*“Accessory dwelling unit (ADU)” means a second dwelling unit added to or created within, or constructed on the same lot as, an existing single-family dwelling, for use as a complete independent or semi-independent unit with provisions for cooking, eating, sanitation and sleeping.*

**Section 2.** RMC Title 18, Division V is amended as follows:

### ***Accessory dwelling units.***

*(1) Purpose. The city planner shall have the authority to approve attached accessory dwelling units (ADUs) which are consistent with single-family neighborhood character and the regulations and provisions herein. The Planning Commission shall have the authority to approve detached accessory dwelling units which are consistent with single-family neighborhood character and the regulations and provisions herein. It is not the intent of these regulations to provide for ADUs on every residential property and they shall not be deemed to create a right or privilege to establish or maintain an ADU which is not strictly in compliance with these regulations.*

*(2) Requirements. ADUs may be permitted in residential districts Suburban Residential (S-R), Low Density Residential (R-1) and Medium Density Residential (R-2) as accessory to single-family dwellings, subject to the requirements that follow.*

#### ***(3) Site Requirements.***

*(a) A certification from the public works superintendent that existing water and sewer facilities serving the property are adequate is required.*

*(b) Only one ADU shall be permitted (attached or detached) as accessory to a single-family dwelling unit.*

*(c) An accessory dwelling unit may not be sold as a separate piece of property, or as a condominium unit, unless allowed by the existing zoning on the property.*

*(d) Parking. A minimum of two existing off-street parking space must be provided on the property where an ADU is proposed; one additional parking for the ADU is required.*

*(i) On-street parking is defined as parking spaces legally available for parking of vehicles. Posted time- or day-restricted parking spaces are not considered as available for purposes of this section.*

*(ii) A street/sidewalk entrance in the form of a walkway, landscaping features, mailbox post and similar construction to direct visitors to the ADU, is required per the determination of the city planner upon recommendation by the fire marshal.*

*(e) Fire department access shall extend to within 150 feet of all portions of the exterior walls of the building as measured by an approved route. Distances in excess of 150 feet may result in additional requirements for construction as approved by the fire code official. Alleys shall not be considered for fire department access.*

#### ***(4) Building Requirements.***

*(a) Accessory dwelling units must be on the same lot as the single-family dwelling to which they are accessory. They may be attached (added to or created within) the existing single-family*

*dwelling as provided for in subsection (6) of this section, or detached as provided for in subsection (7) of this section.*

*(b) All housing and building codes and standards shall be applicable to all ADUs including, but not limited to, the building code, the plumbing code, the electrical code, the mechanical code, the fire code, and all requirements of the Columbia County health department. Note, manufactured homes may be used for ADUs but must be less than 10 years old.*

*(c) Detached ADUs shall have separate independent utility connections and solid waste facilities.*

*(d) The square foot area of any ADU, excluding any garage area, shall be of not less than 300 square feet nor in excess of 1,000 square feet, and it shall contain no more than two bedrooms.*

*(e) Street-facing entrances may be allowed. Exterior entrances can be located no closer than 10 feet to an adjoining private property line.*

*(f) Any exterior stairs shall be placed in the rear or side yard and no closer than 10 feet to an adjoining private property line.*

*(g) All ADUs shall have separate street addresses that are visible from both the street and alley that clearly identify the location of the ADU.*

*(5) Occupancy.*

*(a) The owner of the property or immediate family member of the property owner, or contract purchaser of record, of the single-family dwelling to which an ADU is accessory, shall reside either in the single-family dwelling or the ADU as a permanent place of residence (must occupy one of the dwelling units on the property for more than six months of each calendar year).*

*(b) Only one of the residences may be rented or leased.*

*(c) Vacation (short-term) rental, transient accommodation, and/or lodging is prohibited in ADUs or in single-family dwellings to which they are accessory. "Vacation (short-term) rental, transient accommodation and/or lodging" means the rental of any building or portion thereof used for the purpose of providing lodging for periods of less than 30 days.*

*(d) The ownership of ADUs may not be separated from ownership of the single-family dwelling to which they are accessory.*

*(f) Before issuance of the certificate of occupancy for an accessory dwelling unit, the homeowner must provide a copy of a statement recorded with the Columbia County Clerk.*

*(i) The statement must read:*

*An application for a permit for an accessory dwelling unit has been submitted to the city of Rainier by the owner of this property. Future owners are advised that the owner of the property must comply with all requirements of the Rainier Zoning Code, as amended, if the accessory dwelling unit is to be occupied or rented.*

*(ii) If an accessory dwelling unit is to be removed, appropriate permits and inspections must first be received from the city and Columbia County. If a homeowner wants to remove the statement as required by subsection (5)(f)(i) of this section from the property's title, then the city shall issue an appropriate release upon evidence that the accessory dwelling unit has been removed. The release shall be recorded by the homeowner with the county clerk's office and a copy of the recorded release shall be provided to the city.*

*(g) No day care centers or adult family homes shall be permitted in ADUs.*

*(h) The following permit and inspection requirements shall be met:*

*(i) No ADU may be added to, created within, or constructed upon the same lot as a single-family dwelling without a permit having been issued by the Columbia County Land Development Services department;*

*(ii) All applications for ADU permits shall be on forms provided by City Recorder, and the fee for such permit shall be as provided in the building code;*

*(iii) No ADU may be occupied unless the owner of record of the single-family dwelling to which it is accessory possesses a current certificate of occupancy for such ADU;*

*(iv) Before any permit for the creation or construction of an ADU is granted, the proposed site thereof and the plans and specifications therefor shall be inspected by the building and fire officials to assure that the provisions of this chapter are not violated; and*

*(v) The building official may inspect ADUs after giving proper notice, at such time as a complaint alleging noncompliance with this chapter is received by the city. The purpose of such inspection shall be to determine if such ADU is in compliance with the requirements of this chapter. If such inspection reveals that such ADU is in compliance, the building official shall issue a certificate of occupancy for said ADU. If the inspection reveals the ADU is not in compliance, the building official shall not issue a certificate of occupancy for said ADU, and shall notify the owner or contract purchaser of the single-family dwelling to which said ADU is accessory that said ADU must be vacated and not occupied until it is reinspected by the building official and found to be in compliance, or the ADU removed.*

*(6) Standards for Attached ADUs.*

*(a) All attached ADUs shall be designed to maintain the appearance of the single-family dwelling to which they are accessory. If an ADU extends beyond the current footprint of the single-family dwelling, it must be consistent with the existing siding of the single-family dwelling.*



*Any additions to an existing structure or building shall not exceed the allowable lot coverage or encroach into the required setbacks.*

*(b) When garage space is converted to accessory dwelling unit living space the portion of the driveway leading to the former garage may remain. The parking standards identified above will still apply.*

*(7) Standards for Detached ADUs. In the event that the Planning Commission grants a conditional use permit for the construction of a detached ADU (i.e., an ADU that is not added to or created within the single-family dwelling) in accordance with this chapter, all of the provisions of this chapter shall be applicable thereto. In addition, the following provisions shall be applicable to such detached ADUs:*

*(a) Landscaping may be provided for the privacy and screening of adjacent properties. Tall vegetative landscaping may be required between any windows or decks facing adjacent residential properties.*

*(b) Two-story, detached accessory dwelling units may be designed to protect the privacy of adjacent residential uses.*

*(c) Detached accessory dwelling units are not permitted in townhouse, zero lot line detached housing, or attached zero lot line housing developments.*

*(8) Conditional Use Hearings.*

*(a) All proposed detached ADUs shall require a conditional use permit be granted by the Planning Commission via a Type III review process with consideration of impacts to privacy of neighboring properties. Where practical, the ADU should be located and designed to minimize disruption of privacy and outdoor activities on adjacent properties. Strategies to accomplish this include, but are not limited to: window staggering, entries face away, no overlooking decks, landscaping.*

*(b) In its consideration of an application, the Planning Commission shall evaluate:*

*(i) Compliance with subsections (8)(a) and (b) of this section.*

*(ii) Window locations.*

*(iii) Impacts from shading of neighboring properties, specifically solar access and impacts to existing solar collection systems, photo-voltaic or solar heating.*

*(9) Existing Illegal ADUs.*

*(a) Application may be made for any accessory dwelling unit existing prior to the effective date of this chapter, to become legally permitted, pursuant to the provisions of this chapter.*

*(b) An application to legalize an existing ADU shall include an application for an ADU permit and a building permit application, showing changes made to the main residence or detached accessory building to accommodate the ADU. Approval shall be consistent with the ADU regulations and process outlined in this section. The ADU shall be reviewed using the current editions of building codes in place at the time its owner brings the unit forward for permit.*

*(c) Nothing in this section shall require that the city permit existing ADUs that are determined to be non-compliant with this chapter.*

**Section 3.** RMC 18.15 is hereby amended as follows:

**18.15.020 Permitted uses.**

The following uses are permitted outright in the SR zone:

- A. Single-family dwelling.
- B. Manufactured home on an individual lot, subject to the standards of Chapter [18.100](#) RMC.
- C. Accessory buildings incidental to the primary residential use.
- D. Agricultural or forestry uses.
- E. Home occupation which meets the restrictions of Chapter [18.90](#) RMC.

by amended as follows:

*F. Attached accessory dwelling unit.*

**8.15.030 Conditional uses.**

The following uses are permitted in the SR zone when a conditional use permit is approved subject to Chapter [18.130](#) RMC:

- A. Public use.
- B. Semipublic use.
- C. Home occupation which does not meet the restrictions of Chapter [18.90](#) RMC
- D. Detached accessory dwelling units.*

**Section 4.** RMC 18.20 is hereby amended as follows:

**18.20.010 Permitted uses.**

The following uses are permitted outright in the R-1 zone:

- A. Single-family dwelling.
- B. Manufactured home on an individual lot, subject to standards of Chapter [18.100](#) RMC.
- C. Accessory buildings incidental to the primary residential use.
- D. Agricultural or horticultural uses. No poultry or livestock, other than household pets, shall be permitted within 100 feet of any residence on an adjacent lot.
- E. Home occupation which meets the restrictions of Chapter [18.90](#) RMC.

*F. Attached accessory dwelling units.*

**18.20.020 Conditional uses.**

The following uses are permitted in the R-1 zone when a conditional use permit is approved subject to Chapter [18.130](#) RMC:

- A. Two-family dwelling.

- B. Public use.
- C. Semipublic use.
- D. Home occupation which does not meet the restrictions of Chapter [18.90](#) RM
- E. *Detached accessory dwelling units.*

**Section 5.** RMC 18.25 is hereby amended as follows:

**18.25.010 Permitted uses.**

The following uses are permitted outright in the R-2 zone:

- A. All uses in the R-2 zone are subject to determination of possible compliance with Chapters [18.75](#) (Geologic Hazard Overlay) and [18.145](#) RMC (Design Review).
- B. Single-family dwelling (detached).
- C. Single-family, attached.
- D. Townhouses. Maximum of three units together on one parcel. Structures made up of more than three attached houses are prohibited unless approved by the city planning commission.
- E. Manufactured home on an individual lot, subject to standards of Chapter [18.100](#) RMC.
- F. Two-family dwelling (duplex).
- G. Accessory buildings incidental to primary residential use.
- H. Home occupation which meets the restrictions of Chapter [18.90](#) RMC.
- I. *Attached accessory dwellings.*

**18.25.020 Conditional uses.**

The following uses are permitted in the R-2 zone when a conditional use permit is approved subject to Chapter [18.130](#) RMC:

- A. Three-family dwelling (triplex).
- B. Public use.
- C. Semipublic use.
- D. Home occupation which does not meet the restrictions of Chapter [18.90](#) RMC
- E. *Detached accessory dwelling units.*

Section 6. RMC 18.25.100 is hereby repealed.

**NOW, THEREFORE,** the City of Rainier ordains as follows:

1. The above recitations are true and correct and incorporated herein by this reference.
2. The City of Rainier Municipal Code Text is amended for Chapters 18.05, 18.15, 18.20 and 18.25.
3. In support of the above amendments to the Municipal Code Text, the Rainier City Council hereby adopts the Findings of Facts and Conclusions of Law in the \_\_\_\_\_ City Planner Staff Report, together with its attached addendums and correspondence, dated \_\_\_\_\_
4. The effective date of this Ordinance shall be thirty (30) dates after approval, in accordance with the City Charter and other applicable laws.

Passed by the City of Rainier council and approved by the mayor on the \_\_\_\_ date of \_\_\_\_\_, 2023.

Attested:

BY: \_\_\_\_\_  
Jerry Cole, Mayor

BY: \_\_\_\_\_  
Scott Jorgensen, City Administrator

**ORDINANCE NO. 1096**

**AN ORDINANCE OF THE CITY OF RAINIER APPROVING OF THE VACATION OF  
CERTAIN DESCRIBED PROPERTY TO THE CITY OF RAINIER, COLUMBIA  
COUNTY, OREGON**

**WHEREAS**, the Petition for vacation of a portion of Hickory Street between View Street and Old Rainier Road is now on file with the City;

**WHEREAS**, the city legislative body caused notice of the hearing to be published once each week for two (2) successive weeks prior to the day of the hearing in a newspaper of general circulation in the city; and

**WHEREAS**, within five (5) days after the first day of publication of the notice, the city caused to be posted at or near each end of the proposed vacation a copy of the notice of the street vacation. Said notice was posted with the first publication being not less than fourteen (14) days before the February 5, 2024 hearing; and

**WHEREAS**, a public hearing was held on February 5, 2024; and

**WHEREAS**, the consent of the owners of the requisite area has been obtained; and

**WHEREAS**, the public interest will not be prejudiced by the vacation of this street; and

**WHEREAS**, all of the plat or streets proposed to be vacated are situated within the corporate limits of the City of Rainier;

**THE CITY OF RAINIER ORDAINS AS FOLLOWS:**

That the area described on Exhibit A attached to this ordinance is hereby vacated.

SIGNED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2024.

Attested:

BY: \_\_\_\_\_  
Jerry Cole, Mayor

BY: \_\_\_\_\_  
Scott Jorgensen, City Administrator

**ORDINANCE NO. 1097**

**AN ORDINANCE OF THE CITY OF RAINIER APPROVING OF THE VACATION OF  
CERTAIN DESCRIBED PROPERTY TO THE CITY OF RAINIER, COLUMBIA  
COUNTY, OREGON**

**WHEREAS**, the Petition for vacation for the 20-foot alley lying within Block 39, Plat of Unit “C” in West Rainier by Wilson Oil Inc. d.b.a. Wilcox & Flegel is now on file with the City; and

**WHEREAS**, the city legislative body caused notice of the hearing to be published once each week for two (2) successive weeks prior to the day of the hearing in a newspaper of general circulation in the city; and

**WHEREAS**, within five (5) days after the first day of publication of the notice, the city caused to be posted at or near each end of the proposed vacation a copy of the notice of the street vacation. Said notice was posted with the first publication being not less than fourteen (14) days before the February 5, 2024 hearing; and

**WHEREAS**, a public hearing was held on February 5, 2024; and

**WHEREAS**, the consent of the owners of the requisite area has been obtained; and

**WHEREAS**, the public interest will not be prejudiced by the vacation of this street; and

**WHEREAS**, all of the plat or streets proposed to be vacated are situated within the corporate limits of the City of Rainier;

**THE CITY OF RAINIER ORDAINS AS FOLLOWS:**

That the area described on Exhibit A attached to this ordinance is hereby vacated.

SIGNED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2024.

Attested:

BY: \_\_\_\_\_  
Jerry Cole, Mayor

BY: \_\_\_\_\_  
Scott Jorgensen, City Administrator

## **EXHIBIT A**

### **LEGAL DESCRIPTION**

That certain 20-foot Alley running Easterly-Westerly, lying Northerly of Lots 15-17, along with that certain 20-foot alley running Northerly-Southerly, lying Easterly of Lots 4 and 17, Block 39, Plat of UNIT "C" WEST RAINIER, being a portion of the James Dobbins Donation Land Claim, located in the Northwest quarter of Section 17, Township 7 North, Range 2 West of the Willamette Meridian, City of Rainier, County of Columbia, State of Oregon.

EXCEPTING THEREFROM that portion of Highway 30, in Final Judgement, entered January 7, 1971 in Suit No. 17477, records of Columbia County, Oregon

City Administrator Report  
February 5, 2024 Rainier Council Meeting

Mayor Cole and Members of the Council,

On January 26, I spoke with Rep. David Gomberg to lobby for the city's state funding request for the Debast water line project. I worked four days later on obtaining quotes for replacing the windows at city hall.

I've also been in contact with representatives from U.S. Senator Ron Wyden's office about obtaining federal funding for the design work and environmental permitting for the Fox Creek project to make it shovel ready.

Along with City Planner Skip Urling, I met with county officials about the levy recertification process for the Rainier Drainage Improvement Company.

I touched bases February 6 with the city's contract CPA about the upcoming budget review process.

February 9, I attended the Col-Pac and NWACT meetings. The following day, I spoke with officials from the Oregon Department of Transportation about obtaining a letter of support for the Fox Creek federal funding request.

City Planner Skip Urling and I met February 12 with representatives of the Department of Land Conservation and Development and Winterbrook Planning to discuss the Urban Growth Boundary swap process. The following day, SAIF conducted its premium audit, I worked on updating the city's safety manual and submitted paperwork to the Department of Environmental Quality to have the vacant lot purchase for the Fox Creek project be counted at a supplemental environmental project.

On February 14, I put together the legislative update on the bills of interest to the city that I'm tracking for the 2024 session.

Lastly, I helped with the audit on February 22, put together the contract for the interim public works director and scheduled a chamber of commerce ribbon cutting ceremony for the new brisket food cart in town.

At Your Service,

W. Scott Jorgensen, Executive MPA  
City Administrator



## Joining ColPac Board and Loan Admin Board

Sarah Lu Heath <SarahLu@nworegon.org>

Tue 2/20/2024 4:19 PM

To: Scott Jorgensen <Sjorgensen@cityofrainier.com>; Paul Langner <plangner@teevinbros.com>

Cc: Colin Cooper <colin@nworegon.org>

📎 1 attachments (9 KB)

image001.png;

Hi Paul and Scott,

We've all talked and all think it would be a great idea for Mr. Langner to join the ColPac Board of Directors as a representative from Rainier, and the ColPac Loan Administration Board to fill an 'elected official' position.

The next step is for the Rainier City Council to formally approve this appointment, then we'll take over and get Paul on all the right lists/invites.

Please let us know if you have any questions,

Thanks!



Sarah Lu Heath

Deputy Director | COLUMBIA PACIFIC ECONOMIC DEVELOPMENT DISTRICT

Serving Clatsop | Columbia | Tillamook | Western Washington Counties

📞 971.328.2877 📠 503.397.3099 🌐 nworegon.org

PO Box 1535 St Helens Oregon 97051

## RMC 1052.10(1)

Troy Caldwell <TCaldwell@cityofrainier.com>

Mon 2/5/2024 12:50 PM

To: Scott Jorgensen <Sjorgensen@cityofrainier.com>

Cc: Michelle Caldwell <MCaldwell@cityofrainier.com>; Gregg Griffith <ggriffith@cityofrainier.com>; Peter Manning <pmanning@cityofrainier.com>

📎 5 attachments (937 KB)

IMG\_1678.jpg; IMG\_1679.jpg; IMG\_1680.jpg; IMG\_1681.jpg; IMG\_1682.jpg;

Greetings,

Jennifer Elwood was sent a citation for violation of RMC 1052.10(1) Scattering and Storing Rubbish. The court date on the citation is 02/08/24.

The water meter at 422 West C Street was removed because of a water leak and nonpayment. The property is now vacant.

Columbia County Property tax records still show Ms. Elwood as the property owner. Ms. Elwood does not have a forwarding address.

If Ms. Elwood does not show up for court, I request that the City Council explore the option of abatement.

### **8.15.230 Abatement by the person responsible.**

A. Within 15 days after the posting and mailing of the notice as provided in RMC 8.15.220, the person responsible shall remove the nuisance or show that no nuisance exists.

B. A person responsible protesting that no nuisance exists shall file with the city recorder a written statement which shall specify the basis for so protesting.

C. The statement shall be referred to the city council as a part of its regular agenda at its next succeeding meeting. At the time set for consideration of the abatement, the person protesting may appear and be heard by the council and the council shall determine whether or not a nuisance in fact exists. The determination shall be entered in the official minutes of the council. Council determination shall be required only in those cases where a written statement has been filed as provided.

D. If the council determines that a nuisance does, in fact, exist, the person responsible shall, within 10 days after the council determination, abate the nuisance. (Ord. 1052 § 22, 2010)

### **8.15.240 Joint responsibility.**

If more than one person is responsible, they shall be jointly and severally liable for abating the nuisance or for the costs incurred by the city in abating the nuisance. (Ord. 1052 § 23, 2010)

### **8.15.250 Abatement by the city.**

A. If, within the time allowed, the nuisance has not been abated by the person responsible, the city recorder or his/her designee may cause the nuisance to be abated.

B. The city shall have the right at reasonable times to enter into or upon property to investigate or cause the removal of a nuisance.

C. The city recorder or his/her designee shall keep an accurate record of the expense incurred by the city in physically abating the nuisance and shall include therein a charge of \$35.00 or 25 percent of those expenses, whichever is greater, for administrative overhead. (Ord. 1052 § 24, 2010)

### **8.15.260 Assessment of costs.**

A. The city recorder or his/her designee, by certified mail, postage prepaid, shall forward to the person responsible, if the owner, a notice stating:

1. The total cost of abatement, including the administrative overhead.
2. That the cost as indicated will be assessed to and become a lien against the property unless paid within 30 days from the date of the notice.
3. That if the person responsible objects to the cost of the abatement as indicated, he/she may file a notice of objection with the city recorder within 10 days from the date of the notice.

B. Upon the expiration of 10 days after the date of the notice, the council, in the regular course of business, shall hear and determine the objections to the costs assessed.

C. If the costs of the abatement are not paid within 30 days from the date of the notice, an assessment of the costs, as stated or as determined by the council, shall be made and shall thereupon be entered in the docket of city liens together with a late fee of \$25.00. Upon such entries being made, it shall constitute a lien upon the property from which the nuisance was removed or abated.

D. The lien shall be enforced in the same manner as liens for street improvements are enforced and shall bear interest at the then prevailing legal rate per annum. The interest shall commence to run from the date of the entry of the lien in the lien docket.

E. An error in the name of the person responsible shall not void the assessment, nor shall a failure to receive the notice of the proposed assessment render the assessment void, but it shall remain a valid lien against the property. (Ord. 1052 § 25, 2010)

**8.15.270 Summary abatement.**

The procedure provided in RMC 8.15.220 through 8.15.260 is not exclusive, but is in addition to procedure provided by other code sections. The officer, the chief of police, or any other city official may proceed summarily to abate a health or other nuisance which unmistakably exists or which imminently endangers human life or property. (Ord. 1052 § 26, 2010)

Officer Caldwell  
Rainier Police Department

















