

City of Rainier
Regular City Council Meeting
April 4, 2022
6 p.m.
Rainier City Hall

Mayor Jerry Cole called the Regular Council Meeting to order at 6:01 p.m.

Council Present: Connie Budge, Scott Cooper, Robert duPlessis, Jeremy Howell Mike Kreger, Levi Richardson and Denise Watson

Council Absent:

City Attorney Present: No

City Staff Present: Sarah Blodgett, City Recorder; Gregg Griffith, Police Chief; W. Scott Jorgensen, City Administrator; Sue Lawrence, Public Works Director

Flag Salute

Additions/Deletions from the Agenda: Councilor Connie Budge moved to add compliance review for qualified voters under new business. That motion was seconded by Councilor Scott Cooper and adopted unanimously.

Mayor's Address: Mayor Jerry Cole read a proclamation into the record declaring April as HOPE month. He then presented awards to several local students. Rainier High School seniors Jenna Kamppi, Arianna Ojeda Ronan, Chloe Crawford, Emmalee Melvin, Jamie Knox, Jiri Antonu, Jeremiah duPlessis, Kalli Budge and Aubrey Sorensen were honored for their involvement with Rho Kappa. Kandence Stout and Savanna Cook were honored for being History Cub officers of the year and Clayton Orman was honored for being History Club member of the year.

Visitor Comments: There were no visitor comments at this time.

Consider Approval of the Consent Agenda

Consider Approval of the March 7, 2022 Regular Council Meeting and March 14, 2022 Goal Setting Work Session Minutes—Council President Mike Kreger moved to approve the consent agenda, with the addition of the document showing the council goals. That motion was seconded by Councilor Robert duPlessis and adopted unanimously.

New Business

a. Audit Report Presentation by Tracy Jones from Pauly, Rogers and Co.—

Cole asked why there was a delay in filing the audit with the Secretary of State's office. Jones said the firm lost staff during its busy season. Cole said the firm did their best to make it right and city staff was not responsible for the delay. Jones said the city is in compliance. There were no exceptions or issues requiring comment. There was no separate management letter and no significant deficiencies discovered. Capital assets and depreciations are not tracked in the audit. That's considered a best practice but it's not required for cash accrual based accounting, like the city uses. The council provides the government body monitoring and the city carries cash in excess of its fidelity insurance coverage. There's some exposure there and needs more oversight. In terms of IT controls, there are no internal policies requiring characters in passwords. Budge asked if the city should do a capital assets inventory. Jones said it's not required because the city does its accounting on a cash accrual basis. Budge asked how the council can improve its monitoring of the city's finances. Jones said that's all being recorded in council minutes and asked if the mayor signs checks. City Administrator W. Scott Jorgensen explained that there are four check signers and it's split evenly between staff and councilors. The signers are him, Police Chief Gregg Griffith, Cole and Kreger. Jones said that some organizations have their board members review financial statements on a quarterly basis because it gives more oversight. Jorgensen said he spoke with the city's CPA and she had recommendations for the budget document that align with suggestions made by councilors. He asked Jones what she thought of the city possibly going to a biennial budget. She said she has no experience with that.

- b. Banners for Downtown Beautification—Jorgensen said this was a council goal. He's seen it used well in other cities to differentiate their various districts. Lawrence said she looked at all the light poles in the city that can host banners. There are 20 in the plaza area, 12 along A street, seven by Veterans Way, 16 along B Street, seven by the boat launch, 10 by the park and six from West A Street to the boat launch. Budge asked if this will be part of the next fiscal year budget. Lawrence said yes. Budge suggested that this matter be put before the Parks Committee for its recommendations. Cooper asked if banners had been considered years ago. Cole said there was a coloring contest. He likes the idea of honoring the city's veterans with the banners on Veterans Way. The banners will cost around \$10,000 total, but maybe some of them can be sponsored by local businesses and organizations. Budge suggested having some banners near pocket park properties. Kreger said he could get input from the local VFW about the banners on Veterans Way. Cole said this can be brought back to the next meeting. The city doesn't have to do banners at every pole, it can be every other one. He suggested that Jorgensen reach out to the Chamber of Commerce for its input. Perhaps the museum would have some input as well. Jorgensen said that the City of Aurora had purchased some

trash cans for its downtown area and used historic photos to decorate them. It looks nice and has gone over well with the tourists who come to that town. Cole said he would like to see LED lights installed at city hall to shine colors for different occasions. Budge said that back in 1959, the fire hydrants in town were all painted and downtown businesses had historical displays in their windows.

- c. Planning Update—Jorgensen informed the council that planning commission passed the annexation ordinance. A public hearing has been scheduled for the next council meeting for that ordinance, a flood plain ordinance and a text amendment for the waterfront mixed use zone. The commission won't meet in April and he may have to advertise at least one position on there in the meantime. The commission was looking for direction on a couple of matters. The first is the garage code. Garages currently have a minimum of 120 square feet, which doesn't seem adequate. The commission discussed having it be 300 square feet, or possibly 240. What would council like to see? A building permit is required once a garage reaches 200 square feet. Cole said the commission should look at what Clatskanie, St. Helens and Scappoose have in their codes. Jorgensen said the other issue that's come up involves shipping containers. The city has received inquiries about using them in residential areas for storage. Some cities allow them with conditions. Kreger said they should have to abide by building codes. Cole said there was a project in St. Helens that used them for duplexes and they look good. Jorgensen said he can see what other cities are doing. Cooper said they can be permitted but regulated, with building permits required. Jorgensen said he got a note from Cole about fixing the sign ordinance to allow for sandwich board signs. They aren't currently allowed under code. Cole said he's seen some around town and is not against them. But the code needs to be changed to allow them because it's important to business owners. Cooper suggested having the commission review what the city already has in place. Kreger said the commission should look at where they can be placed. Cole said their allowable size should also be reviewed.
- d. First Reading of Ordinance 1086—Adopting the Codification of the Rainier Municipal Code Enforcement Procedures
- e. First Reading of Ordinance 1087—Establishing Rules and Regulations for Recreational Vehicles—Cole suggested some revisions to reflect that many residents own boats. The ordinance will be changed and brought back to the May meeting.
- f. Emergency Operations Plan Update—Griffith said the plan needs to be reviewed and updated every three to five years. Staff has reviewed it, but the signature page is from 2013 and most of the people on it are no longer on the council. The plan has five parts and focuses on prevention, protection, mitigation, response and recovery. Staff will send the plan to council and bring the signature page to the next meeting to update it.
- g. Police Department IT Equipment Request—Griffith said his

department's computers are old and incompatible with newer software. Because they've been short one officer, they have the money in the budget to replace those computers. He got a quote from the city's IT provider for five computers at \$21,500. Cooper moved to approve the request. That motion was seconded by Kreger and adopted unanimously.

- h. Resolution 22-04-01—To Increase the City's Credit Card Limit to \$15,000—Lawrence said the limit is currently \$5,000, split between three different departments. It's easy for that to get maxed out. There have been problems with cards being declined when department heads try to make purchases. Kreger moved to approve the resolution. That motion was seconded by Cooper and adopted unanimously.
- i. Resolution 22-04-02—To Adjust the Water Capital Improvement Fund-Capital Outlay to Reflect the Costs of Repairing the Water Treatment Plant Facility—Lawrence said that the city's insurance company has thus far reimbursed the city for \$300,000 to repair the facility. This resolution is needed in order to expend those funds. Budge moved to approve the resolution. That motion was seconded by Councilor Robert duPlessis and adopted unanimously.
- j. Inflow and Infiltration Study Contract Extension—Lawrence said this is the next step towards DEQ compliance. It will involve further smoke testing of the system and upgrades and repairs to lines in the collection system. The cost is around \$93,000, to come out of the sewer capital fund. Jorgensen said that getting this kind of work done helps when he and Lawrence talk to DEQ officials. The city has been receiving notices from that agency about the ongoing issues. Cole said fines from DEQ for non-compliance could exceed the cost of the study contract extension. Budge moved to approve the contract extension. That motion was seconded by Cooper and adopted unanimously.
- k. Parks Committee Master Plan Recommendation—Jorgensen said the committee recommended that the city do the study. Its cost is estimated at \$35,000. Lawrence said she would do more research to find the line item to fund it. Cole said this item could be brought back under unfinished business at the next council meeting.
- l. Park Asphalt Path Repair Bid—Lawrence said the bid is to pave a section of the path and adding a walking area for seniors. Once the project is finished, there will be complete handicapped access between the senior center and the park. She's waiting on other bids, but they've yet to be received. The bid is for \$10,975, to come out of the riverfront trail line item in the budget. Cooper moved to approve the lowest bid that comes in. That motion was seconded by Budge and adopted unanimously.
- m. Parks Committee Update—Jorgensen said the committee is working on planning an event for the riverfront trail completion. It will have fun runs with different age categories and a bike parade. This could even become an annual event if it goes well. The original date the committee considered was May 1, but the project may not be done by then. May 22 is what they decided on. Cole and others said they would be out of

- town that day and suggested that it be held on May 29 instead.
- n. League of Oregon Cities Conference—Jorgensen said the conference is scheduled for October 5 through 7 in Bend. He wanted to see if any of the councilors were interested in attending. Cole, Kreger and Budge said they would like to.
 - o. Councilor Statements of Economic Interest for the Oregon Government Ethics Commission—Cole reminded councilors that the deadline to file those statements is April 15.
 - p. Qualified Voter Compliance Review—Budge said the application for city councilors should include verification of their status as qualified voters. Jorgensen said he could add that to the form. There should also be a line for email addresses.

Unfinished Business

- a. Riverfront Trail Update—Lawrence said the work to set the bridge in place should be done the week of the 11th, with the paving tentatively scheduled for the last week in April.
- b. Fox Creek Update—Lawrence said the first meeting for the feasibility study was held. Jorgensen said he was the guest speaker at the Friends of Fox Creek annual meeting and updated that group about the status of the study.
- c. Senior and Multigenerational Housing

Staff Report—Griffith said the background check for the possible new officer is almost completed. The department’s new car should be on the road fairly soon. The suspects who recently did graffiti in town were caught and the case has been referred to the courts. Jorgensen said he spoke to the district attorney about having them do community service in town. Lawrence said the design work for the repair of the water treatment plant roof is being done. She’s getting an estimate for maintenance work at the boat launch dock. City Recorder Sarah Blodgett said the application deadline for the utility billing clerk position has closed. There is a good pool of applicants and interviews will be conducted the following week. Jorgensen attended meetings for Col-Pac, the Rainier Chamber of Commerce and the Rainier Oregon Historical Society. He also met with the county emergency manager. The lien for recovering the city’s costs to abate the nuisance property at 313 West 7th Street has been filed. The city’s new contract CPA has been onboarded and met with staff via telephone to start the budget process. Updates have been made to the city’s website based on input from the council goal setting session. Along with Cooper, he attended the St. Patrick’s Day luncheon at the senior center. He and Kreger arranged the council chambers for the previous Saturday’s town hall meeting with Senator Rachel Armitage. They discovered that the PA system wasn’t working, so he had to replace it. He and Lawrence met with DEQ officials to set goals and timelines towards compliance.

Council Reports—duPlessis said he attended the town hall meeting with Armitage. He also toured the water plant building, the A Street Plaza, park and wastewater plant buildings with public works. Budge said Armitage

expressed interest in doing a town hall at the senior center. Cooper praised public works for cleaning up the graffiti.

City Calendar/Announcements

Cole adjourned the regular council meeting at 8:05 p.m.

Mayor Jerry Cole

W. Scott Jorgensen, City Administrator