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# AGENDA

## ASTORIA CITY COUNCIL MEETING

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Tuesday, February 18, 2014

7:00p.m.

2<sup>nd</sup> Floor Council Chambers

1095 Duane Street

Astoria OR 97103

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REPORTS OF COUNCILORS**
  - (a) Council Discussion of Goal Setting Session
  - (b) Individual Councilor Reports
4. **CHANGES TO AGENDA**
5. **PRESENTATIONS**
  - (a) Swearing In of New Police Officer Jair Macareno
6. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

  - (a) City Council Minutes of 1/21/14
  - (b) City Council Minutes of 2/3/14
  - (c) Renewal of Intergovernmental Agreement for State HazMat Team (Fire)
  - (d) Acceptance of Kinsman Foundation Grant for Restoration of City Hall 1st Floor Windows and Duane Street Entry Doorway (Community Development)
  - (e) Resolution Designating Signators for the City of Astoria (Finance)
7. **REGULAR AGENDA ITEMS**
  - (a) Resolutions to Place Lien on Flavel Properties for Outstanding Fees (Community Development)
  - (b) Request for Direction Regarding Future Lighting Color Changes to the Astoria Column (Parks)
  - (c) Schedule Public Hearing for Property Sale – 4900 Block of Birch (Public Works)
  - (d) Authorization to Award – Williamsport Road and Highway 202 Water Main Project (Public Works)
  - (e) Authorization to Purchase Additional CSO Monitors (Public Works)
  - (f) Public Hearing – Public Comments on the Desired Qualities and Skillsets for the New City Manager
8. **EXECUTIVE SESSION**
  - (a) ORS 192.660(2)(e) – Real Property Transactions

<p><b>THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.</b></p>
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February 14, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL  
FROM: BRETT ESTES, CITY MANAGER PRO TEM  
SUBJECT: ASTORIA CITY COUNCIL MEETING OF FEBRUARY 18, 2014

**REPORTS OF COUNCILORS**

Item 3(a): **Council Discussion of Goal Setting Session**

Item 3(b): **Individual Councilor Reports**

**PRESENTATIONS**

Item 5(a): **Swearing In of New Police Officer Jair Macareno**

The Mayor will swear in new Astoria Police Department Officer Jair Macareno.

**CONSENT CALENDAR**

Item 6(a): **City Council Minutes of 1/21/14**

The minutes of the City Council meeting of January 21, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): **City Council Minutes of 2/3/14**

The minutes of the City Council meeting of February 3, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(c): **Renewal of Intergovernmental Agreement for State HazMat Team (Fire)**

The City of Astoria Fire Department has provided regional hazardous materials emergency response team services through an Intergovernmental Agreement

(IGA) with the State of Oregon Office of State Fire Marshal (OSFM) since 1991. This agreement has been renewed every other year since then. The attached IGA spells out the responsibilities of the City of Astoria Fire Department and those of the OSFM including cost recovery procedures incurred by the Astoria Fire Department. Termination of the IGA between the City of Astoria and the Office of State Fire Marshal may be facilitated by mutual consent upon 180 days' notice in writing. It is recommended that Council approve the Inter-governmental Agreement with the State of Oregon Office of State Fire Marshal for regional hazardous materials emergency response team Services.

**Item 6(d): Acceptance of Kinsman Foundation Grant for Restoration of City Hall 1st Floor Windows and Duane Street Entry Doorway (Community Development)**

At its September 24, 2013 meeting, the City Council authorized submittal of a \$5,000 grant application to the Kinsman Foundation for restoration of City Hall first floor windows and Duane Street entry door surround. In 2012, the City did major renovation to the interior of the City Hall building including creating a Duane Street main entry lobby to all departments; however, the windows and front entry door surround have not yet been repaired and are deteriorating. Windows are steel and have rusted and caulking is deteriorating. Some windows have broken panes. The front entry surround has corroded copper / other metal and is rusted. Additionally, there are missing pieces that have been replaced with painted wood. The City has been notified that the Kinsman Foundation has approved a \$5,000 grant to restore the first floor windows and front entry door surround. It is recommended that the City Council accept the Kinsman Foundation grant in the amount of \$5,000 and authorize the Mayor and City Manager to sign the Grant Agreement.

**Item 6(e): Resolution Designating Signators for the City of Astoria (Finance)**

The persons authorized by the City Council to sign checks and other bank withdrawal instruments on behalf of the City are designated by resolution. The attached resolution removes retired City Manager Paul Benoit and adds R. Brett Estes, City Manager Pro Tem, as an authorized signer for bank transactions. The resolution also changes the name of Executive Secretary Julie Lampi to Julie Yuill. It is recommended that the City Council consider this resolution for adoption.

**REGULAR AGENDA ITEMS**

**Item 7(a): Resolutions to Place Lien on Flavel Properties for Outstanding Fees (Community Development)**

The Flavel properties, located at 627 15th Street, 905 to 943 Commercial Street, and 904 to 936 Commercial Street, have been the subject of numerous Code enforcement actions since adoption of the Property Maintenance Code (Derelict Building Ordinance). All three properties were the subject of numerous

citations which were presented to the Municipal Court on December 16, 2013 with resulting fines for a total amount of \$1,405,500. The City Attorney has filed a Lien on all three properties for these citations. All properties have been vacant for many years and are in violation of the "long term vacant building" ordinance and are subject to yearly Vacant Building fees that are augmented by the "chronic nuisance" provision of the ordinance which doubles some of those fees. The fees for each building are as follows: 627 15th Street - \$3,100; 904-936 Commercial Street - \$16,400; 905-943 Commercial Street - \$16,400. The vacant building charges on these three properties have not been paid. The Derelict Building Ordinance addresses the process and procedure for enforcement, abatement, and collection of fines/fees. In accordance with City Code Section 5.726(A)1, the City may record a lien on the property. It is recommended that the City Council adopt the attached Resolutions, by three separate motions, to authorize the City Attorney to file a lien as follows: 627 15th Street in the amount of \$3,100; 904-936 Commercial in the amount of \$16,400; and 905-943 Commercial in the amount of \$16,400.

**Item 7(b): Request for Direction Regarding Future Lighting Color Changes to the Astoria Column (Parks)**

In partnership with Columbia Memorial Hospital and the Friends of the Astoria Column the Astor Column lighting was changed to a pink hue for the month of October, 2013 in recognition of Breast Cancer Awareness Month. The Parks and Recreation Department staff has received a request to change the Astor Column lighting to a teal hue for the Month of April in recognition of Sexual Assault Awareness Month and would like direction from City Council on how to proceed with this request as well as, future Astor Column lighting change requests.

**Item 7(c): Schedule Public Hearing for Property Sale – 4900 Block of Birch (Public Works)**

Area Properties received an offer from Mike and Judith Cahill, 4908 Cedar Street to purchase a portion of City property adjacent to their property. The property is described as T8N R9W Section 10 AB, Tax Lot 3200, Lot 1, Block 18, Alderbrook. This offer was brought before the City Council on October 21, 2013. At that time, Council did not approve the sale. At the February 3, 2014 City Council meeting, Mr. Cahill spoke to Council regarding his desire to purchase the property, and Councilor LaMear subsequently requested that this item be brought back to Council so that a public hearing could be scheduled. It is recommended that the City Council schedule a public hearing for March 3, 2014 to take public comment on the potential property sale and approve or deny the sale of said property.

**Item 7(d): Authorization to Award – Williamsport Road and Highway 202 Water Main Project (Public Works)**

On October 8, 2013, Council authorized staff to solicit quotes for the Williamsport and Highway 202 Water Main Project. The project will include installation of 600 feet of eight inch PVC water line, two new fire hydrants, and other associated water appurtenances. Prior to construction, the Public Works Department will install a temporary two inch above ground water line to serve the area. The following competitive quotes were received:

<b>Contractor</b>	<b>Total Bid</b>
<b>Bob McEwan Construction Inc.</b>	<b>\$ 88,995.00</b>
Big River Construction Inc.	\$ 99,658.00
TFT Construction Inc.	\$144,770.41

HLB Otak, Inc. will be providing construction support services and will also complete the certification to the State Drinking Water Program upon project completion.

**Construction Budget Summary:**

<b>Description</b>	<b>Total Amount</b>
Bob McEwan Construction Contract	\$ 88,995.00
Construction Contingency (10%)	\$ 8,900.00
Construction Support Services (HLB Otak)	\$ 5,564.00
Anticipated Construction Total	\$103,459.00

It is recommended that City Council authorize award of a construction contract to Bob McEwan Construction Inc. in the amount of \$88,995.00 and approve the associated budget for contingency and construction support services. Funds for this project are available in the Public Works Improvement Fund.

**Item 7(e): Authorization to Purchase Additional CSO Monitors (Public Works)**

The City of Astoria's Combined Sewer Overflow (CSO) Plan will continue to control overflows to Youngs Bay and the Columbia River through a series of projects over the next eight years. In order to assure the performance of the completed control projects, the City is required to monitor outfalls that have been controlled to certify compliance with state and federal requirements. In August 2010, Council authorized award of the CSO Monitor Upgrade project to SFE Global for purchase and installation of monitors and rain gauges. There are 24 sites that are currently monitored for compliance with control requirements.

Monitoring data provides flow data that accurately determines the scope of future CSO projects. City staff is in the process of confirming the scope for the next CSO project that is expected to control five outfalls. An additional five monitors are needed at the upcoming project sites to confirm the project scope

then the instrumentation will transition to compliance monitoring when the project is complete. It is recommended that Council execute a contract with SFE Global for a total not to exceed the amount of \$27,575, for procurement of five CSO monitors and associated technical support, as needed. Funds for this project are available in the current Combined Sewer Overflow Maintenance Fund budget.

**Item 7(f): Public Hearing – Public Comments on the Desired Qualities and Skillsets for the New City Manager**

## **EXECUTIVE SESSION**

**Item 8(a): ORS 192.660(2)(e) – Real Property Transactions**

The City Council will recess to executive session to discuss a real property transaction issue.