CITY OF CLATSKANIE

Regular Meeting Agenda of the Clatskanie City Council
Clatskanie Council Chambers March 5th, 2025 @ 7:00 p.m.

1. Call meeting to order

2. Pledge of Allegiance

3. Public Comment

4. Consent Agenda:
   Regular meeting minutes February 5th*, 2025*
   Action:

5. Agenda Item 2025-04; *Consideration of new council member*
   Discussion/Action:

6. Agenda Item 2025-05; Resolution 2025-02; *A Resolution authorizing a supplemental budget for Fiscal Year 2024/2025*
   Discussion/Action:

7. Agenda item 2025-06; *Approve contract award to Lee Engineering for the Conestoga Lift Station Replacement*
   Discussion/ Action:

8. Manager Items:

9. Finance Manager Items:

10. Public Works Items:

11. Parks & Recreation:

12. Sherriff and Code Compliance items:

13. Council Items:

14. Mayor Items:

15. Adjourn

CITY OF CLATSKANIE

Regular Minutes of the Clatskanie City Council
City Council Chambers, February 5th, 2025 @ 7:00 PM

Present: Mayor Robert Brajcich, Russell Finney-Leggroan, Bob Emminger, Bruce Jolma, Jeff Horness.

Absent: Amanda Owen.

Staff Present: Greg Hinkelman City Manager and Elisha Shulda, City Recorder/ Finance Manager.

Remote: Kelsey Seibel, City Attorney

1. Mayor Brajcich called the meeting to order at 7:00 PM and then lead the Pledge of Allegiance.

2. Public Comment:

Mayor called for public comment and recognized Tina **Curry** of Columbia County Directory. **Curry** wanted to inform people about the new Columbia County Directory. She provided details.
Mayor recognized Elianna **Littleton,** 707 SW Orchard**,** who read a letter to the council regarding raising chickens and asked council to reconsider allowing chickens within city limits. The family provided details of their property. **Mayor** recognized **Jolma**, who asked if there had been any complaints regarding the chickens and if neighbors were aware. **Littleton** answered that she was not aware of any complaints and had no problems with her neighbors. She did state that one of her neighbors had roaming chickens and roosters which resulted in code compliance noticing their sheep and chickens. **Emminger** asked if chickens are in a pen. They answered they are not free-range and are always supervised. **Mayor** noted that council will need to think about this issue.
Mayor recognized Jan **Acquistapace**, 523 S Nehalem St, inquired about an update regarding people using electric wheelchairs. She gave more examples of unsafe wheelchair use around town and asked who would be responsible if they were hit by a vehicle. Chief Deputy **Murphy** answered that it would depend on who is at fault, and he would need to look up laws regarding motorized wheelchairs. Brian **Emrick**, 867 SW Maple, stated he has also noticed the same problem and had previously donated safety vest to the group home for use but has not seen them wearing the vests. He is thinking about donating more safety vests to the Sheriff's office to hand them out to people using electric wheelchairs. **Mayor** noted that he has contacted the Amber Assisted Living and they are working on getting flags for the wheelchairs.
Mayor recognized Larry **Reandeau**, 840 SW Laurel, who noted that the crosswalk on Highway 30 is not working, and said he saw a wheelchair going across it with no markings. **Mayor** commented that he has been in contact with Mark **Buffington** from ODOT and they resolved a light issue but are waiting on more parts. **Reandeau** stated they have signs on the crosswalk saying they are closed. **Hinkelman** stated that the crosswalk is usable and is a marked crosswalk but does not have functional lights because of a delay on parts. **Jolma** asked **Murphy** if he could leave a note with police officers notifying them that if they see a motorized wheelchair they could have a little chat with them regarding safety. **Murphy** replied that he would let the Clatskanie deputies know to keep an eye on that. He said he would converse with Lieutenant **McQuiddy** to see if they have had any previous contact with these people.

3. Swearing in of Jeff Horness

The **Mayor** swore in Jeff **Horness** as councilor.

4. Consent Agenda:
Regular meeting minutes January 8, 2024.
Action:

Mayor asked if there were any corrections or additions to the minutes. Bruce **Jolma** made a motion to accept the minutes as written. Bob **Emminger** seconded. There was no discussion. **Mayor** called for a vote. The motion passed unanimously, no nay votes. **Emminger**, aye; **Jolma**, aye; **Horness**, Aye; **Finney-Leggroan**, aye.

5. Presentation of the 2023-2024 Audit by Kathy Wilson, SingerLewak CPAs

Kathy **Wilson** presented the audit via zoom. She went over the auditor's report, starting out with the opinion. The opinion was clean. She noted an Emphasis of Matter regarding two standards adopted by the City: GASB 100 and GASB 101. She gave details. She pointed out that the City has a strong net position and explained the negative unrestricted net positions. **Wilson** went over Note 15 in the financial statement. She went over the ruling not allowing contingency in funds without expenses. She noted that we didn't have any accounting adjustments and explained they were done by Marci and Jodi during reconciliation. **Wilson** asked for questions. There were no questions.

6. Agenda Item 2025-02: Presentation by Karen Marx on support for sport court grant in Clatskanie City Park
Discussion/Action:

Mayor stated Karen **Marx** was not present. **Hinkelman** explained the reason for Marx not attending, noting the big change from this year to last year being FEMA-PICM rules and how those affect this project. He stated that with all the uncertainty of FEMA and the implementation compliance measures, his conversation with Marx was to wait a year. He gave details on the benefits of waiting. **Mayor** asked if we had a contact for FEMA. **Hinkelman** answered yes and explained the lawsuit by the coalition.

7. Agenda Item 2025-03: Resolution 2025-01; Exchange for Access Easement
Discussion:

Mayor introduced the resolution. **Hinkelman** elaborated on the easement, giving location details and reasoning for the easement. **Jolma** had a question regarding the map and location of the property. **Hinkelman** gave more details on location. **Horness** made a motion to approve the resolution. **Jolma** seconded. **Mayor** called for discussion. There was no discussion. **Mayor** called for a vote. The resolution passed unanimously, no nay votes. Russell **Finney-Leggroan,** aye; Bob **Emminger,** aye; Bruce **Jolma,** aye and Jeff **Horness**, aye.

8. Manager Items:
Mayor recognized **Hinkelman**. **Hinkelman** gave update on Public Work Director recruitment. He reported he and **Finney-Leggroan** went to legislature to speak with representatives regarding grant money. They focused on all the representatives who work on capital construction committees and

hopes those contacts will help us out. He noted that bids would be opened tomorrow afternoon for sewer plant project. **Hinkelman** stated that he has the capital construction request form pretty much written just needs to add the bid amount. He is fearful of what the cost will be due to increase in the bid amount of the Conestoga Lift Station Project. **Hinkelman** gave thanks to **Finney-Leggroan** and **Horness** who attended the City County Dinner where former Senator **Johnson** and former commissioner **Hyde** discussed the complex FEMA issue. He informed the council of a water leak that occurred on Saturday and thanked public works crew for quick response and getting the repair done. **Hinkelman** gave an update on code compliance, noting the front yard of the Belair property has been cleared.

9. Finance Manager Items:

Mayor recognized **Shulda**. She brought up the accounts payable report for January and pointed out two payments to Tetra Tech for the Conestoga Lift Station and Sewer Treatment Plant projects. She gave details. **Shulda** also pointed out payment to Columbia County Finance Department for quarter two police services. She presented the budget status report and noted the line item for general improvements in the sewer funds were expenses for the Conestoga Lift Station project. She gave details. **Shulda** asked for questions. There were none.

10. Park and Recreation: Cyndi **Warren** discussed having a loose dog problem in the park and inquired how to enforce the leash law. **Murphy** informed her to call it in. She stated that Park and Recreation had hired a pool manager, and they passed the CPO class with ninety eight percent. **Emminger** asked who was hired. **Warren** said Jeanie **Mustola**. She noted that there are issues with the heating system in the main park restroom and the restroom locks which resulted in vandalism. She gave details and explained they would be getting bids to repair heating system. **Warren** asked for questions. **Horness** asked if more signage stating leash law strictly enforced would help. Discussion occurred. **Warren** gave an update on the fire district. She noted Bruce **Holsey** was promoted to Fire Chief and Joe **Thorpe** was promoted to Assistant Fire Chief.

12. Sheriff and Code Compliance Items: Murphy stated they have been busy in Clatskanie. He noted that Deputy Colin **Brim** was promoted to Seargent. **Mayor** asked how many Sergeants we have. **Murphy** answered three and described each one's main duties. **Mayor** recognized **Brim** being an excellent addition and stated we have three of the finest Sergeants. **Hinkelman** inquired about the recent homicide. **Murphy** stated it was a horrible family thing that had no nexus to anything in town. He gave general details. Larry **Reandeau** noted he has seen more presence from state police and asked if we are getting more help from them. **Murphy** noted we have a state police office living in Clatskanie.

13. Council Items:

Mayor asked for counselor items. **Jolma** inquired about council vacancy. **Horness** said his wife has talked to prospective councilperson parents and she is interested. Council vacancy process was discussed. **Finney-Leggroan** thanked the City Manager for his work on raising funds for sewer plant project. He noted he learned a lot at the capital. **Finney-Leggroan** discussed FEMA and how important it is to dig our heels in and fight what FEMA is trying to do. He also thanked **Hinkelman** for leading the fight against FEMA. **Horness** thanked the citizens of Clatskanie for putting their trust in him and voting for him for another term. He also thanked **Hinkelman**. **Emminger** commended city crew for quick response and work on water leak. **Horness** inquired about how much cast-iron we have. **Hinkelman** stated Cal would know.

Horness inquired when we would have an answer regarding chickens in city limits issue. **Hinkelman** said council would need to discuss it. **Hinkelman** announced that Bulky Waste would be April 12, 2025. **Jolma** asked if it was non-hazardous bulky waste. **Hinkelman** confirmed.

14. Mayor items:

Mayor gave update on the motorized wheelchair issue. He noted he contacted the Amber, would contact them again and work with McQuiddy. He has looked into safety flags for wheelchairs. **Mayor** recognized the chicken issue and stated it was a nice presentation. He said we would look into it further. Raising chickens inside city limits was discussed again. **Mayor** stated he recommends Heidi White for council vacancy. He noted he will talk to her and get a letter of interest.

14. Adjourned: 8:12 p.m.

City of Clatskanie
Council Agenda Item 2025-05

Meeting Date:	March 5, 2025
Subject:	Supplemental Budget Request-Conestoga Lift Station Replacement
Prepared By:	Dave True, Interim Public Works Director

SUMMARY:

The public works department is requesting a budget increase of $500,000 from the Timber Infrastructure Fund (TIIF) for the Conestoga Lift Station replacement project (CIP 139).

The construction budget for fiscal year 2025 was $251,000. The engineer's estimate (Tetra Tech) for construction was $271,000. The low bid for the project was $564,000. Part of the reason given for the extremely high bid was the electrical control system. The system was over designed and not what the city initially directed Tetra Tech to do. The predesign approval memorandum, dated February 8, 2024 included a city approved electrical design. The design was quite simple and did not include the extravagant and unnecessary system that ended up in the bid package. The overall project manager for Tetra Tech, Geoff Baldwin, agrees with me and is researching where the communication failure between his engineers occurred.

Calven Shulda (public works foreman) and I met with the low bidder (Lee Construction), Hamer Electric (electrical sub-contractor), and a representative from Tetra Tech, Jesse Fields. There were also four other employees of Tetra Tech participating via video conference. John Rice was the primary electrical engineer and the engineer of record for the electrical portion of the project. He did most of the talking. During the discussion, the electrical design parameters that were originally included in the city and DEQ approved Technical Memorandum replaced the design that went out to bid. This will be the electrical design for the project. We will negotiate a price reduction with Lee Construction. The amount of the reduction is not known currently. We also eliminated the need for ductile iron discharge piping and replaced it with PVC pressure pipe. This will also result in a small price reduction. As of this date, Tetra Tech cannot explain why the electrical design parameters for the new lift station have been changed. Tetra Tech is investigating the miscommunication that occurred within their design department.

Another issue was the cost of the engineering design for the project. The price proposal from Tetra Tech, approved in the Fall of 2023 by the city council and re-approved in August, 2024 was $48,501. To date, the city has been billed an amount of $110,017.89. Tetra Tech claims that we have been billed for approximately $60,000 for engineering design. Invoice totals indicate otherwise. Tetra Tech will research the billing and provide the city with an up-to-date financial accounting of the funds expended.

Another issue with this project was the fact that all the engineering design was being charged to the construction budget. There should have been other funds dedicated to engineering consultant time or, at the very least, been identified as an associated cost to the construction budget. I was under the impression last spring that the design was being charged to an ARPA fund account and not to the construction budget.

The request for $500,000 from TIIF is derived from the following:

• Contractor Bid	$564,286
• Engineering Charged To CIP 139	87,682
• Contracted Construction Services	27,961
• CIP 139 Funding	-$251,000
• Price Reduction For Electrical	- 40,000 (Estimate)
TOTAL PROJECTED BUDGET	**$388,929**

This does not include material and labor costs for the Clatskanie PUD to relocate the electrical service to the new location of the lift station. Also, the price reduction for the electrical service redesign is an estimate only. The electrical subcontractor's price for the original bid was $105,000. There should also be some cost saving from the engineering construction services part of the Tetra Tech contract. The public works department should be capable of doing the daily inspection.

This project has been put on hold three separate times with no real path forward. The existing lift station is in a very precarious state. Some of the old equipment in the existing wet well has rusted away and fell on top of one of the pumps. Access to the pump for maintenance purposes is impossible. This is work that must be done. The original lift station was constructed in 1955. It was refurbished in 1990. It has been a problem to maintain for the last few years. After 35 years, its service life has been exhausted.

To summarize, the three issues that should be addressed that may allow a further cost reduction to the project are:

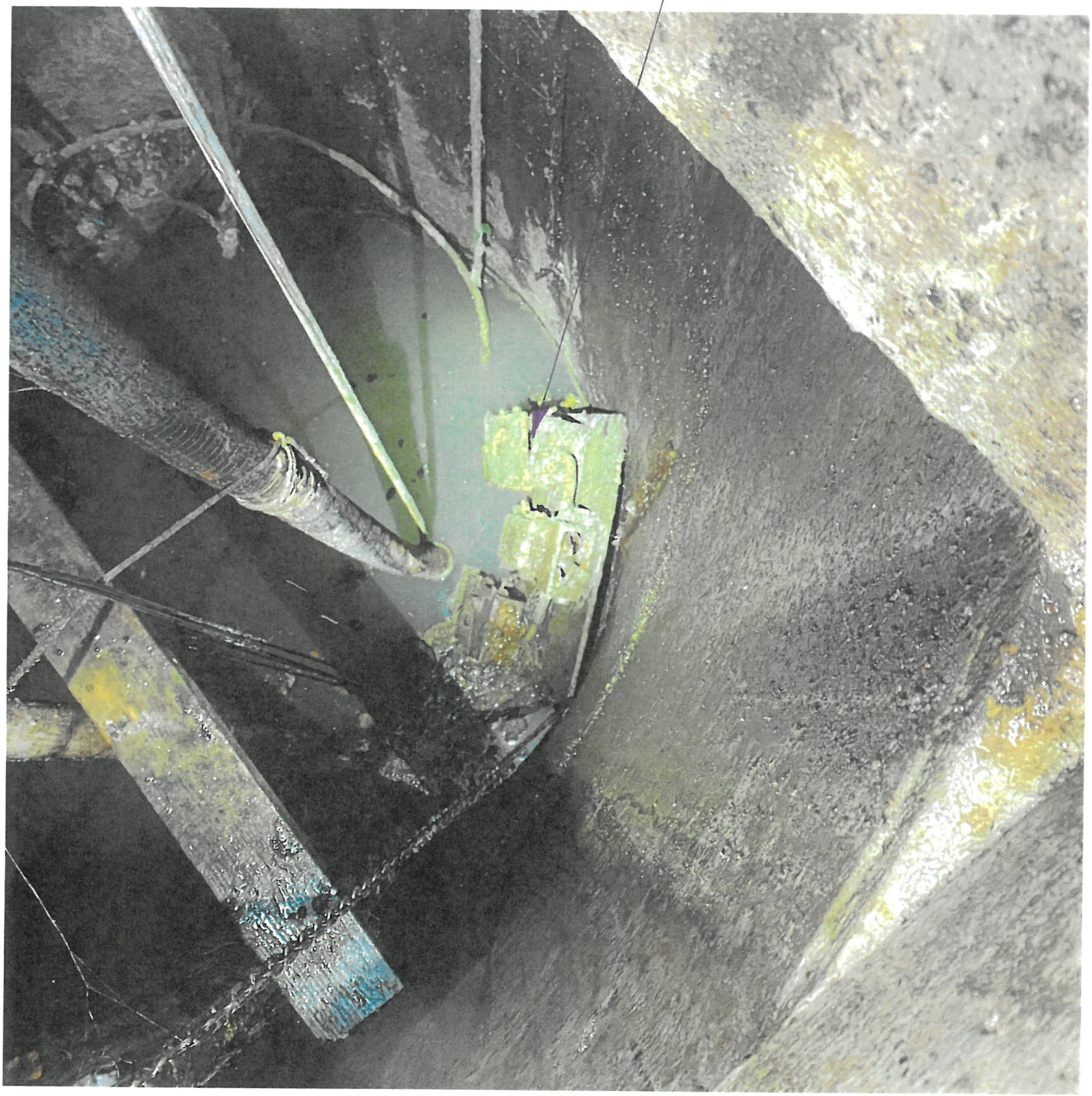
1. Over billing for engineering services
2. Over design of the electrical system without city approval or knowledge.
3. Design charges being charged to a construction budget.

This is not a particularly difficult engineering design project and one that would normally have had more involvement from the public works director.

RECOMMENDATION:
Approve a supplemental budget amount not to exceed $500,000 from the TIIF to the Sewer Fund.

ALTERNATIVE:
Council may choose to deny the request and delay the project for another year and consider other financial scenarios.

OLD ELECTRICAL PANEL (1955) ON TOP OF PUMP LIMITING ACCESS.



NOTICE OF SUPPLEMENTAL BUDGET HEARING

The City of Clatskanie will consider a proposed supplemental budget for the fiscal year July 1, 2024 to June 30, 2025 at a meeting to be held at City Hall 75 S. Nehalem St., Clatskanie, OR 97016 on March 5th, 2025 at 7:00 p.m. A public hearing for the proposed supplemental budget will be held. A copy of the supplemental budget document may be inspected or obtained on or after February 26, 2025 at the City Hall between the hours of 8:00 a.m. and 5:00 p.m. or viewed on the City of Clatskanie website at http://cityofclatskanie.com/.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

Timber and Infrastructure Improvement Fund

Account Number	Amount
06-610-4000 Contingency	$800,000

Sewer Fund

Account Number	Amount
03-310-3150 General Improvements	$1,485,878

Comment: The supplemental budget transfers $500,000 in resources and appropriation authority from the Timber and Infrastructure Improvement Fund to the Sewer Fund, increasing the appropriation and the total expenditure in the Sewer Fund to a new total of $1,485,878. This is more than a 10% increase.

City of Clatskanie
Resolution 2025-02

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET

Whereas, the City of Clatskanie adopted the Fiscal Year 2024/2025 budget on June 12, 2024; and

Whereas, ORS 294.471(1)(a) allows a City to pass a supplemental budget when a condition that was not ascertained when preparing the budget for the fiscal year arises and a change in financial planning is required; and

Whereas, the City of Clatskanie's original Budget Resolution for the Fiscal Year 2024/2025 did not anticipate the increase of cost for the Sewer CIP project, Conestoga Lift Station, and a supplemental budget is required to address the increase; and

Whereas, the City of Clatskanie is required by ORS 294.473(1)(a) to hold a public hearing on the supplemental budget as it increases the expenditures in at least one fund by more than 10 percent from the original budget; and

Whereas, $500,000 of the TIIF Fund is available to reallocate to the Sewer Fund for the unanticipated increase in cost for the Conestoga Lift Station; and

Whereas, the City of Clatskanie published a Notice of Supplemental Budget Hearing on February 27, 2025 and held a public hearing on March 5, 2025.

Now, therefore the City of Clatskanie Resolves the following adjustments to appropriations are authorized in the accounts specified:

TIIF FUND

Decrease Contingency	500,000	Increase Transfers Out	500,000

SEWER FUND

Increase Transfers In	500,000	Increase Capital Outlay	500,000

Adopted by Council of the City of Clatskanie this 5TH day of March, 2025.

______________________________ ______________________________
Elisha Shulda, City Recorder Bob Brajcich, Mayor

ROLL CALL ADOPTION		AYE	NAY	ABSENT	ABSTAIN
Mayor:	Bob Brajcich				
Councilor:	Russell Finney-Leggroan				
	Bruce Jolma				
	Jeff Horness				
	Bob Emminger				
	Amanda Owen				

City of Clatskanie
Council Agenda Item 2025-06

Meeting Date: March 5, 2025
Subject: Contract Award – Conestoga Lift Station Replacement, CIP 139
Prepared By: Dave True, Interim Public Works Director

SUMMARY:
The bid tabulation for the Conestoga Lift Station Replacement is as follows:

- Lee Contractors $564,286
- Strider Construction $597,045
- Elk Mountain Construction $631,630
- Advanced Excavation Specialists $783,034
- Emory & Sons Construction $822,810

Staff seeks an award of the contract for the Conestoga Lift Station Replacement to the low bidder, Lee Construction, for an amount of $564,286. The detail and need for the contract award is discussed in Agenda Ite, 2025-04.

RECOMMENDATION:
Approve the award of the contract to Lee Construction.

ALTERNATIVE:
Council may choose to deny the request and not award the contract for the work at this time.