

CITY OF CLATSKANIE

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

1. Call meeting to order
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda:
Regular meeting minutes October 1st, 2025
Action:
5. *Public Hearing: Agenda item 2025-32; First Reading of Ordinance 714-Street Name Change Canyon Rd to SW Canyon Drive.*
Discussion:
6. Agenda item 2025-33: Authorization to Update Principal Signer on Credit Card Processing Account
Discussion:
Action:
7. Agenda Item 2025-34: Resolution 2025-17: Authorizing a Interfund Transfer between Funds
Discussion:
Action:
8. Agenda Item 2025-35; Discussion: Final approval on City Manager Job Description
9. Agenda Item 2025-36; Discussion: Rate payer letter final inputs.
10. Manager Items:
11. Finance Manager Items:
12. Public Works Items:
13. Parks & Recreation:
14. Sheriff and Code Compliance items:
15. Council Items:
16. Mayor Items:
17. Adjourn

CITY OF CLATSKANIE

Regular Minutes of the Clatskanie City Council
City Council Chambers, October 1st, 2025 @ 7:00 PM

Present: Mayor Robert Brajcich, Bob Emminger, Jeff Horness, Russel Finney-Leggroan

Absent: Heidi White, Amanda Owen, Bruce Jolma

Staff Present: Greg Hinkelman, City Manager, Kierza Hammill, Finance Manager/City Recorder, Danielle Cook, Senior Clerk, Mitch Warren, Public Works Director, Brian Guinther, Code Enforcement

Zoom: Laura Schorder, 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.

Larry **Reandeau** – 840 SW Laurel Street, voiced his concerns about the State Revolving Fund Contract. Donna **Garlock** - 315 SE Bellflower, echoed her concerns with the State Revolving Fund Contract.

3. **Consent Agenda:**

Regular meeting minutes, October 1st, 2025.

Action:

Mayor asked if there were any corrections or additions to the minutes. **Mayor** asked for an amendment to change wording from “closed” to “suspended” on the first reading of Ordinance 713. **Horness** made a motion to accept the minutes as amended. **Emminger** seconded. There was no discussion. **Mayor** called for a vote. The motion passed unanimously, no nay votes. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye.

4. **Public Hearing: Agenda item 2025-31; Second Reading of Ordinance 713 - Rezone of property on Swedetown Rd (Tax Lot 77409-C0-0100) from Multi-Family Residential (MFR) to Commercial (C-1) which amends the City’s Comprehensive Plan Map.**

Discussion:

Mayor opened the public hearing. **Mayor** asked for public comment, there was none. **Mayor** asked for council comments, there were none. **Emminger** made a motion to pass the rezone. **Horness** seconded. There was no discussion. **Mayor** called for a vote. The motion passed unanimously, no nay votes. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye.

5. Manager Items:

Mayor recognized Greg **Hinkelman**. **Hinkelman** confirmed that the revolving credit loan paperwork was received and shared details. **Hinkelman** restated the need for an incremental rate increase and confirmed a notification letter will be sent to rate payers. Current estimated impact is \$120 a month per hook-up but will be reevaluated once project is completed and all costs are accounted. **Mayor** clarified there was no early prepayment penalty, **Hinkelman** confirmed. **Finney-Leggroan** asked why the rate increase was starting before the loan payments, **Hinkelman** mentioned to be able to have the funding in place and have a contingency amount that will be used to payoff the loan early as needed. **Finney-Leggroan** asked about additional funding avenues. **Hinkelman** agreed that the City will continue to look for any grants possible to reduce amount needed from the credit loan. Further discussion was had. **Mayor** recognized **Garlock** for a public question. **Garlock** asked why no letters were sent out notifying the rate payers of the oncoming debt. **Hinkelman** noted that the loan amount and details were only recently finalized, and a letter will be sent out soon. **Garlock** asked if businesses are also paying the same rate as homeowners. **Hinkelman** mentioned that the current plan is to increase each hookup by \$120 so the cost per business would be dependent on how many hookups they have. **Reandeuau** asked if businesses could negotiate a special rate and asked the council to consider doing so. **Hinkelman** concluded with confirming that the job description for his successor is with legal counsel for review and will be working with the council to move forward with posting the opening.

6. Finance Manager Items:

Mayor recognized Kierza **Hammill**. **Hammill** confirmed it was usual expenses except for two larger payments this month for construction on the Conestoga Lift Station and the new Sewer Treatment Plant. Auditors will be here in mid-November for the prior year audit. **Hammill** mentioned that we received approval for an ARPA disbursement for reimbursement on Sewer Plant expenses.

7. Public Works Director Items:

Mayor recognized Mitch **Warren**. **Warren** gave an update on the Sewer Plant construction. Lid was fixed on valve vault on Geraldine Dr. A pressure regulating station was installed for the new housing development out on Canyon Drive which was paid for by the developer. **Warren** gave an update on the progress for the Conestoga Lift Station project. **Warren** mentioned that they had divers inspecting the reservoir tanks which were all good. Upcoming projects are CIP 148 and 149 to upgrade controls on the main lift station.

8. Park and Recreation:

Mayor recognized Cyndi **Warren**. **C. Warren** mentioned that with the change of weather things are slowing down with park upkeep. **C. Warren** gave an update on resubmitting for the grant for a new multi-sport court in November. They are also looking for a new Parks Maintenance Supervisor. **Finney-Leggroan** asked a question about problems with animal waste which **C. Warren** confirmed they have struggles with but maintain waste bags and trash cans to help.

9. Sheriff and Code Compliance Items:

Mayor recognized Brian **Guinther**. **Guinther** confirmed that things look good and has had good responses from citizens on any issues.

10. Council Items:

Mayor asked for counselor items.

Mayor recognized **Horness**. **Horness** encouraged citizens to write to the legislature to ask for funding for the Sewer Plant project and asked that a portion of the notice to rate payers include that encouragement. **Reandeu** asked the **Mayor** if the City could give details on what to write. **Finney-Leggroan** asked if a template could be added to the City's website which **Hinkelman** agreed with. **Garlock** asked if they should write to the federal representatives, **Hinkelman** confirmed that the City has received some federal funding that we will begin to use soon. **Finney-Leggroan** encouraged all to participate in the Farmer's Market and the Food Hub.

11. Mayor items:

Mayor brought up the Clatskanie Tigers Volleyball team was one of the top two teams in the league and won their game against the other top team. He encouraged the council and others to support the local school sports teams. **Mayor** also mentioned it was scarecrow month, and local businesses are putting out their scarecrows.

12. Adjourned Meeting: 7:43 p.m.



City of Clatskanie

Council Agenda Items 2025-32

Meeting Date: November 5th, 2025
Subject: Ordinance 714 Street Name Change
Prepared By: Greg Hinkelman, City Manager

SUMMARY:

This Ordinance is more a “clean-up” than a true name change. Withing City Limits we have a street named Canyon Drive. But certain records, especially the County, have the street listed as Canyon Road. All this does is clarify and codify that Canyon Drive is indeed Canyon Drive. This will help with things like Google Maps and Etc.

This matter came before the September Planning Commission with a recommendation to the City Council that this Ordinance be passed.

RECOMMENDATION:

Approve Ordinance 714

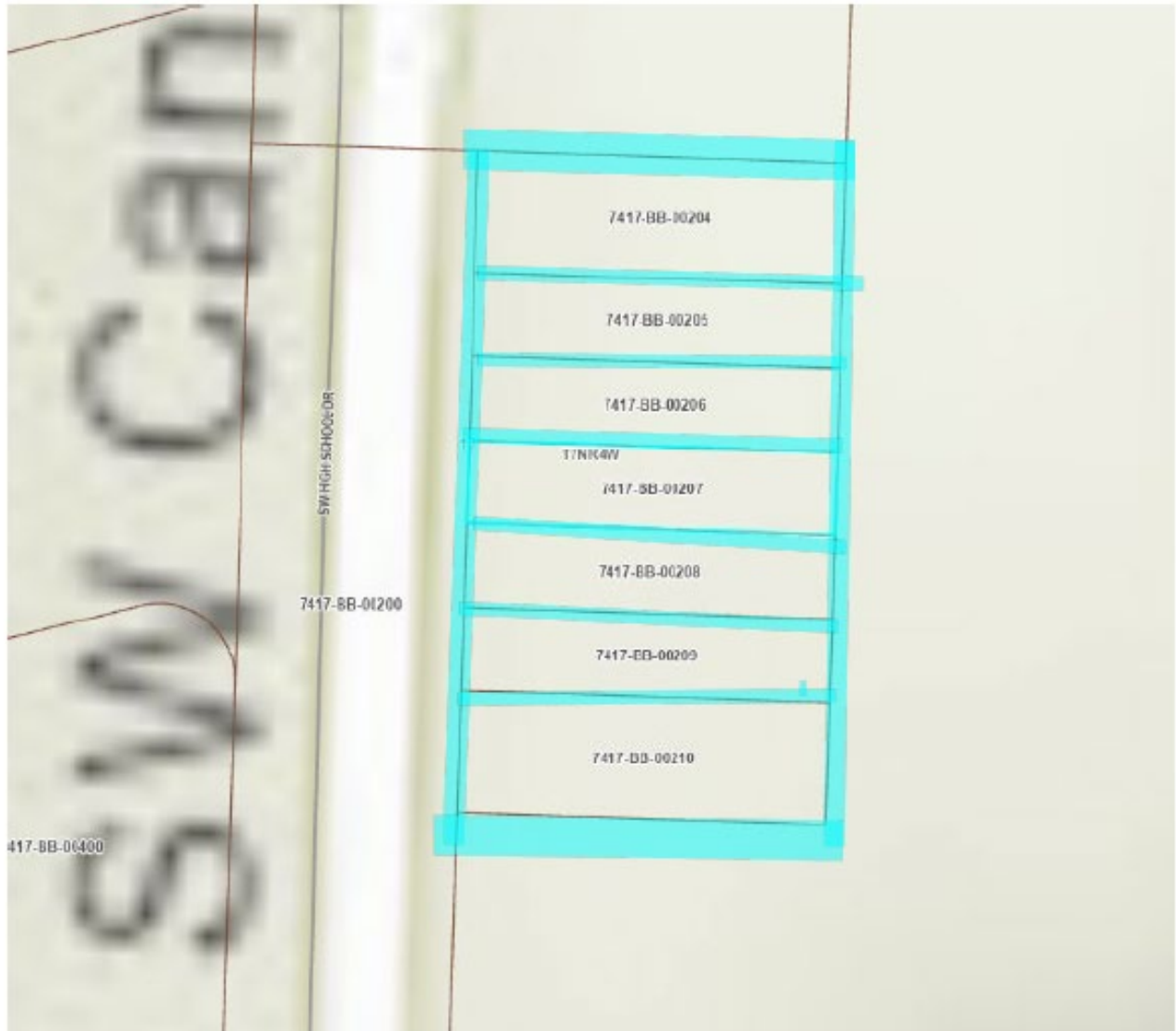


Figure 2. A map showing the affected properties.

**City of Clatskanie
Ordinance 714**

Whereas, the City of Clatskanie ("City") wishes to rename "Canyon Road," a street located within the Northwest Quarter of the Northwest Quarter of Township 7 North, Range 4 West, Section 17, W.M., Columbia County, Oregon, to "SW Canyon Drive"; and

Whereas, "Canyon Road" has been inconsistently identified as a "Road" or "Drive" on recorded documents causing confusion for property owners within the City; and

Whereas, the City wishes to change the name of "Canyon Road" to "SW Canyon Drive" based on the documents recorded for the majority of properties owned on "Canyon Road" as requested by the property owners located on "Canyon Road"; and

Whereas, on September 24th, 2025, the City of Clatskanie City Planning Commission reviewed the request to change the street name from Canyon Road to SW Canyon Drive and recommended to the City Council to approve the change of street name and address numbers.

THE CITY OF CLATSKANIE ORDAINS AS FOLLOWS:

Effective December 3, 2025, the street formerly known as "Canyon Road" is officially "SW Canyon Drive" and the street names and addresses for the following tax lots are changed as follows:

<u>Map and Tax lot Number</u>	<u>Former Street Address</u>	<u>New Street Address</u>
7417-BB-00210	113 Canyon Road	110 SW Canyon Drive
7417-BB-00209	111 Canyon Road	120 SW Canyon Drive
7417-BB-00208	109 Canyon Road	130 SW Canyon Drive
7417-BB-00207	107 Canyon Road	140 SW Canyon Drive
7417-BB-00206	105 Canyon Road	150 SW Canyon Drive
7417-BB-00205	103 Canyon Road	160 SW Canyon Drive
7417-BB-00204	101 Canyon Road	170 SW Canyon Drive
7417-BB-00200	no situs address	no situs address
7417-BB-00203	no situs address	no situs address
7414-BB-00201	no situs address	no situs address

Adopted by the Council of the City of Clatskanie this December 3, 2025

Attest: _____

Bob Brajcich, Mayor

Kierza Hammill, City Recorder

1st Reading: November 5, 2025

2nd Reading: December 3, 2025

<u>ROLL CALL ADOPTION</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Mayor: Robert Brajcich	[]	[]	[]	[]
Councilor Amanda Owen	[]	[]	[]	[]
Bob Emminger	[]	[]	[]	[]
Jeff Horness	[]	[]	[]	[]
Bruce Jolma	[]	[]	[]	[]
Russell Finney-Leggroan	[]	[]	[]	[]
Heidi White	[]	[]	[]	[]



City of Clatskanie
Council Agenda Item 2025-33

Meeting Date: November 5, 2025
Subject: Authorization to Update Principal Signer on Credit Card Processing Account
Prepared By: Kierza Hammill, Finance Manager/City Recorder

SUMMARY:

The City of Clatskanie maintains a merchant services account to process credit card transactions. This account currently lists a prior Finance Manager as the authorized contact and principal signer. To maintain accurate representation and ensure continued access to the account, it is recommended to update the principal signer's information to reflect the current Finance Manager, Kierza Hammill. This change will not affect account functionality, services, or terms.

RECOMMENDATION:

Approve updating the principal signer on the merchant services account to Kierza Hammill, Finance Manager/City Recorder.



City of Clatskanie
Council Agenda Item 2025-34

Meeting Date: November 5, 2025
Subject: Public Hearing: Resolution 2025-17; A Resolution for a budget adjustment to authorize a change of FY 2025-26 CIP projects
Prepared By: Kierza Hammill, City Recorder/ Financial Manager

SUMMARY:

City of Clatskanie's original Budget Resolution for the Fiscal year 2025/2026 had set a budget of \$9,000 for Water Project – CIP 153: NE Legion Waterline Replacement which will not be using its funds this year. Sewer CIPs 151: US 30 & Bryan Sewer Line Refurbishment and 150: WWTP Slough Pump Refurbishment each only had a single bid that went over their original budget. We need to reallocate the funds from Water Capital Projects to Sewer Capital Projects to cover the overage.

RECOMMENDATION:

Pass resolution 2025-17

FINANCIAL IMPACT:

There would be no impact to the total Fiscal Year 2025-2026 budget dollar amount.

A RESOLUTION AUTHORIZING AN INTERFUND TRANSFER BETWEEN FUNDS

Whereas, the City of Clatskanie is allowed by ORS 294.463 to make transfers of appropriations between funds when authorized by resolution, provided that the transfer is for an authorized purpose and does not increase the total appropriations of the budget; and

Whereas, the City of Clatskanie included a statement that a budget adjustment would be considered at the November 5th, 2025 meeting, in the meeting notice published on Thursday October 23rd, 2025; and

Whereas, the City of Clatskanie's original Budget Resolution for the Fiscal year 2025/2026 had set priorities for a Waterline Replacement on NE Legion Lane funded by the TIIF which will not be completed this year; and

Whereas, the Sewer CIP projects for a Sewer Line Refurbishment and WWTP Slough Pump Refurbishment each received only one bid, and both bids exceeded the original budgeted amounts; and

Whereas, it is necessary to revise the Capital Improvement Plan by transferring \$9,000 from the Water Fund to the Sewer Fund to complete these projects;

Now, therefore the City of Clatskanie Resolves the following transfers are authorized in the accounts specified:

	Water FUND		
Decrease Transfers In	9,000	Decrease Capital Outlay	9,000

	Sewer FUND		
Increase Transfers In	9,000	Increase Capital Outlay	9,000

Adopted by Council this 5th day of November 2025.

Kierza Hammill, City Recorder

Bob Brajcich, Mayor

<u>ROLL CALL ADOPTION</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>	<u>ABSTAIN</u>
Mayor: Robert Brajcich	[]	[]	[]	[]
Councilor: Russell Finney-Leggroan	[]	[]	[]	[]
Bob Emminger	[]	[]	[]	[]
Jeff Horness	[]	[]	[]	[]
Bruce Jolma	[]	[]	[]	[]
Amanda Owen	[]	[]	[]	[]
Heidi White	[]	[]	[]	[]



City of Clatskanie
Council Agenda Items 2025-35

Meeting Date: November 5th, 2025
Subject: Discussion on Finalizing City Manager Job description
Prepared By: Greg Hinkelman, City Manager

SUMMARY:

Attached is the proposed final version of the City Manager Job description. We need to discuss changes, if needed and if not, vote on a motion to proceed with posting and recruitment.

Closing date for recruitment will be Feb 27, 2026.



City of Clatskanie City Manager

Job Title: City Manager
Department: Administration
Salary: \$103,716 yr. - \$132,375 yr.

Class: FLSA Exempt
Date: October 15, 2025

JOB SUMMARY:

Provides general management and administration for all City functions as defined in Section 24 of the Clatskanie Municipal Charter. Responsible for planning, organizing, directing and controlling the activities and operations of the City of Clatskanie. Exercises supervision and leadership over the city's employees, contractors, and agents. Leads the development of program and policy recommendations for presentation to the City Council and is responsible for facilitating the implementation of the Council's vision. Serves as chief budget officer, and floodplain administrator. Responsible to administer collective bargaining agreement with exclusive representative. Position is subject to an employment agreement.

SUPERVISION RECIEVED:

Appointed by and works under the administrative supervision of the City Council.

SUPERVISION EXERCISED:

Supervises and/or oversees the supervision of all city staff. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and terminate or effectively recommend the same.

ESSENTIAL DUTIES:

- Serves as the Chief Executive Officer of the city government.
- Attends all council meetings unless excused by the council or mayor. Actively provides on-going and regular communication to the city council on the needs, affairs, and activities of the city. Provides the city council with information necessary to make informed decisions.
- Ensures the provisions of all ordinances are administered to the satisfaction of the council.
- Ensures the terms of franchises, leases, contracts, permits, and privileges granted by the city are fulfilled. Supervises city contracts and the operation of city-owned public utilities and property.
- Appoints, disciplines, supervises, controls, and removes city employees, except as otherwise delegated by city Code and/or Charter. Organizes and reorganizes the departmental structure of the city government.
- Prepares, transmits to the council, and administers the annual city budget. Ensures city activities and services are performed within budget; performs cost control activities;



City of Clatskanie City Manager

monitors revenues and expenditures; and ensures effective/efficient use of budgeted funds, personnel, materials, facilities, and time. Investigates and resolves account discrepancies and participates with auditors in verifying, testing, and researching data. Serves as budget officer in accordance with state statutes. Serves as City's Grant Administrator.

- Attends various public meetings (such as planning commission) as needed.
- Ensures proper administration of collective bargaining agreement with respective exclusive representative/union.
- Ensures the preparation of city council and other public meeting/hearing agendas, packet materials/aids, and associated minutes.
- Ensures the proper facilitation of city property acquisition and disposition. Enters into contracts on the city's behalf as consistent with adopted budget, laws, and/or policies.
- Administers activities associated with the city's employee relations and human resources programs, ensuring compliance with applicable laws, agreements, and policies. Serves as the city's chief union negotiator.
- Serves as the city's planner in coordination with the City's contract planning firm, to ensure compliance with applicable planning/zoning requirements.
- Reviews and processes floodplain permits and performs related duties in the role of the city's floodplain administrator.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Contributes to a positive work environment; establishes and maintains effective and cooperative working relationships with those encountered in the performance of duties including other employees, elected officials, other law enforcement officials, business and community organizations, and the public.
- Follows all safety rules and procedures for work areas.
- Performs other related duties as assigned.

SCREENING CRITERIA

Education and Experience:

- A bachelor's degree from an accredited college or university in public/business administration.
- AND at least five (5) years' progressively responsible experience in local government which would ideally include experience in positions such as city administrator/manager, assistant city administrator, finance director, community development director, other department head, or similar.
- OR any satisfactory equivalent combination of education and experience which ensures the knowledge, skills and abilities to perform the essential functions of the position.



City of Clatskanie City Manager

Special Requirements / Licenses:

- Possession/maintenance of a valid driver's license and maintenance of acceptable driving record (valid Oregon driver license required within 30 days of hire).
- Must successfully complete required background investigation(s) as pertaining to the position.

Preferred Qualifications:

- Master's Degree from an accredited college or university in public/business administration.

Knowledge of: federal, state, and local laws, regulations, and policies related to city administration and operations including, but not limited to, public records and meetings, local government roles, administration of collective bargaining agreements, public budget and financing, flood plain management, land use planning and management, regulatory processes and foundations, election processes and boundaries; effective communication and community engagement strategies and tools, and their application; principles, policies, procedures, and practices of municipal government and related program development and administration; best practices for government finance and budgeting; modern office procedures, methods, and equipment including computer systems and supporting applications spreadsheets and word processing; principles of supervision, training, and performance management.

Skill in: operation of computers and computer applications, preferably with Microsoft Office Suite of products; communicating information effectively, both verbally and in writing, in English and with proper grammar and spelling; effective interpersonal relations; utilizing sound judgement in making effective decisions; managing complex, sensitive issues; working cooperatively with elected leadership to carry out the operations of the city; effective public speaking; learning and applying relevant laws, ordinances, rules, regulations, principles, and techniques; demonstrating competence and effective solutions in the use of fund accounting; successfully managing revenues and expenses in a manner that ensures stability and opportunity; demonstrating awareness of the appropriate roles and responsibilities of the city council and administrator.

Ability to: successfully complete a pre-employment criminal background check; prioritize effectively; be proactive-and open to ideas, suggestions, and constructive criticism from citizens, City Council, and staff; maintain a high degree of ethical and unquestioned integrity; establish clear expectations in the supervision of city staff, provide productive feedback and foster an atmosphere of teamwork and collaboration; maintain accountability to the city council for time/duties; carry out the intentions of the city council in a positive manner; interact with others in a tactful, diplomatic, and polite manner, demonstrating sensitivity to others' needs/motives and without arousing antagonism or negativity; appreciate and participate in building trusted and creative relationships both inside and outside the city's organization; act as a leader of



City of Clatskanie
Council Agenda Items 2025-36

Meeting Date: November 5th, 2025
Subject: Discussion on Draft Letter to Rate payers regarding Sewer Plant
Funding
Prepared By: Greg Hinkelman, City Manager

SUMMARY:

Attached is a draft letter to sewer rate-payers explaining the impact of the funding of the new sewer plant on their utility bills. I need input as to what the final draft should look like so we can get that letter out.

DRAFT

Clatskanie Water and Sewer Customer:

This letter is to inform all rate payers of significant changes to your water/sewer utility bill. Over the next 2 years, you will see an additional charge on your bill that will say “WWTP Loan”. WWTP is the Waster Water Treatment Plant also known as the Sewer Plant. Starting in Feb?, a \$5 charge per month will be phased in and will increase an additional \$5 each month until it has reached a cap of \$120 per month.

Why the increase? The purpose of the additional charge is to pay for a loan that the city has entered into for the construction of a new Sewer Plant. The loan amount is a little over \$20 million to be paid off over the course of 30 years. The annual debt service for the loan is roughly \$900,000 per year which equates to \$120 per month for each sewer account on the Clatskanie system.

Why a new Sewer Plant? The existing plant, built in the 1970’s, has reached the end of its service life. Over the last 5 years, we have experienced mechanical failures that have resulted in discharges into the Clatskanie River that lead to fines by Oregon DEQ. Also, the design of the City conducted a “Facility Master Plan” assessment which evaluated the condition of the plant. The findings were startling. The plant is experiencing structural failure and is operating beyond its original design specifications. Back in 1977 when the plant started operation, we met the then-current environmental regulations and operational standards. 50 years later, those regulations and standards have changed dramatically. The main take-away is the structural failures happening to the plant. In simple terms, it is just plain worn out and needs to be replaced.

Funding. With the Facility Master Plan in hand, the City went out to get funding for the new plant. The total cost of the project is about \$33 million. We were able to secure \$10 million from the American Rescue Plan Act funds (ARPA) and an additional \$3 million form the Federal Government. We have been working tirelessly to get additional funding from the Oregon Legislature, but we have not had any success over the course of the last 3 legislative sessions. We are continuing those efforts and will try again at the 2026 “Short Session” in February. In the meantime, we had to secure a \$20 million loan from the State Revolving Fund to pay for the new plant. The City will begin repaying the \$20 million loan in approximately December of 2028 which is one year after the new plant is scheduled to be completed (December 2027). By that December 2028 deadline, we need to have the \$120 per month fee in place.

The City Council recognizes the burden that this will have on all of us. But we need the new plant. We thank you and appreciate your understanding and hope the easing into the rate increase will be as painless as possible.

Clatskanie City Council