

CITY OF CLATSKANIE

Regular Meeting Agenda of the Clatskanie City Council
Clatskanie Council Chambers December 3rd, 2025 @ 7:00 p.m.

1. Call meeting to order
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda:
Regular meeting minutes November 5th, 2025
Action:
5. *Public Hearing: Agenda item 2025-37; Second Reading of Ordinance 714-Street Name Change Canyon Rd to SW Canyon Drive.*
Discussion:
Action:
6. Agenda item 2025-38: Final Review of Rate Payer Letter
Discussion:
7. Manager Items:
8. Finance Manager Items:
9. Public Works Items:
10. Parks & Recreation:
11. Sheriff and Code Compliance items:
12. Council Items:
13. Mayor Items:
14. Adjourn

CITY OF CLATSKANIE

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

Present: Mayor Robert Brajcich, Bob Emminger, Jeff Horness, Russel Finney-Leggroan, Bruce Jolma, Heidi White (Zoom)

Absent: Amanda Owen

Staff Present: Greg Hinkelman, City Manager, Kierza Hammill, Finance Manager/City Recorder, Mitch Warren, Public Works Director, Brian Guinther, Code Enforcement, Laura Schroeder, City Attorney, Henry Perlstein, 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.

Donna **Garlock** – 315 SE Bellflower, requested updates on Sewer Treatment Plant funding.

Michelle **Tremayne** – 835 SW Bryant, brought up concerns regarding lack of signage on Bryant Street for speed, dead end, and children crossing. Also, the tree limbs overhanging – Brian Guinther confirmed that he had reached out to property owners of the tree limbs and they were planning on doing maintenance.

Larry **Reandeau** – 840 SW Laurel, asked if City could add lights near the school, Mayor and City Manager noted that was the school's private property and up to their discretion.

Erika on Zoom asked about public transportation in Clatskanie – **Mayor** confirmed that it was through the County and funding for CC Rider. Russel **Finney-Leggroan** asked if the City had anything to do with the funding. Greg **Hinkelman** gave history on a levy asked previously which was declined by the council at the time due to the funds not going to bring the transit back to Clatskanie specifically.

3. **Consent Agenda:** *Regular meeting minutes, October 1st, 2025.*

Mayor asked if there were any corrections to the minutes. **Emminger** made a motion to accept the minutes as written; **Horness** seconded the motion. The **Mayor** called a vote. The motion passed.

Mayor, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye, **White**, aye; **Jolma**, abstained.

4. **Public Hearing: Agenda item 2025-32; First Reading of Ordinance 714-Street Name Change Canyon Rd to SW Canyon Drive.**

Mayor opened the public hearing. **Hinkelman** gave an overview of the change which is to allow the City, County, and GPS to align on the name of the street. The **Mayor** asked for public comment – there was none. **Mayor** asked for council comment. **Finney-Leggroan** asked if the properties are currently known as Canyon Drive in the City and that the residents were accepting of the ordinance which **Hinkelman** confirmed. **Mayor** suspended the discussion until the second reading.

5. Agenda item 2025-33: Authorization to Update Principal Signer on Credit Card Processing Account

Hinkelman gave a brief overview of needing to update the main contact on the City's credit card processing account due to staff changes. **Horness** made a motion to approve updating the principal signer. **Emminger** seconded the motion. **Finney-Leggroan** asked if the signer would have to be updated each time or if it could be a position title. **Hinkelman** confirmed it needed to be a direct person, not a role. **Mayor** called for a vote – the motion passed unanimously. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye; **White**, aye; **Jolma**, aye.

6. Agenda Item 2025-34: Resolution 2025-17: Authorizing an Interfund Transfer between Funds

Hinkelman gave a background on the change needed which is due to a Water CIP project not being completed this year and two Sewer CIP projects having bids that were overbudget, so the request is to move the funds from Water to Sewer. **Horness** made a motion to approve the resolution. **Emminger** seconded the motion. **Mayor** asked for any further discussion then called a vote. The motion passed unanimously. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye, **White**, aye; **Jolma**, aye.

7. Agenda Item 2025-35; Discussion: Final approval on City Manager Job Description

Hinkelman briefly discussed the timeline of the recruiting process. **Mayor** asked for any further questions from the council. The general consensus was that it was well done and thorough. **Hinkelman** confirmed that then the job opening would begin to go public for recruitment.

8. Agenda Item 2025-36; Discussion: Rate payer letter final inputs

Hinkelman provided a brief background of the current letter and requested feedback and direction from the council. **Jolma** questioned about the rates for businesses and whether they would have the same as homeowners. **Hinkelman** went over how the hookups are calculated for businesses such as the hotel and RV park and confirmed that it would be a large increase to them while also noting any decreases to businesses would need to be passed to the individual residents. **Hinkelman** continued that we would continue to seek out funding at the upcoming legislative sessions, but there is timing to consider to make sure residents are notified in the next couple of months. **Laura Schroeder** noted from a legal perspective, differing rates can lead to discrimination concerns. **Finney-Leggroan** asked if changes could be made to the rate increase schedule. **Schroeder** noted that would be discretionary as long as loan obligations are met. **Hinkelman** brought up the goal is to send the letter out in January and be able to vote on the resolution for the increase in February. The rate increase can go down once the final loan total is known, but that won't be known until the construction is completed. **Reandeu** asked if the letter would address the rate increase being removed once the loan is paid off. **Schroeder** recommended against a promise that far in advance

since it is unknown what the rates would be in the future. **Hinkelman** noted that the loan terms will be included in the letter. **Garlock** asked if we approached Senators and Representatives for funding. **Mayor** and **Hinkelman** both agreed that yes, the City had reached out. **Hinkelman** asked the council to further review the letter and provide any revisions so a second draft could be provided at the next meeting.

9. Manager Items:

Mayor recognized **Hinkelman**. **Hinkelman** brought up a lawsuit that is going from several cities against the FEMA Pre-Implementation Compliance Measures (PICM). He gave a background of the rule that affects 30 of 36 Oregon Counties including Clatskanie. **Hinkelman** asked the council to join the lawsuit and provide funding of \$5,000 as the town would be a direct beneficiary. **Jolma** asked how many cities are currently participating. **Hinkelman** noted that it is coalition of counties and gave a quick overview of the participants he is currently aware of which are spread out amongst the state and into Washington. **Emminger** made the motion to go forward with joining the lawsuit and **Horness** seconded. **Mayor** called a vote. The motion passed unanimously. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye, **White**, aye; **Jolma**, aye.

10. Finance Manager Items:

Mayor recognized Kierza **Hammill**. **Hammill** noted that this month it was mostly the usual expenses. The largest payments were for the sewer line replacement on 30 and Bryant Street, the quarterly Police invoice, and for ongoing Sewer Plant construction. **Hammill** confirmed that the audit would be starting next week.

11. Public Works Director Items:

Mayor recognized Mitch **Warren**. **Warren** mentioned that last month had been a meter reading month and that had been completed. **Warren** gave a quick update on construction projects: the new ditch pump down at the sewer is about to arrive and be installed; the Conestoga Lift Station has been paved around and the valves needed arrived earlier and were moving things forward. For the Sewer Treatment Plant, they are currently working on DSM to stabilize the soil. **Warren** informed that the sewer and water lines were installed in the new subdivision. Other general maintenance was accomplished, and an update on upcoming projects was given.

12. Park and Recreation:

Mayor recognized Cyndi **Warren**. **C. Warren** noted that the park was calm at the moment - focusing on tree limb and leaf clean up. **C. Warren** invited all to see the flag display for the upcoming Veteran's Day.

13. Sheriff and Code Compliance Items:

Mayor recognized Lt. **McQuiddy**. **McQuiddy** said that the City had been good lately. They are handling the abandoned boat that was sunk by the boat ramp – it is currently under investigation. **Tremayne** asked how hard it is to add street signs and what the speed limit ones. **McQuiddy** said Bryant Street would be 25MPH and said he would look at what signs are currently there and what may need to be added.

Mayor recognized Brian **Guinther**. **Guinther** gave an update on current code compliance issues, mainly looking for low hanging branches or illegally parked vehicles. **Reandean** asked about the process for illegally parked vehicles. **Guinther** commented that vehicles on the street should be directed towards the non-emergency police lines whereas code compliance handles items like trailers and those can be directed to City Hall.

14. Council Items:

Mayor asked for counselor items. **Jolma** mentioned catching up on Sewer Plant developments recently but had nothing else to note. **Finney-Leggroan** had been talking to the Police Chief of Coburg about their traffic monitoring sign about how helpful the information received from that has been for that city. He will be gathering more information to share at the next meeting. **Horness** had nothing to share. **Emminger** also noted he had nothing to add. **White** had nothing additional as well.

15. Mayor items:

Mayor gave an update on the girls' volleyball team moving on in their tournament. **Mayor** mentioned that the boys' football team would begin their tournament. Each of those won their league. **Mayor** asked **McQuiddy** about catching the person who left the spring traps by the park. **McQuiddy** informed him that ODFW is the primary on the case, but the Sheriff's department is assisting where they can. **Mayor** mentioned the grade school Halloween parade went great and that the local businesses and City Hall gave out lots of candy to the kids.

16. Adjourned Meeting: 8:00 p.m.



City of Clatskanie

Council Agenda Items 2025-37

Meeting Date: December 3rd, 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

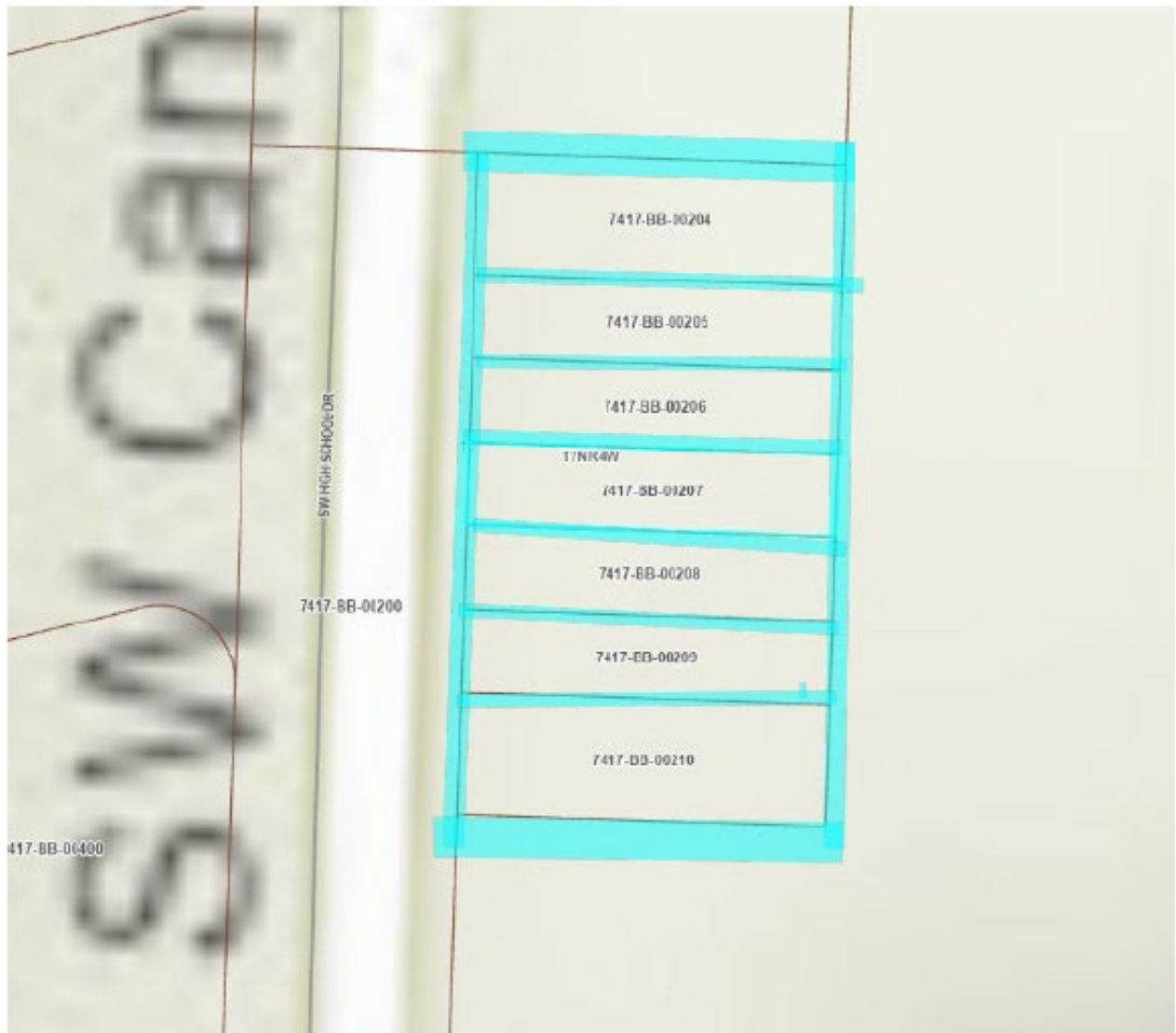


Figure 2. A map showing the affected properties.

**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	[]	[]	[]	[]

November 18, 2025

Clatskanie Water and Sewer Customer:

This letter is to inform all rate payers of significant changes to be phased into your water/sewer utility bill beginning in _____.

Why the changes?

Our city Wastewater Treatment plant, (aka sewer plant) has reached the end of its service life it must be replaced. The City received a loan from the State Revolving Fund to pay for the construction of a new plant which we need to put a repayment plan into effect.

Why a new Sewer Plant (WWTP)?

The existing sewer plant, built in the 1970's, has reached the end of its service life. It is experiencing structural failure and over the last five years, we have experienced mechanical failures that have resulted in out-of-compliant discharges into the Clatskanie River. Those discharges have led to fines levied by Oregon DEQ. The plant is operating beyond its original design specifications. In 1977, when the plant started operation, it met then-current environmental regulations and operational standards. However, fifty (50) years later, those regulations and standards have changed dramatically, and the new plant is necessary to bring the city into compliance.

Funding the new Sewer Plant (WWTP).

In 2020, the City conducted a Facility Master plan which identified the structural issues and called for a new plant. The total cost of the new facility project is about \$33 million dollars. The city was able to secure \$10 million from the American Rescue Plan Act (ARPA) and an additional \$3 million from the Federal government. We have also been trying to obtain additional funds from the Oregon legislature but have not had any success over the last three legislative sessions. Our plan is to continue to approach the legislature during the February 2026 short session and 2027 long-session for any additional grants.

In order to start the project, the city had to secure a \$20 million dollar loan from the State Revolving Fund. The city must begin to repay this loan around December 2028.

What is the rate increase?

Starting in _____, a \$5 a month charge will be phased in each month over the course of 2 years until it has reached a \$120 per month cap. This \$120 per month will be used to pay off the \$20 million construction loan. The loan term is 30 years, and the increase will be charged to each account that has a sewer hook-up.

The City Council recognizes the burden that this will have on all of us. We thank you and appreciate your understanding. We hope the incremental increase over the next 2 years will help in managing this expense. Thank you.

Clatskanie City Council