CITY OF CLATSKANIE

Regular Meeting Agenda of the Clatskanie City Council
Clatskanie Council Chambers January 7th, 2026 @ 7:00 p.m.

1. Call meeting to order

2. Pledge of Allegiance

3. Public Comment

4. Consent Agenda:
   Regular meeting minutes December 3rd, 2025
   Action:

5. Agenda item 2026-01: Karen Marx Presentation – Pickle Ball Court Support
   Discussion:

6. *Public Hearing:* Agenda item 2026-02; Liquor License Renewal for 2026
   Discussion:
   Action:

7. Agenda Item 2026-03: Resolution 2026-01: Authorizing a Reallocation of Appropriations Within the General Fund
   Discussion:
   Action:

8. Manager Items:

9. Finance Manager Items:

10. Public Works Items:

11. Parks & Recreation:

12. Sheriff 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, December 3rd, 2025 @ 7:00 PM

Present: Mayor Robert Brajcich, Bob Emminger, Jeff Horness, Russel Finney-Leggroan, Amanda Owen, Bruce Jolma, Heidi White

Staff Present: Greg Hinkelman, City Manager, Kierza Hammill, Finance Manager/City Recorder, Brian Guinther, Code Enforcement, 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.

   Larry **Reandeau** – 840 SW Laurel, mentioned there were more cars parking on Bellair Drive limiting road way space

3. **Consent Agenda:** *Regular meeting minutes, November 5th, 2025.*

   Mayor asked if there were any corrections to the minutes. **Jolma** made a motion to accept the minutes as written; **Emminger** seconded the motion. The **Mayor** called a vote. The motion passed. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye**, White**, aye; **Jolma**, aye; **Owen**, aye.

4. ***Public Hearing:* Agenda item 2025-37; Second 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 – there was none. **Horness** made a motion to approve the name change. **Owen** seconded the motion. **Mayor** called it to a vote – the motion passed with all in favor. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye**, White**, aye; **Jolma**, aye; **Owen**, aye.

5. **Agenda Item 2025-38; Discussion: Final Review of Rate Payer Letter**

   Hinkelman provided a brief background of the current letter for the five dollar a month increase each month for 24 months to help with funding for the new sewer plant. **Hinkelman** publicly acknowledged the assistance of Councilor **Finney-Leggroan** with the letter adjustments. **Hinkelman** confirmed that the total $120 a month cap would be the worst-case scenario if all construction contingencies were used. The construction completion is still on target for December of 2027. **Owen** asked for clarification on timing of sending the letter and when the rate increase would go into effect. **Hinkelman** clarified that during the incremental rate increases, the total loan amount will be known, and the increases could be stopped at the level needed if it's before the $120 cap. He also noted that the fee will be a separate line item on the bill and the monies are being tracked in their own fund. **Mayor** confirmed to all that the $120 is a worst-case scenario and that we are continuing to search for funding opportunities. **Jolma** asked if the clarification provided could be condensed into the letter. **Hinkelman** and **Owen** agreed that we are currently wanting to operate under the assumption of the worst-case scenario when notifying of what the increase will be. The **Mayor** recognized an audience member for a public comment who asked if there were any financial assistance options for people who can't afford this increase. **Hinkelman** noted that financial assistance will operate as it currently has and Turning Point in town is a resource. He also noted that the current letter is meant for the facts of the current situation and any additional follow-up information would be a council decision, suggesting those details could be shared when the construction is finished and the whole situation is known. Sherri **Lumijarvi** was recognized for a public comment and noted that Turning Point was a limited financial resource not an ongoing one. She also asked when the loan payment would start and why the rate increases were happening before then. **Hinkelman** answered to clarify that it is needed to raise funds required by the loan contract before the first payment is due. **Emminger** mentioned his agreement about laying the facts out and gave his approval for the letter. The **Mayor** recognized Jasmine **Lillich-Schilling** who asked if Turning Point could be notified so they could plan for a potential increase in assistance applications. The **Mayor** recognized Larry **Reandeau** who asked how to fix the price of the plant since the cost has gone up over the years of discussion. **Hinkelman** noted that we are now under contract, so the price is locked in unless there are any approved change orders. **Emminger** made a motion to accept the letter in its current form and send it to rate payers. **Owen** seconded the motion. **Mayor** called it to a vote – the motion passed with all in favor. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye**, White**, aye; **Jolma**, aye; **Owen**, aye.

6. Manager Items:

Mayor recognized **Hinkelman**. **Hinkelman** brought up that members of the Governor's Regional Solutions team were visiting the next day in hopes of making more inroads with funding for the construction. **Hinkelman** discussed the proposal from Prothman for the recruitment of the new City Manager and asked for the council to approve moving forward with them. The council clarified about the recruitment process and what changes could be made as needed. **Emminger** made a motion to accept Prothman's approval. **Owen** seconded the motion. **Mayor** called it to a vote – the motion passed with all in favor. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye**,** **White**, aye; **Jolma**, aye; **Owen**, aye. **Hinkelman** noted that the City is hosting the City County Dinner in February at City Hall and traditionally all council members attended.

7. Public Works Director Items:

Hinkelman gave an update on Public Works items. The Conestoga Lift project is coming to a close and is hoping to be finished this month. Time is being spent on making sure the water and sewer lines are in correctly for the new housing development being built off Canyon Drive. **Emminger** brought up a hole in the street at 5th in Nehalem which was confirmed to have been told to Public Works.

8. **Finance Manager Items:**

Mayor recognized Kierza **Hammill**. **Hammill** noted that this month it was mostly the usual expenses. The largest payment was for the Conestoga Lift Station. **Hammill** mentioned that the budget status figures were showing a zero budget amount for the administrative department in the General Fund. This was due to an incorrect grouping of amounts on the original budget resolution that the auditors required the City to match in the accounting software. A resolution will be made next month to adjust the grouping to accurately reflect that department's budget. **Emminger** asked about one of the vendors and was told what they covered. **Jolma** asked about pricing for street cleaning and it was noted they did have a slight price increase.

9. **Park and Recreation:**

Mayor recognized Brian **Guinther**. **Guinther** talked about the current park maintenance items including tree trimming and the walking path. They are looking for a park maintenance supervisor and potentially a park host as well.

10. **Sheriff and Code Compliance Items:**

Mayor recognized Brian **Guinther**. **Guinther** gave an update on current code compliance issues, mainly looking to make sure sidewalks and culverts are kept clear and that boats are being parked correctly. **Guinther** also mentioned that during the holidays there is an increase in trailers so he is making sure they aren't parked on the street longer than allowed and any on the property are being watched to make sure it's a temporary situation, not permanent living.

Emminger asked Lt. **McQuiddy** about an update on the abandoned boat at the ramp. **McQuiddy** gave an update on the removal process and timeline and mentioned there was a suspect but had no further information. **McQuiddy** gave information on the bomb threat that had been called into the school and noted that a similar threat had been made in Cathlamet. He also discussed the police vehicle that struck a planter downtown – confirming that it wasn't from the County, but that the State Police were already working with the appropriate parties to fix the issue.

11. **Council Items**:

Mayor asked for councilor items. The councilors had no items to discuss.

12. **Mayor items:**

Mayor talked about the decorations around town and gave thanks to the Clatskanie Christmas Committee for their work. It was noted that anyone who wants to volunteer can reach out via their website.

13. Adjourned Meeting: 7:49 p.m.

City of Clatskanie

Council Agenda Item 2026-01

Meeting Date: January 7th, 2026
Subject: Tennis Court / Pickleball Rehabilitation Grant
Prepared By: Greg Hinkelman, City Manager

SUMMARY:

Karen Marx, A local resident, is looking for grants to rehabilitate the existing tennis courts in the City Park and convert them into Pickleball courts. She is seeking a grant through the Oregon State Parks and Recreation department, who have several categories of grant funding. This project would be considered a “large grant” request.

This proposal was brough before the council in 2024 and was put on hold due to the FEMA PICM rules. Since then, there has been little to no guidance on the FEMA PICM rules and being the courts, once refurbished, would have little to no “net rise” and would thus not likely to have any issues with any new rules.

City of Clatskanie
Council Agenda Item 2026-02

Meeting Date:	January 7th, 2026
Subject:	Liquor License renewals
Prepared By:	Kierza Hammill, City Recorder/Finance Manager

SUMMARY:

The city annually holds a public hearing to receive comments regarding establishments that sell alcohol and currently have an Oregon Liquor Control Commission (OLCC) license to do so. Attached is a list from OLCC of the current liquor license holders within the City of Clatskanie.

There are three classifications of OLCC licenses:

Full On-Premises	On-site sale of liquor, beer and wine by the drink including take-out
Limited Premises Sales	On-site consumption of beer, wine, & kegs
Off Premise Sales	Sale of liquor, beer and wine for off-premises consumption

The following Clatskanie Businesses who sell Liquor are categorized as follows:

1. Full On-Premises Sales
   a. Big Guy's
   b. Colvin's Pub & Grill
   c. Ixtapa
2. Limited On Premises Sales
   a. Fultano's
3. Off Premise Sales
   a. Chevron Food Mart
   b. Clatskanie Shell
   c. Dollar General
   d. Safeway
   e. Clatskanie Food Hub
   f. Wine & Beer World

RECOMMENDATION:

Conduct the public hearing and unless testimony warrants otherwise, endorse the renewal of current OLCC licenses

ALTERNATIVE:

Council may determine to endorse a renewal rejection for any or all current OLCC licenses.

FINANCIAL IMPACT:

The City receives a $35.00 processing fee from each licensee renewing their OLCC license. This totals $350

City of Clatskanie
Council Agenda Item 2026-03

Meeting Date:	January 7th, 2026
Subject:	Public Hearing: Resolution 2026-01; A Resolution for Authorizing a Reallocation of Appropriations within the General Fund
Prepared By:	Kierza Hammill, City Recorder/ Financial Manager

SUMMARY:

City of Clatskanie's original Budget Resolution for the Fiscal year 2025/2026 had inadvertently grouped all materials and services appropriations for the General Fund together. The adopted budget's detail schedules more accurately reflected the appropriations separated by department. To align to those details and the City's established expenditure tracking, it is necessary to separate those items by moving $181,025 from the Materials and Services department to the Administrative department.

RECOMMENDATION:

Pass resolution 2026-01

FINANCIAL IMPACT:

The Administration department budget would increase by $181,025 to $657,736 and the Materials and Services department budget would decrease by $181,025 to $288,020. The total appropriations for the General Fund would not change.

City of Clatskanie
Resolution 2026-01

A RESOLUTION AUTHORIZING A REALLOCATION OF APPROPRIATIONS WITHIN THE GENERAL FUND

Whereas, the City of Clatskanie is allowed by ORS 294.463 to make transfers of appropriations within a fund 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 January 7th, 2026, meeting, in the meeting notice published on Friday December 26th, 2025; and

Whereas, the City of Clatskanie's original Budget Resolution for FY 2025-2026 provided the following appropriations:

General Fund:

Administration	$476,711
Materials and Services	$469,045

that inadvertently grouped all Materials and Services appropriations together; and

Whereas, the adopted budget detail schedules reflect Materials and Services appropriations by department, and it is necessary to separate those appropriations to align with the adopted budget details and the City's expenditure tracking;

Now, therefore, the City of Clatskanie resolves that the reallocation of $181,025 in General Fund appropriations for FY 2025–2026 is authorized to increase the General Fund Administration to $657,736 and decrease the General Fund Materials and Services to $288,020 with no change to total General Fund appropriations as summarized below:

General Fund:

Administration	$657,736	(Increase of $181,025 from $476,711)
Materials and Services	$288,020	(Decrease of $181,025 from $469,045)

Adopted by Council this 7th day of January 2026.

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Kierza Hammill, City Recorder Bob Brajcich, Mayor

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