

CITY OF CLATSKANIE

Regular Meeting Agenda of the Clatskanie City Council
Clatskanie Council Chambers February 4th, 2026 @ 7:00 p.m.

1. Call meeting to order
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda: *Regular Meeting Minutes January 7th, 2026*
Action:
5. Agenda item 2026-04: Dave True Presentation – City Swimming Pool Funding Request
Discussion:
6. Public Hearing: Agenda item 2026-05: Resolution 2026-02: Authorizing Implementation of a
Fee on Municipal Sewer Customers:
Action:
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, January 7th, 2026 @ 7:00 PM

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

Absent: Bruce Jolma

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:**

Larry **Reandeau** expressed concerns regarding parking off Bel Air Drive near the Amber and requested the City consider designating no parking on one side of the street due to traffic safety concerns including school bus access.

John **Lillich** requested updated wording on the electronic bulletin board and asked who manages the content. **Mayor Brajcich** indicated the City would “nudge” the responsible party – the Chamber of Commerce.

Shane **Bell** thanked the City for support of the skate park and the Park for recent lighting repairs, noting community appreciation and usage.

Kirk **McKnight** introduced himself as the Editor of the Wahkiakum County Eagle. He requested interest from potential correspondents to cover Clatskanie news and City Council meetings and noted a subscriber outreach effort.

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

Council discussed corrections to the December 3rd, 2025 minutes, including adding the dollar amount of \$10,500 for the City Manager recruitment contract with Prothman and adding additional detail regarding prior public comment about parking concerns on Bel Air as applicable.

Owen made a motion to accept the minutes as corrected; **Finney-Leggroan** seconded the motion. The **Mayor** called a vote. The motion passed. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye; **White**, aye; **Owen**, aye.

4. **Agenda item 2026-01; Karen Marx Presentation – Pickle Ball Court Support**

Karen **Marx** provided a presentation regarding pursuing a grant coming from the State Lottery funds to restore the tennis courts to a multi-sport surface including for pickleball. **Marx** requested Council support and asked if Scout Lake funds would be available. **Hinkelman** confirmed that there were

some funds available. Marx went on to discuss other potential fundraising partners and options, noting that the project would benefit the community. She also invited community members to assist if they were interested. **Hinkelman** noted the timing aligned with upcoming budget development and requested information regarding preliminary cost estimates to be sent to him.

5. Public Hearing: Agenda item 2026-02; Liquor License Renewal for 2026

Mayor Brajcich opened the public hearing.

Hinkelman reviewed the annual liquor license renewal process and the list of establishments, noting Conestoga was not included due to closure.

Council further discussed business name details for Clatskanie Shell/Chevron and related naming consistency. It was determined that the names would be confirmed against the appropriate paperwork and updated as necessary.

Owen motioned to approve the liquor license renewals with corrections to business naming as discussed. **Finney-Leggroan** seconded the motion. The **Mayor** called a vote. The motion passed. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye, **White**, aye; **Owen**, aye.

Additional note: Jasmine **Lillich-Schilling** later noted that Clatskanie Food Hub had gotten a limited on-premises sales license near the end of the year that not reflected on the list. **Hinkelman** confirmed they would verify the OLCC report and approve accordingly.

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

Hammill explained that the change was as an administrative reallocation to align appropriations with the adopted budget detail sheets and the City's expenditure tracking, with no change to total appropriations. The adjustment would correct the budget detail by moving \$181,025 from the Materials and Services department to the Administration department. **Hinkelman** confirmed the purpose was to correct line-item placement to maintain budget compliance and audit consistency.

Owen motioned to approve Resolution 2026-01. **Finney-Leggroan** seconded the motion. The **Mayor** called a vote. The motion passed. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye, **White**, aye; **Owen**, aye.

7. Manager Items:

Hinkelman provided updates including a reminder to council members about the City/County dinner scheduled for February 5, 2026, and the upcoming townhall for Senator Merkley's visit to Columbia County in St. Helens. He further noted that the City is evaluating a change in managed IT services due to service concerns; the new provider will offer lower monthly cost and improved support, including remote access capabilities for water treatment plant operations.

8. Finance Manager Items:

Hammill gave an update on payments and financial items for December noting that they were several larger and uncommon payable items for the month. These included CIP related payments for water tank inspections, ditch pump refurbishment, and the last Conestoga lift station payment excluding the retainage billing. There were two payments for items regarding the Sewer Treatment Plant construction for the monthly engineering cost and BOLI fees. Additionally, two items approved in the prior meeting were paid for joining the FEMA-PICM lawsuit and half of the Prothman recruitment contract. Finally, there was a larger-than-usual payment to the financial software, Springbrook, due to two years of invoicing being delayed. **Hammill** confirmed that contact information was updated and answered **Finney-Leggroan's** question that the software is usually about \$18,000 a year billed in July.

9. Public Works Director Items:

M. Warren provided project updates including:

- Ditch pump installed at sewer plant is fully operating
- Conestoga lift station has been operational since December 2, 2025; some small items left remaining that will be finished by the contractor before the retainage is released
- Sewer plant construction updates on phase completion; excavation and foundation work for UV building and dewatering building
- Subdivision on Canyon Drive: waterline testing passed; paving and building anticipated
- Power outage impacts and need for trailer generators for lift stations; options and sizing discussed
- Ongoing infiltration/inflow challenges during heavy rain and planned mitigation efforts
- Upcoming work: waterline on Haven Acres, sewer repair on Bryant Street, RAS pump rebuild, utility connections adding in for new home Bryant St.

Council discussed generator sizing and logistics. John **Lillich** brought up flapper/tidegate issues stemming from beavers that may contributing to pump run time.

10. Park and Recreation:

Cyndi **Warren** reported on the gutter drainage issues from the Pool building at that future plans include rerouting that away from the sewer system. She noted that they have been struggling with defecation in the Park due to transient patrons and an uptick in vandalism and maintenance issues in the restrooms. **C. Warren** discussed future projects including roof replacement, girl's locker room plumbing, exterior lighting, pump replacement, and a surge tank repair. The Fire Department was also planning on hosing off the sport courts to clean and remove surface material.

11. Sheriff and Code Compliance Items:

Lt. **McQuiddy** reported normal activity levels with no major issues.

Guinther noted his outreach regarding transient individuals and working to resolve some of the issues. He also encouraged residents to trim overhanging growth for sidewalk clearance and visibility.

12. Council Items:

Finney-Leggroan shared information about a potential grant opportunity of up to \$2M to help offset sewer plant costs and that he was working with **Hinkelman** to see if it was a viable opportunity.

Emminger brought up that the process for the City Manager recruitment was beginning and suggested the councilors plan a group site visit to see the progress on the wastewater treatment plant.

13. Mayor items:

Mayor noted he'd like to make the Bel Air street a No Parking Zone as requested and asked how to proceed. **Hinkelman** indicated they would review traffic dynamics officially to figure out appropriate action.

John **Lillich** brought up a drainage concern near the lumber yard related to standing water and potential building hazards. He asked that the City look into options to help.

The **Mayor** noted the high levels of rain that had been happening and while the City had not yet had any issues with flooding, he encourage citizens to be prepared just in case.

14. Adjourned Meeting: 7:46 PM



City of Clatskanie

Council Agenda Item 2026-01

Meeting Date: February 4th, 2026
Subject: City Swimming Pool One-Time Funding Request
Prepared By: Kierza Hammill, Finance Manager

SUMMARY:

Dave True, a local resident and a member of the Park & Recreation District Board, is providing a presentation regarding current funding challenges for their operations. The Board has identified increasing costs and limited revenue growth under the existing tax base. The District is wanting to respond to the public's request for additional open swim times and are considering a levy on the November 2026 but are asking for assistance in the meantime.

The Park and Recreation Board is specifically requesting Council consideration of a one-time allocation of \$30,000 from the Scout Lake funds in the FY26-27 in addition to the City's existing annual contribution.

Clatskanie Park and Recreation District

P.O. Box 737
Clatskanie, OR 97016



To: City of Clatskanie City Council

January 30, 2026

SUBJECT: One-Time Funding Request for The Operation of The City Swimming Pool

The Park and Rec District, as has other government entities, experienced rapidly escalating costs for the operation and maintenance of the city park, all of the appurtenances, and, especially, the swimming pool.

The budget shortfall and the aging infrastructure of the pool and park, in recent years, has limited the operating hours of the pool. This has been primarily at the expense of the open swim sessions. In the not-so-distant past, the pool had open swim sessions on weeknights and on the weekends, in both the afternoon and evening. With the current budget shortfalls from the tax base, these sessions have been eliminated and only weekday open swims remain.

The biggest complaint I heard from the public this past summer was there were not enough open swim times. The board would very much like to reinstate the evening and weekend open swim sessions. To accomplish this, the board is considering going out for a five-year operating levy of either five, ten, or fifteen cents per \$1,000 of property value on the 2026 November ballot. Depending on the rate the board agrees and approves for the levy, successful passage would provide an estimate of \$58,000 to \$174,000 during the first year and increase annually as allowed for each of the four remaining years.

The additional funding would be used not only for operation of the pool but also provide funding for the ever-increasing costs of maintaining the city park and the associated structures. The pool, in particular, has become very expensive to operate, partially because of the age and the cost of chemicals, water, and the contractors necessary to provide routine maintenance. This year alone requires complete plumbing restoration in the women's locker room (the men's side was done a year ago) and the replacement of the roof. These are capital projects required in addition to the routine maintenance of the facility.

Failure of the levy to pass may require the board to consider amending the maintenance agreement in place with the city so that district financial responsibilities will be for operation and maintenance of the city pool only. The original creation of the Clatskanie Park and Recreation District was for the maintenance and operation of the pool only and not the rest of the park and the associated structures. It was only later that the maintenance of the park was added by a lease and then a maintenance agreement (currently in place).

For this summer, so the district can increase the open swim sessions to its former level, as requested by numerous constituents, the board is asking the city council to include in the 2026-2027 budget an amount of \$30,000 from the Scout Lake Fund. This is a one-time request. This request would be in addition to the \$25,000 budgeted from the city's general fund for required maintenance projects in the park. If the levy fails, it would be assumed the public has spoken and the board will have to make future decisions on how to best operate the pool and the rest of the city park with the current tax base funding.

Thank you,
Dave True

On behalf of the Clatskanie Park and Recreation District Board of Directors



City of Clatskanie
Council Agenda Item 2026-05

Meeting Date: February 4th, 2026
Subject: Public Hearing: Resolution 2026-02; Authorizing Implementation of a
Fee on Municipal Sewer Customers
Prepared By: Kierza Hammill, Finance Manager

SUMMARY:

The City has incurred a long-term loan obligation for construction of the new Wastewater Treatment Plant (WWTP). In order to meet loan repayment requirements, a dedicated revenue source is necessary. The proposed resolution establishes an additional monthly charge to sewer ratepayers to fund repayment of the WWTP loan.

The rate adjustment is structured to begin at \$5 per month, increasing incrementally to a maximum of \$120 per month, where it will remain for the duration of the 30-year loan term. Revenue generated by the adjustment will be deposited into a separate account restricted to WWTP loan repayment. Implementation is anticipated to begin with the March billing cycle, subject to Council approval.

RECOMMENDATION:

Pass resolution 2026-02

FINANCIAL IMPACT:

The rate adjustment will increase revenue by \$5 per sewer hookup per month, increasing by \$5, until the \$120 cap is reached directly into the Sewer Treatment Plant Fund

City of Clatskanie

Resolution 2026-02

A RESOLUTION AUTHORIZING IMPLEMENTATION OF A FEE ON MUNICIPAL SEWER CUSTOMERS

Whereas, the City of Clatskanie is building a new Wastewater Treatment Plant (WWTP); and

Whereas, the City of Clatskanie has entered into a loan with the State Revolving Fund to build the new Wastewater Treatment Plant with a term of repayment starting one year after the completion of the project; and

Whereas, the City of Clatskanie, to afford loan repayment, must charge a fee to customers of the municipal sewage service; and

Whereas, the increase in rates has been determined;

Now, therefore the City of Clatskanie Resolves to add to the sewer utility bill an additional fee called “WWTP Loan;”

Now, therefore the City of Clatskanie Resolves to implement the WWTP Loan repayment fee by \$5 each month, starting at \$5, until the WWTP Loan repayment fee reaches \$120 each month;

Now, therefore the City of Clatskanie Resolves that upon the WWTP loan repayment fee reaching \$120 per month, the fee will remain in effect for thirty (30) years.

Adopted by Council this 4th day of February, 2026.

Kierza Hammill, City Recorder

Bob Brajcich, Major

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