

CITY OF CLATSKANIE

Regular Meeting Agenda of the Clatskanie City Council
Clatskanie Council Chambers June 3rd, 2026 @ 7:00 p.m.

1. Call meeting to order.
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda:
Regular meeting minutes May 6th, 2026
Action:
5. Agenda Item 2026-11: FY26-27 Financial Administration Resolutions
 - 5.1.1 *Resolution 2026-05: A Resolution authorizing a loan from the Timber and Infrastructure Improvement Fund to the General Fund for FY 2026-2027*
 - 5.1.2 *Resolution 2026-06: A Resolution extending Workers' Compensation coverage to volunteers of the City of Clatskanie*
 - 5.1.3 *Resolution 2026-07: A Resolution authorizing funds to be used in the financial management of the City beginning July 1, 2026*Action:
6. Manager Items:
7. Finance Manager Items:
8. Public Works Items:
9. Parks & Recreation items:
10. Sheriff and Code Compliance items:
11. Council Items:
12. Mayor Items:
13. Executive Session per ORS 192.660(2)(a) "...to consider the employment of a public officer".
Return to Open Session after closing of Executive Session
14. Consideration of City Manager Employment Agreement
Action:
15. Adjournment:

CITY OF CLATSKANIE

Regular Minutes of the Clatskanie City Council
City Council Chambers, May 6th, 2026 @ 7:00 p.m.

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

Absent: Amanda Owen

Staff Present: Greg Hinkelman, City Manager; Mitch Warren, Public Works Director; Kierza Hammill, Finance Manager/City Recorder; Henry Perlstein, City Attorney

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

2. **Public Comment:**

Donna **Garlock** addressed the Council regarding the recent IOOF Hall celebration and expressed disappointment with the level of attendance by City representatives. She noted the historical significance of the hall and its role in the community.

Sherri **Lumijarvi**, representing the Clatskanie Chamber of Commerce, thanked Public Works staff for their assistance during the recent Clatskanie Cleanup Day and commended a Public Works employee for his hard work and professionalism.

Jolene **Day** requested that future cleanup events be scheduled on a different date to avoid conflicts with the Morning Ride event. Chamber representatives indicated future cleanup events may be scheduled on alternate dates.

Jasmine **Lillich** inquired whether the Enterprise Zone item on the agenda required a first reading. Staff explained that the item was a resolution and could be considered by Council at that meeting.

3. **Consent Agenda:**

Council reviewed the following minutes:

- March 9, 2026 Workshop Meeting
- April 1, 2026 Regular Meeting
- April 8, 2026 Special Meeting
- April 16, 2026 Special Meeting

Jolma 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, **Jolma**, aye; **White**, aye; **Owen**, absent.

4. Agenda Item 2026-09; Presentation on the Columbia Business Alliance by Sierra Trass

Sierra **Trass** provided an overview of the Columbia Business Alliance (CBA), which has assumed many of the business retention and expansion functions previously provided by the Columbia County Economic Team. Ms. **Trass** discussed available business assistance programs, educational opportunities, small business resources, and efforts to support economic development throughout Columbia County – encourage interested ones to reach to her directly. Ms. **Trass** also discussed the proposed shared funding model among local governments and organizations and noted that the City’s proposed FY 2026-2027 budget includes funding for participation in the program.

Ms. **Trass** further provided an update on the upcoming mural festival and related downtown revitalization efforts from her participation in the Clatskanie Chamber of Commerce.

5. Agenda item 2026-10: Resolution 2026-04 Authorization for a Change in Boundary of Lower Columbia Maritime Enterprise Zone

City Manager Greg **Hinkelman** presented Resolution 2026-04 authorizing a change in the boundary of the Lower Columbia Maritime Enterprise Zone. The proposed amendment would add approximately 48 acres near the former sorting yard site to support the development of a new wood products manufacturing facility.

Representatives discussed the anticipated economic benefits of the project, including private investment, job creation, and future property tax revenue.

Jolma made a motion to pass the resolution; **Horness** seconded the motion. The **Mayor** called a vote. The motion passed. **Mayor**, aye; **Emminger**, aye; **Horness**, aye; **Finney-Leggroan**, aye, **Jolma**, aye; **White**, aye; **Owen**, absent.

6. Manager Items:

Mr. **Hinkelman** reminded Council of the upcoming Budget Committee meeting and encouraged members to review the budget materials. Mr. **Hinkelman** reported that an error during utility billing resulted in the Infrastructure Maintenance and Improvement Fund (IMIF) fee not being included on customer bills. Postcards would be mailed notifying customers that the following month’s bill would include a one-time \$16 charge to recover the missed fee. Mr. **Hinkelman** also informed Council that he would be unavailable for the June Council meeting due to prior commitments but did not recommend rescheduling the meeting unless the Council was inclined.

7. Finance Manager Items:

Kierza **Hammill** reported notable payments and updates including:

- Ongoing significant payments for the sewer plant construction including about \$1.3M to Tapani and \$145k to Tetra Tech for engineering services

- Final payment of \$7k for the Cono Lift station was made to Tetra Tech – the project is now complete
- Costs for CIP 159 included \$40,000 to Premier Pumps for a Trailer Pump and \$8,000 to Wood's Logging for 4 smaller portable backup pumps
- New Tilt Trailer for Public Works for about \$10k
- \$142k for the quarterly Sheriff's bill

Ms. **Hammill** reported that two change orders for the Wastewater Treatment Plant project were expected to reduce overall project costs by approximately \$54,000. Staff continues to work with contractors to ensure compliance with domestic procurement requirements necessary to access additional project funding.

Ms. **Hammill** also reported that the City's annual audit had been scheduled for the beginning of October.

8. Public Works Director Items:

Mitch **Warren** gave updates on the public works items including:

- Wastewater Treatment Plant construction continues, including concrete work and wall construction.
- The Oregon Health Authority completed a water system survey with favorable results.
- Repaired water leak at the high school.
- Lift station improvement work continues, including installation of bypass supports and replacement of pumps.
- Annual maintenance was completed on lift station generators.
- Crews continued right-of-way maintenance, tree trimming, and catch basin cleaning throughout the City.
- Preparing for upcoming capital improvement projects and FY 2026-2027 work activities.
- Sixteen applications for the summer helper positions were received and interviews are scheduled in the coming weeks.

9. Park and Recreation:

Cyndi **Warren** reported that the Oregon Health Authority adopted new requirements affecting public swimming pool operations. Beginning this season, children under the age of fourteen must be supervised by an adult while attending the pool.

Ms. **Warren** also noted that modifications to the pool facility, including installation of panic gates, would be necessary to restore the pool's full occupancy capacity. Additional improvements included upgraded lighting and the hiring of a parks maintenance employee. She also updated that the Kiwanis Club had committed \$10,000 toward the proposed sport court project contingent upon grant funding.

10. Sheriff and Code Compliance Items:

Lt. **McQuiddy** reported that the Sheriff's Office responded to 198 calls during the reporting period. Most activity involved traffic stops, citizen contacts, and follow-up investigations. No significant issues were reported within the City.

11. Council Items:

The councilors had no items to discuss.

12. Mayor items:

Mayor Brajcich announced the resignation of Planning Commissioner Jasmine **Lillich** and thanked her for her service to the community. The **Mayor** announced Savannah **Gentry** as the replacement on the Planning Commission.

The **Mayor** also recognized local student athlete Quinn **May** for breaking the school pole vault record and commended his service as a lifeguard at the community pool.

13. Executive Session

The Council recessed from regular session at 7:42 p.m.

The Council entered Executive Session at 7:50 p.m. pursuant to ORS 192.660(2)(a) to consider the employment of a public officer. The Executive Session was closed to the public.

The Executive Session concluded at 8:12 p.m.

14. Mayor Brajcich adjourned the meeting at 8:12 p.m.



City of Clatskanie

Council Agenda Items 2026-11

Meeting Date: June 3, 2026
Subject: Fiscal Year 2026-2027 Financial Administration Resolutions
Prepared By: Kierza Hammill, Finance Manager

SUMMARY:

The three attached resolutions, which do not require a public hearing, provide financial and administrative authority related to the implementation of the Fiscal Year 2026-2027 budget which is scheduled for public hearing on June 9, 2026:

- Resolution 2026-05 – A Resolution Authorizing a Loan from the Timber and Infrastructure Improvement Fund to the General Fund for FY 2026-2027
- Resolution 2026-06 – A Resolution Extending Workers' Compensation Coverage to Volunteers of the City of Clatskanie
- Resolution 2026-07 – A Resolution Authorizing Funds to be used in the Financial Management of the City beginning July 1, 2026

RECOMMENDATION:

Approve all three resolutions.

CITY OF CLATSKANIE

RESOLUTION 2026-05

A RESOLUTION AUTHORIZING A LOAN FROM THE TIMBER AND INFRASTRUCTURE IMPROVEMENT FUND
TO THE GENERAL FUND FOR FY 2026-2027

Whereas, the City of Clatskanie may not have sufficient cash on hand in its General Fund to pay immediate and future operating costs; and

Whereas, property tax revenue will not be received within sufficient time to provide the money necessary to pay current operating expenses; and

Whereas, ORS 294.468 permits interfund loans;

Now, Therefore, Be It Resolved and Ordered, that the Council of the City of Clatskanie, Oregon does hereby authorize the General Fund of the City of Clatskanie to borrow from the Timber Infrastructure Improvement Fund of said city sufficient funds to operate the City, to be repaid in full to the Timber Infrastructure Improvement Fund on or before February 2027 and it is further resolved that the loan is made effective on July 1, 2026, upon passage of this resolution.

Approved by the Council and certified by the Mayor this 3rd day of June 2026.

ATTEST: _____
Robert Brajcich, Mayor

Kierza Hammill, City Recorder

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

CITY OF CLATSKANIE
RESOLUTION 2026-06

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF
CLATSKANIE IN WHICH THE CITY ELECTS THE FOLLOWING:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

1. Public Safety Volunteers

Applicable X **Non-applicable** _____

An assumed monthly wage of \$800 per month per volunteer will be used for public safety volunteers in police reserve and Community Emergency Response Team (CERT) volunteer positions

- ☐ Search and rescue
- ☐ Firefighter
- ☐ Emergency medical personnel
- ☐ Ambulance drivers
- ☒ CERT

2. Volunteer boards, commissions, and councils for the performance of administrative duties.

Applicable X **Non-applicable** _____

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are:

- a. City Council
- b. Planning Commission
- c. Budget Committee
- d. Recreation Advisory Committee
- f. Development Review Committee

3. Manual labor by elected officials.

Applicable _____ **Non-applicable** X

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above.

4. Non-public safety volunteers

Applicable _____ Non-applicable X

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non-public safety volunteers below)

- ☐ Parks and recreation
- ☐ Senior center
- ☐ Public works Library
- ☐ Other

5. Public Events

Applicable _____ Non-applicable X

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a.
- b.
- c.

6. Community Service Volunteers/Inmates

Applicable _____ Non-applicable X

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by City of Clatskanie.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Clatskanie:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage

The City of Clatskanie agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.

Now, therefore, be it resolved by the Clatskanie City Council to provide workers' compensation coverage as indicated above.

Adopted by the City of Clatskanie this 3rd day of June, 2026.

ATTEST: _____
Robert Brajcich, Mayor

Kierza Hammill, City Recorder

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

CITY OF CLATSKANIE

RESOLUTION 2026-07

A RESOLUTION AUTHORIZING FUNDS TO BE USED IN THE FINANCIAL MANAGEMENT OF THE CITY
BEGINNING JULY 1, 2026

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLATSKANIE, OREGON that the following funds be authorized and established and used to record the financial affairs of the City of Clatskanie, Oregon, in accordance with applicable laws and administrative rules of the State of Oregon.

Governmental General Fund:

General Fund: This is the general-purpose operating fund of the City. It accounts for Administration, Planning, Building, Law Enforcement, and the Municipal Court Prosecution functions of the City in addition to funding for other general-purpose needs. Principal revenue sources consist of franchise fees and property tax revenues.

Special Revenue Funds:

These funds account for the proceeds of specific revenue sources that are restricted to expenditure for specified purposes.

The Timber Infrastructure Improvement Fund is established to finance the maintenance and management of the watershed and the expansion and construction of infrastructure systems. Revenue is derived from timber harvesting and interest.

The Scout Lake Fund is established to account for the maintenance and management of Scout Lake and to provide youth and recreational grants and facilities. Revenue is derived from timber harvesting and interest.

The Street Fund is established to account for the maintenance of the City's street system including storm drainage and sidewalks. Revenues consist of Oregon gas taxes and street/storm drain utility fees.

The Enterprise Zone Fund is established to manage the utilization of the Zone Exemption payment received from Georgia-Pacific according to the Lower Columbia Maritime Enterprise Zone restrictions.

The Sewer Treatment Plant Fund is established to account for revenues and expenditures associated with the construction of the new Wastewater Treatment Plant. Revenue consists of grants, loan disbursements, and infrastructure surcharge fees.

Enterprise Funds:

These funds account for operations of specific City services, which are financed with the intent that costs be recovered primarily from user charges.

The Sewer System Development Fund is established to account for Sewer System Development Charges, which are restricted to the expansion and construction of the Wastewater Treatment Plant and collection system.

The Water System Development Fund is established to account for Water System Development Charges, which are restricted to the expansion and construction of the Water Treatment Plant and distribution system.

The Sewer Fund is established to account for all activities related to operating the wastewater treatment and collection system of the City. Revenue is derived from sewer utility fees.

The Water Fund is established to account for all activities related to operating the water treatment and distribution system of the City. Revenue is derived from water utility fees.

The Infrastructure, Maintenance, and Improvement Fund is established to account for the maintenance and improvement of the city's water and sewer systems. Revenue consists of a monthly surcharge dedicated to the infrastructure maintenance and improvement fund.

ADOPTED by the Council of the City of Clatskanie on this 3rd day of June, 2026.

	<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		[]	[]	[]	[]

Robert Brajcich, Mayor

Kierza Hammill, City Recorder