



City of Clatskanie

Regular Council Meeting Agenda
Clatskanie Council Chambers
November 4, 2026 @ 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Consent Agenda
 - Regular Meeting Minutes for October 7, 2026
5. New Business
 - Intergovernmental Agreement Approval for Columbia Business Alliance
 - City Logo Selection
6. Staff Updates
 - City Manager
 - Finance Manager
 - Public Works Director
7. Partner Updates
 - Parks & Recreation District
 - Sheriff's Office
8. Council Updates
 - Councilors
 - Mayor
9. Executive Session
 - Per ORS 192.660(2)(i) to “review and evaluate the employment-related performance of the chief executive officer...”
10. Adjournment



City of Clatskanie

Regular Council Meeting Minutes
Clatskanie Council Chambers
October 7, 2026 @ 7:00 PM

Councilors Present: Mayor Robert Brajcich; Bob Emminger; Jeff Horness; Russell Finney-Leggroan; Amanda Owen; Heidi White

Councilors Absent: Bruce Jolma

Staff Present: N.J. Johnson, City Manager; Mitch Warren, Public Works Director; Kierza Hammill, Finance Manager/City Recorder; Laura Schroeder, City Attorney

Agency Partners Present: Lt. Shaun McQuiddy, Columbia County Sheriff's Office; Cyndi Warren, Clatskanie Parks & Recreation District;

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

2. Public Comment

- **Jolene Day** requested assistance recruiting additional volunteer drivers for the Clatskanie Senior Center meal delivery program. She explained that the existing routes were too large and that an additional route was needed.
- **Phillip Rissel**, representing River's Edge RV Resort, requested consideration of seasonal adjustments to the proposed wastewater treatment plant surcharge, citing the resort's fluctuating occupancy and the financial impact of the proposed rates. He also expressed concerns regarding the proposed Columbia County transient lodging tax and its potential effect on tourism-related businesses.
- **Deborah Hazen**, representing the Clatskanie Foundation, discussed the Foundation's support of community programs and the Clatskanie Cultural Center. She announced the upcoming Birkenfeld Inspired to Give Award, recognizing Debi and Greg Smiley for their contributions to Clatskanie Heritage Days. The award includes a \$10,000 contribution toward the Fourth of July fireworks program.
- **Jasmine Lillich** invited Council to an upcoming celebration recognizing anniversaries associated with the Lillich family and businesses. She also reported a sidewalk hazard near Dr. Briggs' office on Nehalem Street.

3. Consent Agenda

- *Regular Meeting Minutes for September 2, 2026*

Horness made a motion to accept the minutes as written; **Owen** seconded the motion. The **Mayor** called a vote. The motion passed.

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

4. Resolutions & Ordinances

- Resolution 2026-12: Transferring Appropriations from Water Fund Contingency to Water Fund Contract Services

Johnson explained that the Oregon Health Authority had notified the City of the need to update its Water Master Plan in 2027. Because the requirement was received shortly before the beginning of the fiscal year, the project had not been included in the adopted budget. Resolution 2026-12 would transfer \$99,800 from Water Fund Contingency to Water Fund Contract Services to fund the project.

Owen made a motion to approve the Resolution; **White** seconded the motion. The **Mayor** called a vote. The motion passed.

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

- Resolution 2026-13: Authorizing Application for a Water/Wastewater Technical Assistance Grant

Johnson presented an additional resolution authorizing staff to apply for a \$50,000 grant to offset a portion of the Water Master Plan costs.

Owen made a motion to approve the Resolution; **White** seconded the motion. The **Mayor** called a vote. The motion passed.

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

5. New Business

- *Water Master Plan Contract Approval*

Johnson reported that the City received four proposals in response to its Request for Proposals for the Water Master Plan. Proposals were independently evaluated by the City Manager, Public Works Director, and Water Treatment Plant Operator. Oregon Water Rights Solutions and Planning received the highest ranking from all three evaluators. The proposed contract totaled \$99,800. Johnson explained that an optional water conservation planning component, estimated at approximately \$20,000, was excluded because it was not required for the City's current circumstances.

Council discussed the scope and value of the proposed Water Master Plan. **Emminger** noted that, although he initially questioned the cost, his review of the proposal demonstrated the importance of the project for long-term infrastructure planning. **Johnson** explained that the plan would assess existing infrastructure, identify future replacement needs, and guide capital improvement planning and system development charges. The plan is expected to be completed in June 2027.

Attorney **Schroeder** later commented on the Water Master Plan and contract, explaining that its required components are established by state regulations and are necessary for ongoing compliance.

Owen made a motion to approve the contract with Oregon Water Rights Solutions and Planning. **White** seconded the motion.

The **Mayor** called a vote. The motion passed.

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

- *City Logo Concepts Review*

Johnson presented two preliminary logo concepts developed by Lost Locals as part of the City's website modernization project. He explained that the existing logo presents technical limitations for modern digital and print applications.

Council discussed the proposed concepts and expressed a preference for retaining more of the City's existing visual identity, including its historical connections to timber, fishing, and the river. Several Councilors favored elements of the second concept but requested additional detail, stronger contrast, and a closer resemblance to the existing logo. Suggestions included incorporating more trees, logs, fish, and a traditional gillnet boat, as well as considering a surrounding border identifying the City.

Johnson clarified that the designs were preliminary concepts and that Council's feedback would be provided to the designer for further refinement.

6. Staff Updates

- *City Manager:*

Johnson reported that the City received a \$30,000 penalty from DEQ, consisting of \$20,000 related to the Wastewater Treatment Plant construction permit and \$10,000 related to wastewater effluent violations. Following an appeal, DEQ acknowledged that the construction-related penalty was intended for the contractor. The City is awaiting a response to its appeal of the remaining \$10,000 penalty.

Johnson added that the City's cybersecurity measures remain effective following the August incident at the Water Treatment Plant. The City's response has been recognized as a positive example for other municipalities, with staff participating in discussions and training regarding the incident. He also provided information on ongoing discussions regarding the future administration of Columbia County's enterprise zones.

Johnson noted that the recent City/County dinner was well attended and announced upcoming candidate forums, including the Senate District 16 forum in Rainier and the local mayoral and council candidate forum scheduled for October 22. He concluded by recognizing Water and Wastewater Professionals Week and expressing appreciation for employees working in those fields.

- *Finance Manager:*

Hammill mentioned approximately \$337,000 in accounts payable expenditures related to the Wastewater Treatment Plant project and approximately \$7,000 associated with capital improvements on Legion Lane during September. The City also completed the first quarter of the fiscal year within budget expectations.

Hammill reported that the City's annual audit fieldwork had been completed without significant issues identified during the on-site review. Final completion may be delayed pending federal guidance applicable to the City's federal grant expenditures. The audit presentation was tentatively anticipated for the February Council meeting.

- *Public Works Director:*

M. Warren discussed continued progress on the Wastewater Treatment Plant project, including concrete work, treatment basin coatings, and electrical installation.

He also provided updates regarding:

- Investigation and repair of water system leaks, including a leak near the PUD.
- Replacement of valves at the Water Treatment Plant.
- Completion of required backflow testing.
- Replacement of approximately 25 feet of blower piping at the existing Wastewater Treatment Plant.
- Sewer pump maintenance associated with wipes and other materials entering the wastewater system.
- Completion of sidewalk improvements on Bryant Street.
- Waterline replacement on Legion Lane.
- Planned sewer improvements on Bryant Street ahead of future street resurfacing.

7. Partner Updates

- *Parks & Recreation District*

C. Warren noted that the District was not selected for a grant supporting improvements to the pickleball and tennis courts. The District is requesting feedback regarding the application and potential future opportunities.

She also reported on upcoming park maintenance, including roof replacement and painting, and noted that new park hosts are providing an additional presence at the park. **C. Warren** recognized the Pool Manager's professional certifications and expanded qualifications, including the ability to provide CPR and first aid instruction. She noted that they were planning on offering training classes to the community in the future.

- *Sheriff's Office*

Lt. McQuiddy reported 259 calls for service during September, an increase from August, with no significant unusual incidents. He also discussed ongoing efforts to address an abandoned sailboat on the river. The Sheriff's Office is coordinating with state agencies to complete the required process for removal.

8. Council Updates

- *Councilors*

- The councilors had no updates for this meeting.

- *Mayor*

Mayor Brajcich expressed appreciation for City employees, law enforcement, Parks & Recreation staff, and other local public service personnel, recognizing their contributions to the community. He also encouraged consideration of additional public benches throughout downtown Clatskanie to provide seating for residents and visitors.

Following the mayor updates, additional comments were raised by members of the public:

- **Larry Reandeau** asked whether Council intended to address the concerns raised earlier by **Rissel** regarding the proposed Wastewater Treatment Plant loan surcharge and its financial impact on River's Edge RV Resort. **Brajcich** acknowledged the concern and indicated that the City was working with legal counsel to review the matter and applicable regulations.

- **Sheri Lumijarvi** raised concerns regarding signage throughout the City, excluding political campaign signs. **Brajcich** acknowledged the issue and discussed the need for consistent enforcement of applicable signage regulations.

9. **Mayor Brajcich** adjourned the meeting at 7:58 PM.

Approved by the Clatskanie City Council on November 4, 2026:

ATTEST:

Robert Brajcich, Mayor

Kierza Hammill, City Recorder



City of Clatskanie

Meeting Date: November 4, 2026

Subject: Columbia Business Alliance Intergovernmental Agreement

Prepared By: N.J. Johnson, City Manager

BACKGROUND:

Following the dissolution of Columbia Economic Team (CET), the Columbia Business Alliance (CBA) was formed as a county-wide entity, housed under City of Scappoose. Sierra Trass presented to Council on May 6, 2026 describing the structure and activities of the CBA. Council agreed to support the CBA by matching its annual CET membership dues.

ANALYSIS:

The proposed CBA intergovernmental agreement and scope of work are included as **Exhibit A**. Broadly, they will provide business support, training, resource navigation, Keep It Local, and regional collaboration. Having a centralized economic development organization is a key asset for both business retention and expansion.

FINANCIAL IMPACT:

The City's contribution for services would be \$3,000, scheduled to increase by 4% each year going forward. The City has budgeted a \$3,000 contribution for the current fiscal year and will continue budgeting according to this schedule in future years.

RECOMMENDATION:

Staff recommend that Council authorize City Manager Johnson to enter into an intergovernmental agreement with City of Scappoose for economic development services.

SUGGESTED MOTION:

I move that Council authorize City Manager Johnson to enter into an intergovernmental agreement with City of Scappoose for economic development services.

EXHIBITS:

- A) Intergovernmental Agreement Between the City of Scappoose, Oregon and the City of Clatskanie, Oregon for Economic Development Services

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF SCAPPOOSE, OREGON AND
THE CITY OF CLATSKANIE FOR ECONOMIC DEVELOPMENT SERVICES

This Agreement is entered into by the City of Scappoose, an Oregon municipal corporation, acting through its Columbia Business Alliance department (“Scappoose” or “CBA”), and the City of Clatskanie, an Oregon municipal corporation (“Clatskanie” or “Recipient”), as of the date last stated below (the “Effective Date”).

RECITALS

Recipient recognizes the benefits of providing economic development related services to residents and businesses within its boundaries.

Scappoose, through its Columbia Business Alliance department, housed in the City’s Community Development Center, currently has the capacity and desire to provide economic development related services, as described in **Exhibit A**, throughout Columbia County which is made possible through contributions from local agencies and jurisdictions and through grant funding.

Recipient desires to receive these services from CBA for itself and its inhabitants.

The parties are authorized to enter into such agreements pursuant to ORS Chapter 190.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Purpose. This Agreement is intended to permit CBA, through its Community Development Department, to provide the Services to Recipient and its residents/businesses.
2. Services. CBA will provide the Services described in **Exhibit A** within the geographic area that constitutes the incorporated limits of Recipient.
3. Contribution for Services.
 - a. Contribution for Services are stated in **Exhibit B**. Notwithstanding anything to the contrary in this Agreement, CBA is authorized to increase the Contribution for Services by no more than four percent (4%) in July of each year without additional approval from Recipient or a formal Agreement amendment.

- b. Purchase of additional services. If Recipient elects to purchase additional services beyond those set forth in **Exhibit A**, CBA will provide agreed upon additional services on a case-by-case basis, subject to staff availability. Before performing any additional services, CBA and Recipient's authorized representative must agree in writing to the scope, schedule, and compensation, which may be based on an hourly rate or lump sum.
- c. Billing Procedures.
 - i. For all lump sum Services, CBA shall bill Recipient on July 1 of each year that this Agreement remains in full force and effect. Recipient shall pay CBA's invoice for Contribution for Services within thirty (30) days of receipt. Payments that are not paid within this time period shall be considered delinquent. Delinquent charges shall accrue interest on the unpaid balance, from the date of delinquency until paid, at an interest rate of one-half percent (.5%) per month.
 - ii. For any periodically charged Services, CBA shall bill Charges for Services monthly on the first (1st) working day of the month. The monthly billing will equal one-twelfth of the annual amount (or appropriate fractions of a month) for all Services. Recipient payments are due by the end of the month in which it is billed. Monthly payments that are not paid within this time period shall be considered delinquent. Delinquent charges shall accrue interest on the unpaid balance, from the date of delinquency until paid, at an interest rate of one-half percent (.5%) per month.
 - iii. If an amount is in dispute, Recipient will send payment for the undisputed amount according to the above schedule. Amounts in dispute will not be considered delinquent until thirty (30) days after the dispute has been resolved. If Recipient fails to pay a delinquent charge for sixty (60) days, CBA may suspend Services until such delinquent charges are paid in full.

4. Representatives.

- a. CBA Representative: Sierra Trass, Economic Development Specialist

- b. Recipient Representative: N.J. Johnson, City Manager

5. Contract Administration.

- a. Reporting. The CBA Representative will provide an annual report to the Recipient detailing the services that were provided within the community and county as a whole each fiscal year.

6. Term and Termination.

- a. Effective Date and Duration. The Agreement will be effective on the Effective Date. Thereafter, the Agreement will automatically renew annually on July first of each year, unless terminated earlier in accordance with its terms.
- b. Recipient Termination. Recipient may, between July 1 and December 31 of each year and upon ninety (90) days' written notice to CBA, terminate this Agreement in its entirety. If terminated, the Agreement shall expire on June 30 and will not renew on July 1.
- c. CBA Termination. CBA may, upon ninety (90) days' written notice to Recipient, in its sole discretion terminate this Agreement in its entirety or an element of the Service if the Recipient fails to meet its contribution obligation under this Agreement.
- d. Effect of Termination. Termination or expiration of this Agreement will not affect any rights, obligations, liabilities, claims, or remedies that accrued before the effective date of termination or expiration. Recipient will remain responsible for all undisputed amounts due for Services provided before that date. Each party will remain responsible, subject to applicable law, for its acts and omissions occurring during the term of this Agreement. Termination or expiration will not waive any immunity, defense, limitation of liability, or other protection available to either party under the Oregon Constitution, the Oregon Tort Claims Act, or other applicable law. Any provision that, by its nature or express terms, is intended to survive termination or expiration will remain in effect.

7. Terms Update. Should either party desire to amend the Contribution for Services or scope of Services, the party desiring to amend this Agreement shall notify the other

party in February of the desired changes. The parties shall promptly meet thereafter to discuss the proposed changes associated with the upcoming fiscal year (as measured from July 1). Following good faith negotiations of any revisions between both parties and mutual acceptance by the parties, the Scappoose City Manager or designee shall authorize the new revisions, and the parties shall execute an amendment to this agreement revising the Contributions for Services or scope of Services, or both, to reflect the newly negotiated terms. The parties shall execute this amendment by July 1 of the year within which the parties began term negotiations. Should the parties be unable to reach mutually agreeable amendment terms, the Agreement shall continue in full force and effect in accordance with the then existing Agreement terms, until terminated by either party in accordance with Section 6.

8. Responsibility for Acts. Subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act, each party shall be responsible for the acts and omissions of its own officers, employees, and agents in performing this Agreement. Nothing in this Agreement expands either party's liability beyond the limitations provided by applicable law or constitutes a waiver of any immunity, defense, or limitation available to either party.
9. Notice. Any formal notice or communication to be given must be in writing and will be effective upon the date of personal delivery, email or date of mailing, postage prepaid and addressed to the parties as follows:

CITY OF SCAPPOOSE
ATTN: Sierra Trass
33568 E Columbia Ave
Scappoose, OR 97056
Strass@scappoose.gov

CITY OF CLATSKANIE
ATTN: N.J. Johnson
P.O. Box 9
Clatskanie, OR 97016
njohnson@cityofclatskanie.com

The name and address to which notices and communications will be directed may be changed at any time by the parties provided that such notice has been given to the other party.

10. Miscellaneous.

- a. CBA does not intend by this Agreement to assume any obligations to any entity other than the Recipient, and the Recipient does not intend by this Agreement to assume obligations to any entity other than CBA.
- b. The parties certify that they are Equal Opportunity Employers.
- c. Neither party shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights under this Agreement without the prior written consent of the other party.
- d. CBA shall be considered an independent contractor for purposes of this Agreement. Nothing will be construed as creating the relationship of employer and employee, or principal and agent, between the parties or any of CBA's agents or employees. CBA shall retain all authority for rendition of Services, standards of performance, control of personnel, and other matters incident to the performance of Services.
- e. This Agreement and **Exhibits A and B** constitute the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified in this Agreement. The failure of either party to enforce any provision of this Agreement will not constitute a waiver by that party of that provision or any other.
- f. Provisions within this Agreement may be amended by mutual consent of the parties. No additions to, or alteration of the terms of this Agreement will be valid unless made in writing, approved and executed by authorized agents of the parties.
- g. The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and shall not be used to construe the meaning or to interpret this Agreement.
- h. The parties agree and acknowledge that the rule of construction that ambiguities in a written agreement are to be construed against the party preparing or drafting the agreement shall not be applicable to the interpretation of this Agreement.

- i. Upon identification of any provision of this Agreement that needs further interpretation or clarification, the parties through their respective legal counsels, may prepare a memorandum of understanding detailing the agreed upon interpretation of such provision. Such memoranda must be approved in writing by the parties.
- j. If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS HEREOF, the Parties hereby cause this Agreement to be executed as of the Effective Date.

CITY OF SCAPPOOSE

CITY OF CLATSKANIE

Authorized Signature

Authorized Signature

Printed Name and Title

Printed Name and Title

Date

Date



City of Clatskanie

Meeting Date: November 4, 2026

Subject: Columbia Business Alliance Intergovernmental Agreement

Prepared By: N.J. Johnson, City Manager

BACKGROUND:

The City is in the process of reviewing logos to be the next City logo. At the October 7, 2026 Council meeting, Council reviewed two concept logos, designated their preferred prototype, and provided feedback to refine it.

ANALYSIS:

Staff conveyed Council feedback to the graphic designer, who produced two further developed logos. Logo #1 is a fish jumping out of the river and Logo #2 is a fishing boat with a gillnet laid out. Staff requests Council preference between the two logos. Once a logo preference is established, staff further requests any fine tuning feedback on the selected logo that Council desires. The final logo will be presented for final approval at the December 2, 2026 meeting.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

N/A; Council discretion

SUGGESTED MOTION:

I move that the City proceed with Logo #___ and that staff work with the graphic designer to incorporate the specific feedback discussed.

EXHIBITS:

- A) Logo #1 - Jumping Fish
- B) Logo #1 on Letterhead
- C) Logo #2 - Fishing Boat
- D) Logo #2 on Letterhead

Exhibit A





Exhibit B

City of Clatskanie

Dear Mayor Brajcich,

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

With gratitude,

N.J. Johnson
City Manager
City of Clatskanie

Exhibit C



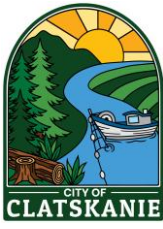


Exhibit D

City of Clatskanie

Dear Mayor Brajcich,

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

With gratitude,

N.J. Johnson
City Manager
City of Clatskanie