



CITY COUNCIL MEETING

October 14, 2019

CALL TO ORDER: Mayor James Kingsbury called the meeting to order at 7:00 PM. The Pledge of Allegiance was said, and Randy Cranston said a prayer. Councilors present: Michael Taylor, Jim Crowther, and Greg Atkin. Absent: Brian Schumacher. Staff Present: Myrna Harding, Finance/Office Manager; Alan Frost, Public Works Director; Katie Scott, City Recorder; Milan Castillo, City Attorney; and Deputy Barber, Police. There was 5 persons in the audience.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Remove Merit Badge in the Community.

PRESENTATIONS/COMMENTS FROM THE PUBLIC –

- A. 2020 Census Bureau: Kristen Steiner from the Census Bureau presented a prepared power point. The Census will begin on April 1st, 2020. Address canvassers have been out over the last month canvassing for addresses.

CONSENT AGENDA:

- A. Meeting Minutes – August 26, 2019: Mayor Kingsbury noted that inches should be changed to feet
- B. Meeting Minutes – September 9, 2019

MOTION: Councilor Atkin moved to adopt the consent agenda as amended. Seconded by Councilor Taylor. 4 ayes, motion carries.

STAFF REPORTS

- A. **Tom Barber, Police** – Deputy Barber presented the police stats for the month of September. There were 33 calls to service. Tom will work with Katie on fining the chronic alarm call offenders. There was a discussion of the County placing crosswalks at the NE Starr and Pine Street intersection. Mayor Kingsbury noted that there is a resident that came in to speak to him this afternoon regarding moving RV's from his property. He asked for an extension to have the RV's out by tonight. If they are not removed by morning, he will begin receiving a \$500.00 fine per day until they are removed. Discussion of this property followed.
- B. **Milan Castillo, City Attorney**- He has been working with the land use attorney on the Parks Ordinance. Discussion followed.
- C. **Alan Frost, Public Works** – Alan presented a Public Works report to the Council. The Berry Lift Station project is on schedule and is moving along smoothly. It is being reconstructed and updated with all new pumps and electrical equipment. Mayor Kingsbury noted that the City budgeted 220,000 for this project. He also noted that the City will begin looking into intergovernmental agreements between the Fire station and the CERT Program who may utilize the new Public Works property. Alan noted that he was contacted by the Santiam Hospital, they had an agreement with the previous owners of the property so that they could acquire fuel in case of emergency for their generators.
- D. **Myrna Harding, Office** – Myrna presented her prepared staff report for the office. There are now 212 out of approximately 950 customers that have signed up for Xpress BillPay. 97 have signed up for paperless billing. The possibility of offering a discount to those who sign up for paperless was discussed. She has received the draft audit report and is reviewing it for accuracy. The final draft should be completed soon. There is staff meeting on October 16th. She recommended that one council member attends the meeting on a rotating schedule each month.

NEW BUSINESS:

- A. Recommendations from the Planning Commission: Randy Cranston, Planning Commission President presented the recommendations from the Planning Commission to the City Council. Recommendation that the Council develop, implement, and allocate funds for the full extension of Melrose Street. The process to implement the extension of Melrose Street can take up to three years, so the sooner this process begins the better.
Recommendation that the City develop a full street inventory and conditions report and develop a transportation improvements plan.
Recommendation that the City obligate funds to upgrade the IT in the Council Chambers.
Randy also commented on the Planning Commission receiving information in regard to public hearings. Discussion followed.

ACTION ITEMS: None

ORDINANCES/RESOLUTIONS: None

CONTINUING BUSINESS:

- A. Salary Schedule: Councilor Atkin presented information to the City Council. The job descriptions for City Staff are inconsistent with what they were hired to do. Discussion followed.

MOTION: Councilor Taylor made a motion to increase office staff salary by 13.5% with the steps as presented and arrange for a City-wide analysis before the next cycle. Seconded by Councilor Atkin. Councilor Crowther noted that he would like to see an analysis done before the salary is increased for the office staff. Ayes: Taylor, Atkin, Kingsbury. Nays: Crowther. Motion carries 3-1.

- B. Document Storage: Mayor Kingsbury noted that the City must have documents stored appropriately. There is ample room for storage at the new Public Works Facility as well as space available to build storage in City Hall. Alan noted that the City did receive a bid from Dailey Construction to build storage at City Hall for \$8,100.00. Storing documents at City Hall would allow for ease of access. Conversation will continue next month.
- C. Codifying City Ordinance: Mayor Kingsbury noted that Councilor Atkin brought forth two companies, Municode and Code Publishing, that can codify ordinances. The bid for codification was approximately \$19,000.00 with a \$480.00 yearly fee. Discussion will continue next month.

INFORMATION ITEMS

- A. September Revenue Statement
- B. Expenditures – September 2019
- C. September Water Reports

COMMITTEE REPORTS:

Mayor Kingsbury: Spoke with the Mayor in Stayton, they are working on setting up a time to meet. The Employee SEP Retirement project is currently waiting on the IRS. The City was awarded the Gold Safety Award from the League of Oregon Cities.

Michael Taylor: The Planning Commission has finished going through the Development Code. Lisa Brosnan from the COG was at the meeting to give input. He attended the Long-Term Facilities Committee Meeting at the school.

Jim Crowther: Happy to see the Berry Lift Station is going forward. He spoke with George Susbauer about park land, he is going to speak with his sister. There is a Parks Board meeting on November 4th.

Greg Atkin: Nothing new with 911.

Brian Schumacher: Absent

Comments from the public: Wayne Stedronsky, City resident, questioned having volunteer work done around the City. He Asked Councilor Taylor if there have been any complaints about the school employees parking along the streets as there is no parking lot for the school.

Adjournment: Councilor Taylor moved to adjourn the meeting. Seconded by Councilor Atkin. Meeting adjourned at 9:21 PM.