



CITY COUNCIL MEETING

September 9, 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, Brian Schumacher, and Greg Atkin. Staff Present: Myrna Harding, Finance/Office Manager; Jason Devine, Public Works; Katie Scott, City Recorder; and Milan Castillo, City Attorney. There was 5 persons in the audience.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None

PRESENTATIONS/COMMENTS FROM THE PUBLIC – Addition of “Comments from the Public” after Information Items.

CONSENT AGENDA:

- A. Meeting Minutes – August 12, 2019
- B. Expenditures – August 2019

MOTION: Councilor Atkin moved to adopt the consent agenda. Seconded by Councilor Taylor. 5 ayes, motion carries.

STAFF REPORTS

- A. **Tom Barber, Police** – Deputy Barber was not present at the meeting. Sergeant Krieger noted that the police stats are not ready for the meeting. There was a stolen car in town causing police presence in the City. The individual was not found.
- B. **Milan Castillo, City Attorney**- Noted that he is currently working on bullet points from the City Ordinance regarding parks land.
- C. **Jason Devine, Public Works** – Jason presented a Public Works report to the Council. Finished laying chips in both parks. Beginning to start on the Berry Lift Station Upgrades. Electrical board to the new Public Works building is waiting on inspection for power. This week is Rose’s last week for the season.
- D. **Myrna Harding, Office** – Myrna presented her prepared staff report for the office. She noted that there was \$220,000 approved in the budget for the lift station upgrades. She gave an update on the Xpress BillPay System. 750 residents have signed up and 83 have opted for paperless billing. The annual audit was this last month as well the Workers’ Comp Audit. The City did receive a \$450 credit for the Worker’s Comp Audit. There will be a pizza party for Rose’s last day on Wednesday. The Commissioner’s breakfast was cancelled this month.

NEW BUSINESS:

- A. **Proclamation:** September 1, through September 7, 2019 to be known as Home Inventory Week. Mayor Kingsbury read the proclamation and declared the week of September 1 through September 7, 2019 as Home Inventory Week. There was a discussion of the CERT program storing a trailer at the PW shop. The City will need to create an agreement for them to store it there.
- B. **Salary Survey:** Councilor Taylor presented a salary study for the office staff. When they were originally hired, and the positions were created, the City had a City Manager. The City no longer has a City Manager and the office staff has taken on the tasks that that position would be doing. Councilor Taylor presented a percentage increase across the board for the office staff, keeping them at the same steps. Mayor Kingsbury also recommended that the City do a wage and salary study every three years. There are multiple agencies that can do this study, i.e. Cascade Employer

Studies, LOC, COG, or it can be done internally. Discussion followed. Council was in agreement to get information and come back to this at next month's meeting.

ACTION ITEMS: None

ORDINANCES/RESOLUTIONS:

- A. Resolution 1920-4: A Resolution Adopting an Email & Social Media Policy for the City of Sublimity, Oregon.

MOTION: Councilor Taylor moved to adopt Resolution 1920-4 a resolution adopting an email and social media policy for the City of Sublimity. Seconded by Councilor Crowther. 5 ayes, motion carries.

CONTINUING BUSINESS: None

INFORMATION ITEMS

A. August Revenue Statement

B. August Water Reports: Councilor Crowther asked Jason if a meter was purchased to detect leaks? Public Works has been speaking with OAWU and someone will be coming out to do an audit of the system.

Comments from the Public: Wayne Stedronsky, City resident, asked about the power to the South entrance sign into Sublimity. Jason noted that there should be power to the sign at this time. He also asked if the City will be hiring a City Administrator to relieve some of the duties that Myrna does. At this time, it has not been discussed amongst the Council.

Randy Cranston, City resident, commented on the social media policy and if there are consequences if the policy is not followed. Yes, it is a City Policy and the Council can enforce it as they see relevant.

Dolores Morris, City Resident, did not receive a CERT brochure during the Harvest Festival Parade, she is wondering if the City can receive more brochures to hand out in the office at City Hall. Dolores also commented on the salary survey for the office staff and asked if the City will be comparing salaries to Cities of similar sizes.

COMMITTEE REPORTS:

Mayor Kingsbury: He will be holding a meeting with the Mayor in Stayton regarding water and sewer services. He will be attending the LOC Convention this month.

Michael Taylor: The Planning Commission is still working on the Development Code. School started last week, and he is concerned about children crossing into the new development unsupervised. The subdivision has no sidewalks, so the children are walking in the streets. Residents are driving through this area as a shortcut. He would like to approach the school district regarding this and discourage students from walking into the undeveloped subdivision.

Jim Crowther: Nothing to report.

Greg Atkin: Nothing to report.

Brian Schumacher: Nothing to report

Mayor Kingsbury called for a break at 7:56 PM

Mayor Kingsbury called the meeting into executive session at 8:01 PM.

Councilor Schumacher left the executive session at 8:12 PM.

Adjournment: Councilor Crowther moved to adjourn the meeting. Seconded by Councilor Atkin. Meeting adjourned at 8:39 PM.