

MT. ANGEL CITY COUNCIL MEETING
290 E. CHARLES STREET
COMMUNITY MEETING ROOM
(MT. ANGEL LIBRARY)
MONDAY, MAY 11, 2009

Special Meeting Minutes

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1. **Call Meeting to Order** **Mayor Rick Schiedler** **7:00 p.m.**

Mayor Schiedler called the meeting to order at 7:02 p.m.

2. **Flag Salute**

3. **Roll Call**

Rick Schiedler, Mayor
Ray Eder, Council President
Mike Donohue, Councilor
Kelly Grassman, Councilor
Andy Otte, Councilor (late)
Teresa Kintz, Councilor
Darren Beyer, Councilor

Pete Wall, Interim City Administrator
Tracy Grambusch, Finance Director
Brent Earhart, Police Chief
Michele Hall, Assistant to City Administrator
Dan Bernt, Public Works Superintendent

4. **Appoint Special Counsel to Represent City in Arbitration** **Mayor Rick Schiedler**

A request was made for arbitration in regards to Jim Hunt's termination of employment. After some research with the League of Oregon Cities and the Local Government Personnel Institute the council was referred to Mark Amberg with Harrang, Long, Gary, and Rudnick who is a specialist in this area.

Mayor Schiedler requested a motion to appoint this law firm as special counsel to represent the city in arbitration.

A motion was made by Councilor Grassman to appoint Harrang, Long, Gary and Rudnick as special counsel to represent the City in arbitration. Councilor Beyer seconded the motion.

The motion was passed by the following vote:

AYES: 5 NAYS: 0 ABSTAIN: 0

5. Budget Work Session

A staff presentation was made by Interim City Administrator Pete Wall. A copy of the notes he distributed is available with the meeting minutes.

Mr. Wall explained that he believes this is a very conservative budget. He expects that there will be probably be more money than is being projected. In his mind, this is a worst case scenario for the budget. He would never recommend that the council overestimate revenue as that would be disaster. Finance Director Grambusch advised that the auditors would look very poorly on revenue that didn't come in if it was budgeted.

Discussion took place between the City Council and the City Staff on the following topics:

Working Capital Carryover:

The Council was concerned that the working capital carryover estimate was quite a bit less for this budget cycle. Staff advised that this is an estimate and that there will likely be more, but it was more desirable to keep the number conservative because of possible unforeseen expenses or reduction in revenue. Councilor Donohue asked staff to pay attention to this figure so that the City is not in a financial bind through this economic downturn.

Policing:

Providing 24 hour service coverage.

- Who would respond to calls at other times? Contracts would need to be negotiated with other agencies.
- The Abbey contract requires 24 hour policing as part of the terms of the contract. That is worth about \$17,000.
- Using Reserves would be possible, but not reliable.

Training:

- DPSST training is paid for by the State. The cost to the City is the trainee's salary while in Police Academy. There is a contract that new officers are required to sign that states they will serve three years or reimburse the City for all/or part of the wages they were paid while in training.
- Reserve officers are trained and serve at their own expense.
- Officers must maintain a certain level of training per year to keep their certifications. We have officers that are also involved in specialized training such as SWAT.

Streets:

- Council would like to see more grants to fix the streets. It was explained by Mr. Wall that the Council of Governments has staff that keep up on the different grants available and the City's eligibility for those grants. The other issue is that often the grants require matching funds and there is essentially no money in the street fund to enable us to do that. Revenue sources need to be considered.
- The Planning Commission has agreed to act as an advisory committee to the Council on streets and it is Mr. Wall's hope that will include proposals for generating revenue.

Code Enforcement:

- Council did not see the need to fund Code Enforcement at its current level. Staff advised that the reports that were generated for the monthly council meetings reflected only those cases that resulted in citation. There are many issues that are resolved without the need to cite the case into court.

- Staff brought forth a suggestion that the Council consider a complaint driven Code Enforcement system with a maximum of 8 hours per week. It would be understood that if no calls for Code Enforcement came in, the Code Enforcement officer would not be called in for the week. This would produce an annual savings of \$13,000.

City Hall Staffing:

- Staff requested the consent of the council to utilize the employee that fulfills the Code Enforcement position as an office clerk as she is already cross-trained. The funding for this position is already budgeted under different position.
- The Council recommended that staff consider closing for the lunch hour to cover the reduction in office staff hours at this time.

Library:

- Discussion took place about the \$12,000 budgeted for new books. Some councilors felt that was excessive. However, the library does receive income for books that are loaned to other libraries so having an up-to-date, relevant collection is a good investment.
- Library staffing was a concern. Mr. Wall mentioned that there is a position for a library assistant in the budget that was funded last year but has not been filled. The City staff will be working on filling that position immediately.
- The Council would like to encourage library volunteers to assist the staff.

Public Works:

Training

- Public Works Superintendent Bernt explained to the council the training requirements for the positions within public works.

Staffing

- There was a discussion between the council and staff of the duties and responsibilities that fall under the Public Works department and how those duties are fulfilled.
- Some of the council questioned why we couldn't hire out for lawn mowing. Staff explained that when tried in the past there was trouble with sprinkler heads being mowed off. There was some discussion if that was really cost efficient.
- The staff is requesting an additional day for the part-time employee to work. Council was asking what his duties would entail for that extra day and what duties would go undone if it was not granted. Superintendent Bernt explained that it would basically lighten the load on the other staff members and that the part-time employee was being cross-trained to fill in for vacations, emergencies, etc. The tasks would still be done regardless.
- Staff calculated that not adding the additional 8 hours to the part-time position would produce an annual savings of \$7500.00.

Meter Reading Costs

- Councilor Donohue suggested that there might be a cost savings by reading meters every three months instead of every other month. Staff felt that would be difficult to implement and would also create potential billing issues. Meters are also checked for performance while the public works staff is out reading meters.

Sludge Management Fund

- There was discussion about the Council's concern that we still have quite a ways to go to meet the goal of having \$1,000,000.00 in the sludge management fund. There was discussion about how money gets into that fund and how more could be generated.
- Superintendent Bernt pointed out that they recently had a measurement done in the lagoons and it will still be a few years before they need to be dredged again. At that time, they will work with whatever money they have to dredge as much as they can. It is not a situation where if the City doesn't have a million dollars the project cannot be done. Whatever they are able to do, which will be a sizable portion, will give them more capacity. In the meantime, the City is still trying to work toward that goal.
- Finance Director Grambusch said that Mr. Wall has suggested that SDC's could possibly be used for the Sludge Management fund, which up until this point has not been done. (A question about the city's SDC's being low was asked and Mr. Wall explained that SDC's are figured on formulas that are dictated by the various Master plans the city has, for example the Parks Master plan that was discussed at the last meeting. Currently, the City of Mt. Angel is in need of updating those plans before changes can be made in SDC's.)

Volunteers:

Councilor Kintz opened a discussion on using volunteers to fill some of the City's needs. She asked Megan Raymond about her experience with volunteers on the Park play equipment. Mrs. Raymond said that she had a good turnout initially but interest waned over the course of the project. Both councilors and staff expressed some concerns.

After the discussion on these topics, the City Council still felt it prudent to make further cuts to the Budget that was approved by the Budget Committee. Mr. Wall reiterated that the areas that the staff researched for cuts were based on comments that were expressed by the council in open meetings and not the recommendation of the staff, but that the staff would conform to the council's wishes. Council directed staff to make the following changes to be presented to them at the June council meeting for adoption.

- a. Reduce Code Enforcement to on-call at a maximum of 8 hours per week for a savings of \$13,000.00.
- b. Deny staff request for an additional 8 hours for the part-time public works employee for a savings of \$7,500.00.
- c. The \$13,000.00 was to be put into General Fund contingency.
- d. The \$7,500.00 is dedicated water/sewer money so 50% of the money going into the water reserve fund and 50 % of the money going into the sewer reserve fund.

6. Adjourn Special Session

The meeting was adjourned at 9:44 pm.

Respectfully Submitted,

Michele Hall, Assistant to the City Administrator

Attested by:

Rick Schiedler, Mayor

Filed in the Office of the City Recorder this ____ day of June, 2009.