

City of Mt. Angel
City Council Meeting Minutes

Draft/Subject to Approval

CITY COUNCIL

7:00 PM

October 12, 2009

The City of Mt. Angel's City Council met in a regular session Monday October 12, 2009 at the Community Meeting Room, 290 E. Charles Street, Mt. Angel, Oregon.

I. **CALL TO ORDER:** The regular meeting of the Mt. Angel City Council was called to order at 7:00 pm by Mayor Rick Schiedler.

II. **FLAG SALUTE:**
Mayor Schiedler led the salute to the flag.

III. **ROLL CALL:**

COUNCIL

Rick Schiedler, Mayor
Ray Eder, Council President
Darren Beyer, Councilor
Michael Donohue, Councilor
Kelly Grassman, Councilor
Teresa Kintz, Councilor
Andrew Otte, Councilor

STAFF

Pete Wall, Interim City Administrator
Michele Hall, Assistant to City Administrator
Brent Earhart, Police Chief
Tracy Grambusch, Finance Director

Mayor Schiedler read a statement from the Council to the public regarding the termination of Jim Hunt. The statement is filed with the council documents for this meeting.

IV. **PRESENTATION OF CERTIFICATE OF APPRECIATION:**

Police Chief Brent Earhart presented a Certificate of Appreciation to Mt. Angel Development Programs representatives, Carolyn Fox and Jean for allowing the police department to use their warehouse during Oktoberfest as a base of operations. The Chief praised the hard work of the organization in cleaning and preparing the warehouse for their use for the past three years.

Carolyn Fox thanked the Council and the Chief for the award and gave a brief presentation of the programs offered by the Mt. Angel Developmental Programs and handed out a brochure to the Council with more information.

V. **APPEARANCE OF INTERESTED CITIZENS:**

John Gooley thanked the Council for their support of the Oktoberfest. It was one of the best ever. Initially figures seem to indicate that the booths did even better than last year. He thanked the staff including Public Works, Administration, and the Police Department for their contributions to the festival.

Councilor Otte commended the Oktoberfest organization for assisting the organization who lost their food booth on their way to set up. Many people worked overnight to help that organization get set up and prepared to participate in the festival with a makeshift booth. He felt that was a testament to the community spirit displayed through the Oktoberfest organization.

Dave Kohler, President of the Mount Angel Community Foundation reported about the Oktoberfest Community Building. He handed out brochures that are being presented to the community and interested donors about the fund raising efforts. Councilor Otte asked that they make brochures available for distribution in City Hall.

VI. APPROVE ACCOUNTS PAYABLE:

Councilor Kintz made a motion to remove the Reimbursement for Teresa Kintz from the Accounts Payable so she could participate in the rest of the discussion. Councilor Donohue seconded.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

Councilor Grassman began a discussion on the possibility of having the Council review the accounts payable and not vote on them. That is how other cities seem to handle the situation helping them avoid potential conflicts of interest. Mr. Wall explained that the Council Rules would need to be amended as they require the Council to approve the accounts payable. Council directed Staff to draft a resolution to amend the Council Rules to state "Review Accounts Payable" rather than "Approve Accounts Payable".

Councilor Otte made a motion to approve accounts payable as amended. Councilor Donohue seconded the motion.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

Councilor Grassman moved to approve the reimbursement payment for Teresa Kintz. Councilor Donohue seconded the motion.

The motion was passed with the following vote:

AYES: 5 NAYS: 0 ABSTAIN: 1

Councilor Kintz abstained from voting.

VII. CONSENT AGENDA:

- a. Approve City Council meeting minutes of August 3, 2009
- b. Approve City Council meeting minutes of September 8, 2009
- c. Approve Liquor License for The Village Pizza Ristorante
- d. Approve Street Closure for KristkindlMarkt

The mayor requested that Assistant to City Administrator, Michele Hall explain the purpose of the yellow sheet that was provided to the Council prior to the meeting. Mrs. Hall explained that a correction had been made to page 2 of 5 of the August meeting minutes. The record originally read "due to a federal law," it has been corrected to read "a decision made at the national level by the Boy Scouts of America".

Councilor Donohue made a motion to approve consent agenda. Councilor Grassman seconded the motion.

Councilor Otte requested Item 7d. be removed from the consent agenda for a point of clarification.

Councilor Otte made a motion to remove Item 7d. from the consent agenda for discussion. Councilor Eder seconded the motion.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

Councilor Otte noticed that the dates on the street closure application reflected a September street closure and not December. The applicant was in the audience and stated it was a mistake on her part and the dates would read December 4 – 6, 2009. Staff was directed to correct the application.

Councilor Otte made a motion to approve the street closure for KristkindlMarkt with the correction to reflect the proper dates. Councilor Kintz seconded the motion.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

VIII. CORRESPONDENCE:

No discussion.

IX. STAFF REPORTS:

a. Police Department

A written report by Chief Earhart was included in the council packet.

Chief gave a verbal report of Oktoberfest and police activity during the festival. It was a little busier than usual. He attributed that to the new security company hired by Oktoberfest. The security company did not put up with anything and helped keep the festival running smoothly. There was only 1 DUI in the county attributed to Oktoberfest during the weekend. So the Chief felt overall it was a success.

Councilor Kintz asked if the school resource officer was available to work regular shifts during school holidays. The Chief reported that he is available to work shifts during those times.

b. Public Works

A written report was included in the council packet. No additional discussion took place.

c. Finance

A written report was included in the council packet. Finance Director reported the office is short-staffed this week due to vacation. Councilor Kintz asked if there may be a way to incorporate volunteers. Mrs. Grambusch explained that it would be difficult, we have had them in the past, but when it comes to them handling sensitive information it has become more difficult to screen and to even get applicants.

Councilor Eder asked about the re-suspensions. Mrs. Grambusch explained the process the City is using to collect these funds. She explained some of the challenges the court faces in keeping up with people. Mr. Wall explained that this is a problem in most communities, especially with offenders that do not care about the fines imposed.

Mrs. Grambusch explained the PERS information. The PERS rate will change in 2011. The PERS report is explaining the trends that will affect the new rates in 2011. The final evaluation will be made at the end of 2009. This will be an important part of the budgeting process, although Mrs. Grambusch explained that there is a PERS reserve account that has been established to help the City weather rate increases.

X. OLD BUSINESS:

No old business was discussed.

XI. NEW BUSINESS:

a. Resolution to authorize a new city fee schedule.

Mr. Wall gave an overview of the reasoning for adopting a fee schedules. The staff did not make significant changes other than to simplify some of the fees and make others more reasonable. This resolution will replace all the other resolutions setting fees. They will be reviewed on an annual basis by the City Administrator and Mr. Wall suggested that if the council wished to review the fees before they go into affect, that they add language to the resolution.

Councilor Grassman asked about the difference between copies in the library. Staff explained that it was difference in staff involvement in copying also the desire to make it easier for people to access information.

Councilor Grassman also questioned the Park Fees. She felt the fees were too high. Staff explained that Public Works staff actually goes out before the party who reserved the park shows up and makes sure the park is clean, perhaps sets out extra tables, and empties the trash. They do that again after the party leaves in preparation for the next reservation. So, it does involve staff time. There was clarification on some typographical errors on the fee schedule, that will be fixed. Councilor Kintz also clarified the discrepancy on the deposit fee seen on the fee schedule and what she has seen on accounts payable in the past.

Council asked for the fee schedule to be placed on the website.

Councilor Donohue suggested that he would like to see language in the resolution that involves the council in the process. The wording agreed to was “with the consent of the City Council” added to Section 3.

Other general discussion took place.

Councilor Beyer made a motion to authorize the new City Fee schedule with the amendment. Councilor Grassman seconded the motion.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

(Recorder’s note – this resolution was assigned number 1306)

b. Authorize Interim City Administrator to hire a police officer to replace the School Resource Officer position.

Councilor Grassman asked for an explanation of the length of time the officer would spend in training. The Chief responded that new officers go through a 16 week academy at DPSST than there is field

training which varies between 8-16 weeks depending on experience. If the City is able to attract a certified officer it may be as short as four weeks.

Councilor Grassman pointed out that hiring a new officer would put that officer in training for approximately 32 weeks or about 8 months. Just to get the officer trained would put us into June. She explained that this was the reason she vote no on the School Resource Officer at the last meeting, because it will be 8 months before the person is ready.

Mr. Wall explained that this is an issue for small cities.

The new officer would have a three year contract, but if for some reason the School Resource Officer contract were not to be renewed, they would have to lay off the new officer. Also, just as a note if another agency hires an officer another agency has trained, that agency will have to pay training costs.

Mrs. Hall requested a 5 minute break to take care of a technical issue.

The meeting was adjourned at 8:10 pm for a 5 minute break.

The meeting reconvened at 8:15 pm. Discussion continued on the topic of hiring a police officer.

Chief Earhart asked to clarify a point with the Council. The academy that a trainee attends is paid for by the state, during that time we are only responsible for their salary. If a trainee leaves before the end of their three year contract, they pay the City for the salary paid during training.

Councilor Beyer asked if the City could recruit for an experienced officer and if we have another opening, then we could send the other to academy. He is concerned about working the other 3 officers too much. Chief Earhart explained that preference is given to certified officers.

Councilor Donohue proposed the possibility of tapping into the School Resource officer and amending the contract with the School District for part-time coverage. Chief Earhart explained the option is already built into the contract in case of department needs. Councilor Kintz agreed that it would be worth looking into.

Councilor Eder made a motion to authorize the Interim City Administrator to hire a police officer. Councilor Grassman seconded the motion.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

c. Resolution to authorize Mid-Willamette Valley Council of Governments to apply for a State Technical Assistance Grant.

Mr. Wall briefly explained that the Development Code is in need of updates to clarify some apparent contradictions. The project would be managed by the City's contract planner. The matching funds part of the application is not mandatory. The City has about \$2000 which can be contributed and the rest would be in-kind matching such as staff time and materials.

Councilor Donohue made a motion to adopt the resolution to authorize the Mid-Willamette Valley Council of Governments to apply for a State Technical Assistance Grant to provide amendments to the City's Land Use and Development Code. Councilor Otte seconded the motion.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

(Recorder's note – this resolution was assigned number 1307)

d. Appoint Recruitment Committee.

Mr. Wall handed out a recruitment schedule to the Council. This is the first step in the process of beginning the recruitment for a new city administrator. The goal dates for each step in the process were included on the schedule. The ultimate goal is to have a new administrator in place by April 1, 2010. In order to get started, Mr. Wall requested volunteers to serve on the recruitment committee. The committee would contribute by establishing a profile and setting other criteria to bring before council for amendments and final approval. Along with Mayor Schiedler; Councilor Grassman and Councilor Otte volunteered to serve.

Councilor Donohue asked if this would be an in-house recruitment. Mr. Wall replied that it would essentially be in-house except for the background checks and credit reports.

The council gave their consent for the recruitment schedule.

XII. CITY ADMINISTRATOR'S REPORT:

Mr. Wall gave a verbal report. City Hall has been painted. The goal was to blend in to the downtown core. There have been several compliments on the new colors. Mrs. Hall arranged for a high school to tole paint the flower boxes as their senior project. The Preschool roof has been replaced. The tree is scheduled to be removed this week and the stump will be ground. The wood will be donated the Marion County Juvenile Program for their senior wood program. Staff would be looking into replacing the tree before the holidays.

Councilor Donohue mentioned that trees also needed to be placed in the curb cut-outs by the City parking lot.

Councilor Kintz mentioned that she talked to Kraemer's about a replacement tree. She was concerned if this was a good time to plant a tree.

There was a short discussion about the Tree Board being involved. It was determined that the Board needs to be completed and the councilors recommended ways of recruiting more volunteers including high school students. There have been a couple of applications. Councilor Kintz has contacted Grant Aman, a high school student who is interested in serving on the Parks Board

The City is out for bid on the Elm Street Waterline Project. It was budgeted in the last budget and we are scheduled to move ahead.

Mr. Wall referenced the model city charter he provided to the Council in their packets. Since revising the charter is an involved process he encouraged the Council to review the one provided.

XIII. CITY COUNCILOR'S REPORT:

Councilor Otte reported on the Communication Committee meeting. The contents of the November newsletter have been defined and the committee is working on the layout. The committee is also recommending setting up a separate email to improve communication between the city and its citizens. There would be a nominal cost of \$57 to set up the separate email account. Mrs. Liesa Kister asked why the city could not use a free email account. After some discussion, it was agreed that Mrs. Hall would look into the option recommended by Mrs. Kister.

The other item of discussion is distribution. It appears that the best method of distribution would be an insert in the Shopper. There will be a fee for that and it will be a distribution of 1100 copies which represent delivery to the city proper. We are awaiting a quote on just inserting the newsletter. The printing will be done in-house at City Hall. The newsletter will be posted on the website as well. The committee will meet again on October 26th to finish this issue and will layout the next couple of issues. Councilor Otte has contacted the high school to see if there is a student that would be interested in assisting with the newsletter, keeping production schedules, etc as a senior project.

Councilor Kintz suggested that at .08 cents per copy it might be better to have the Shopper print it. Mrs. Hall explained that the lowest quote we were given was \$222 for a one-page insert once a month. It was determined that the City could produce the newsletter for approximately \$14 per month as we have not reached the contracted amount of copies per month on our copy machine.

Councilor Otte also reported the name change for the newsletter. After some consideration, the committee decided to name the newsletter "The City of Mt. Angel Newsletter" instead of "The Village of the Bells- the City of Mt. Angel Newsletter."

Councilor Donohue asked if the staff was working on getting some help in the office. Mrs. Grambusch explained that we are currently advertising for a temporary part-time accounting clerk. The staff is still assessing the office needs but we need help immediately. Councilor Donohue encouraged staff to do what was necessary to get help.

Mrs. Grambusch stated on the newsletter, there may be a budget adjustment that will need to be made to cover the cost of distribution.

Councilor Grassman reported that she and Councilor Kintz attended the League of Oregon Cities Conference. They learned a lot and met several people. The conference was good; they received a lot of good information. There were a lot of good networking opportunities. Councilor Kintz mentioned that there was a video on city council bloopers that was very informative, it might be good to view that as a council.

XIV. MAYOR'S REPORT:

The Mayor did not have anything to report.

XV. ADJOURN REGULAR MEETING:

Mayor Schiedler adjourned the meeting at 8:51 p.m. Executive Sessions were held after a short break.

XVI. EXECUTIVE SESSION:

An Executive Session will be called pursuant to ORS 192.660(2)(h) in order to consult with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. Members of the media and those authorized by the Mt. Angel City Council may attend.

The Executive Session opened at 9:00pm and adjourned at 9:29pm.

XVII. EXECUTIVE SESSION:

An Executive Session will be called pursuant to ORS 192.660(2)(f) in order to consider “information or records that are exempt from public inspection.” Members of the media and those authorized by the Mt. Angel City Council may attend.

The Executive Session opened at 9:29pm and adjourned at 9:45pm.

XVIII. REGULAR SESSION RECONVENED:

The regular meeting reopened at 9:45pm

A motion was made by Councilor Otte to authorize the Interim City Administrator Pete Wall to work with Mark Amberg to prepare modifications to the contract extensions for Police Chief Brent Earhart and Finance Director Tracy Grambusch.

The motion was passed with the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0

XIV. REGULAR MEETING ADJOURNED:

The regular meeting was adjourned at 9:46pm

Respectfully submitted by:

Michele Hall, Assistant to City Administrator

ATTESTED BY:

Rick Schiedler, Mayor