

City of Mt. Angel  
City Council Meeting Minutes

Draft/Subject to Approval

**CITY COUNCIL**

**7:00 PM**

**January 4, 2010**

The City of Mt. Angel's City Council met in a regular session Monday, January 4, 2010 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 7:04 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  
Dan Bernt, Public Works Superintendent

IV. **APPEARANCE OF INTERESTED CITIZENS:**

Jim Hunt asked about the contract with K-Tech and the monitoring of the wells and the parking lot across the street and what the status was on that contract.

He also asked about the siren and why it was still being used. He said that it was scheduled to be removed. He stated that the City was in violation of a contract.

Jim Hunt also addressed a letter to the council and wanted to know why his letter was not entered into the minutes of the council.

Dave Kohler submitted a letter for inclusion in the record and read it to the council. It addressed the request from the Community Foundation to apply for the CBDG grant. See the permanent record for the text of the letter. He also gave a report on the fund raising. At this time they have raised about \$250,000, they have about \$100,000 in pledged funds and projected funds of about \$250,000. This does not include the grant portion of the funds that they are looking for.

Mr. Wall explained that the City's grants are managed by the COG. He is currently waiting to meet with the COG staff in order to determine how to proceed on this request.

Mr. Kohler encouraged the council to aggressively pursue the CBDG grant.

Councilor Kintz asked if any of the other grants were dependent on the CBDG grant. Mr. Kohler did not believe so. They were grants for the building itself. The CBDG is specifically for the street. The Community Foundation is committed to paying for the direct costs of the street.

Councilor Kintz asked what the total amount of the grants they were pursuing. Mr. Kohler did not know.

Mayor Schiedler asked what the project cost was. Mr. Kohler said that it has gone up a little and they are looking at \$1.9 million.

Councilor Eder asked if they were hoping to have the cash in hand before they started. Mr. Kohler said not necessarily, they had pledges that spread out over 2-3 years. The goal would be to have the cash at completion and if that did not happen, they would look into a loan.

**V. REVIEW ACCOUNTS PAYABLE:**

No report was presented this month as the adjustment is being made from approving to reviewing the accounts payable. The finance staff is preparing a new report that will reflect expenses for a whole calendar month.

**VI. CONSENT AGENDA:**

a. Approve City Council meeting minutes from December 7, 2009 meeting.  
A correction sheet was handed out at the meeting and Mrs. Hall explained the correction on the bottom of page 3 of 9. Mayor Schiedler pointed out a correction on page 6 of 9, meeting should be meter.

Councilor Grassman liked having the listing of the consent agenda and other areas in the minutes. It makes the minutes more readable.

Councilor Grassman moved to approve the Consent agenda with corrections. Councilor Donohue seconded.

The motion was passed with the following vote:

**AYES: 6 NAYS: 0 ABSTAIN: 0**

**VII. CORRESPONDENCE:**

No correspondence was included in the packet.

**VIII. STAFF REPORTS:**

**a. Police Department**

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

Chief Earhart explained that he had included the crime stats.

Councilor Kintz asked about Officer Hall and she wondered if he had academy training since he has been a reserve. Chief Earhart explained that because he was a reserve he could be on patrol and his training time will be reduced, but he still needs to be certified and go to the academy. The full certification process takes 18 months.

Councilor Otte asked about the hiring of the officer to fill the newest vacancy. Chief Earhart explained that they have two candidates in background checks.

Councilor Eder asked about the new cell phone law. The new laws do not allow for drivers under 18 to use a cell phone at all

**b. Public Works**

A written report by Dan Bernt was included in the council packet.

Councilor Beyer asked about the part of his report that spoke to the number of broken pipes and a few frozen meters. He was concerned that the report said the broken pipes were preventable. Mr. Bernt explained that the homeowner's actions were responsible for most of the broken pipes.

Councilor Beyer asked about the remaining punch list items. Mr. Bernt explained that because of the weather they have given the contractor permission to hold off on fulfilling some items.

Several other questions were asked by the Council that were not addressed in the Public Works report.

**c. Finance**

A written report by Tracy Grambusch was included in the council packet. No questions were asked.

**IX. OLD BUSINESS:**

No old business.

**X. NEW BUSINESS:**

**a. Motion to adopt Budget Calendar for fiscal year 2010/2011.**

Councilor Grassman asked if there was any way to get the budget documents earlier. Mrs. Grambusch explained that things are getting started earlier and her hope is to get the budget prepared in March so that the Budget Committee will have two weekends and hopefully two full weeks to review the documents.

Councilor Kintz asked about shifting the budget meetings to the following week. Mrs. Grambusch explained that the last two weeks of any month are difficult for her with other office obligations. It is her hope to present a full and accurate budget document by the end of March possibly the 26th. Additional discussion took place about the rescheduling the meeting. Councilor Otte was concerned that moving the meetings would potentially impact the rest of the process and felt it was better planning to leave the meetings as they were to provide the built in cushion in case additional meetings needed to be held.

Councilor Grassman asked about the Budget Goal-Setting meeting on January 19<sup>th</sup>, if that was the community goal-setting meeting. Mr. Wall said this was a meeting to review the council goals from last year and set the Council's budget priorities. He recommended scheduling a community goal setting meeting with the new city administrator.

Councilor Otte made a motion at adopt the Budget Calendar for fiscal year 2010/2011. Councilor Beyer seconded the motion.

The motion was passed with the following vote:

**AYES: 6      NAYS: 0      ABSTAIN: 0**

**b. Resolution to appoint Finance Director Tracy Grambusch as budget officer for fiscal year 2010/2011 budget.**

Councilor Otte asked if this was a year to year resolution. Mr. Wall explained that because of the timing of the recruitment for City Administrator, it was advisable to appoint the Finance Director to this position this year.

Councilor Otte made a motion at appoint Finance Director Tracy Grambusch for fiscal year 2010/2011. 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 1316.)

**c. Review of Council Rules per Resolution 1056**

Mr. Wall gave a brief explanation of reviewing the council rules. He requested the council to have a discussion of the rules and the staff would present a resolution with the changes.

Mayor Schiedler asked about Section 10.1. The language is difficult. Discussion took place about the need for taking a more thorough look at the rules.

In response to a question on when Council Rules should be reviewed and how it is impacted by election of new councilors, Mr. Wall suggested having an orientation with new councilors. At that time, the council rules, the budget, and the City Charter would be reviewed and it would not place a burden on them to revise Council Rules they are unfamiliar with.

Conversation between all the Councilors took place about the inclusion or revision of the following topics in the Council Rules:

- Telephone and electronic communication and participation
- Email policies
- Speaking by members of the audience (like Wheeler, OR rules)
- Layout
- Definitions and explanations ( like Molalla, OR rules)
- Add information on Ad-hoc and Advisory Committees
- Adopting agenda (?) or change order
- Clean up language about Presiding Officer
- Review of rules
- “Unfinished” Business instead of Old Business

Councilors will submit additional suggestions to the Interim City Administrator's office and staff will create a draft for the next meeting.

**XI. CITY ADMINISTRATOR'S REPORT:**

Mr. Wall gave a verbal report.

Reminder of the pre-budget meeting on January 19, 2009 at 7 pm. which is a special meeting open to the public.

The basement project is being started.

Kristine Pilmore, a Chemeketa college student is volunteering in the office.

The Flower box project is being worked on this month.

Mr. Wall and involved staff have been busy with recruitment.

Mr. Wall also mentioned that council committee appointments which would normally be appointed at this meeting, but will be brought before the council at the January 19, 2010 meeting. This is to fulfill the 60 day notice requirement spelled out in the ordinance governing the appointment to committees.

**XII. CITY COUNCILOR'S REPORT:**

Councilor Beyer asked Fire Chief Don Fleck about the fire siren. Chief Fleck explained that it is on a timer to go off only during the hours of 6am and 8pm. It is only supposed to go off for major events such as multiple apparatus fire alarms, motor vehicle accident. Mr. Wall stated that he is not sure that the agreement requires that the siren be turned off. He is going to check on that. At a meeting earlier this year, the Chief and Mr. Wall decided that it would be best to talk to the residents of the Glockenspiel. To this point, we have not had any other complaints about the noise. Chief Fleck said that the district has applied for a grant to replace it. The Chief explained that having the siren has made a difference in response to calls. When the siren was off they did have some personnel response issues.

Councilor Otte gave a report on the Newsletter Issue 3. He thanked Mrs. Hall for her work.

Councilor Eder asked the Chief about code enforcement and if there is much activity. Chief Earhart said that there were only a few complaints. Councilor Eder confirmed that it is still a complaint driven process.

**XIV. MAYOR'S REPORT:**

Mayor Schiedler contacted all the committee members that were up for reappointment. Applications are being accepted until January 11, 2010.

The Mayor mentioned that he enjoyed the Potluck for staff before Christmas and he expressed his gratefulness for all who participated.

**XV. CLOSE REGULAR MEETING:**

Mayor Schiedler closed the regular meeting at 9:00 p.m.

**XVI. EXECUTIVE SESSION:**

An executive session was called in accordance with ORS 192.660(2) (a) to consider the employment of a public officer, employee, staff member or individual agent. Members of the media, designated staff, and those authorized by the Mt. Angel City Council may attend.

The executive session was convened at 9:10 pm.

The executive session was adjourned at 9:52 pm.

An audio recording was made of the meeting, it is exempt from public disclosure.

**XVII. EXECUTIVE SESSION:**

An executive session was called in accordance with ORS 192.660(2) (e) in order to deliberate with persons designated to negotiate real property transactions. Members of the media, designated staff, and those authorized by the Mt. Angel City Council may attend.

The executive session was convened at 9:52 pm.

The executive session was adjourned at 9:53 pm.

An audio recording was made of the meeting, it is exempt from public disclosure

**XVIII. RE-CONVENE REGULAR SESSION:**

The regular meeting of the Mt. Angel City Council re-convened at 9:53 pm.

Councilor Otte made a motion to adopt the recommended slate of candidates from the recruitment committee. Councilor Eder seconded the motion.

The motion was passed with the following vote:

**AYES: 6    NAYS: 0    ABSTAIN: 0**

**XIV. ADJOURN REGULAR SESSION:**

Mayor Schiedler adjourned the regular meeting at 9:55 p.m.

Respectfully submitted by:

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Michele Hall, Assistant to City Administrator

ATTESTED BY:

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Rick Schiedler, Mayor