

City of Mt. Angel
City Council Meeting Minutes

CITY COUNCIL

7:00 PM

June 6, 2011

The City of Mt. Angel's City Council met in a regular session Monday, June 6, 2011 at the Community Meeting Room, 290 E. Charles Street, Mt. Angel, Oregon.

1. **CALL TO ORDER:** The regular meeting of the Mt. Angel City Council was called to order at 7:04 pm by Mayor Rick Schiedler.
2. **FLAG SALUTE:**
Councilor Beyer led the salute to the flag.
3. **ROLL CALL:**

<u>COUNCIL</u>	<u>STAFF</u>
Rick Schiedler, Mayor	Susan Muir, City Administrator
Ray Eder, Council President	Kelsey Lewis, Assistant to the City Administrator
Darren Beyer, Councilor	Dan Bernt, Public Works Superintendent
Andrew Otte, Councilor	Chaunee Seifried, Interim Finance Director
Kelly Grassman, Councilor	Mike Healy, Interim Police Chief
Teresa Kintz, Councilor	
Karl Bischoff, Councilor	
4. **PRESENTATIONS, GUESTS, AND ANNOUNCEMENTS**
None.
5. **APPEARANCE OF INTERESTED CITIZENS**
None.
6. **CONSENT AGENDA**
 - a. Approve City Council meeting minutes for May 2, 2011 – as amended
 - b. Street closure applications for Mt. Angel Sausage Co. (2)
 - c. Street closure application for Chamber of Commerce- 4th of July Parade
 - d. Street closure application for St. Mary Parish- Corpus Christi procession
 - e. Resolution to adjust pay for Police Chief

Administrator Muir stated that there was a minor correction to last month's minutes as clarification in the discussion of the grant application. She recommended that the Council approve the minutes as amended.

Councilor Kintz asked why the first two street closure applications included in the packet did not show an amount paid. Assistant to the Administrator Kelsey Lewis clarified that applicants may pay the fee before or after the request goes to the Council and those applicants chose to wait until after approval to pay. Councilor Kintz also asked about the policies for certificates of liability insurance and barricades for street closures. Councilor Otte asked why the City is

charging twice to close the same section of street [Items 6b and c for the 4th of July]. S. Muir explained that the fee is charged to pay for the administrative work necessary to process the applications, not for the actual closure or use of the street. She commented that in this case the closure applications for the same section of street required significant coordination to prevent conflict between the two requests.

Councilor Kintz asked about the COLA (cost of living adjustment) provision in the resolution to change pay for the Police Chief. Administrator Muir stated that the provision would allow for the same adjustment to pay as any other non-represented employee would be eligible for. The adjustment would have to be approved by the Council.

Councilor Otte moved to approve the consent agenda; Councilor Beyer seconded.

AYES: 6

NAYS: 0

7. REVIEW ACCOUNTS PAYABLE

Councilor Grassman commented that the new format of the accounts payable report was much easier to read and had better explanations.

Councilor Eder asked how many city employees have health insurance; S. Muir believed there were twelve. Councilor Eder further asked if the City shops around for health insurance rates. S. Muir explained that CIS (CityCounty Insurance Services) handles that for the City and the organization does search for the best rates. CIS is able to secure rates that a small government organization could not normally find on its own. S. Muir confirmed that employees are allowed to add dependents to their plans.

8. COMMUNICATIONS/CORRESPONDENCE

None.

9. UNFINISHED BUSINESS

a. Second reading of Parks Master Plan ordinance

K. Lewis explained that this was the second, and if approved, final reading of the ordinance to include the Parks Master Plan into the Mt. Angel Comprehensive Plan. Councilors had no questions.

Councilor Grassman moved to approve the ordinance; Councilor Otte seconded.

AYES: 6

NAYS: 0

10. NEW BUSINESS: FY 2011-12 Budget

a. Public hearing on FY 2011-12 budget

Mayor Schiedler welcomed members of the public to speak on the budget and opened the hearing. No one came to speak and Mayor Schiedler closed the hearing.

Councilor Beyer suggested that the Taylor Street repair heading east start at Sheridan Street instead of Garfield Street. He explained that the money not spent on that section could go

toward future street repair or for Taylor Street between St. Mary's Avenue and Cherry Street. Councilor Grassman asked how much more that would cost; Councilor Beyer stated that from the staff estimate he saw it would be approximately \$4500 more. Councilor Grassman stated that she liked the suggestion. Councilors asked for Superintendent Bernt's opinion, he recommended that the Council adopt the amount in the budget and go forward with bids after the summer construction season is over. S. Muir confirmed that this year's Special City Allotment (SCA) was scheduled to repair Taylor Street from Oak to Elm Street. S. Muir also confirmed that the Council could adopt the amount now and change which section of street is repaired later. Councilor Bischoff suggested that the Council add \$4500 from the General Fund contingency into street projects. Councilor Kintz suggested \$10,000. Councilors Beyer, Bischoff, and Grassman voiced their approval to add \$10,000 on page 67, line 12 "Street Projects" from contingency.

Councilor Otte asked if it would be efficient and save money to have the contractor who would already be coming out to do this year's SCA project continue repairing farther down the street instead of going through the whole bidding process again. S. Muir clarified that this money would not be available until July 1st so it could not be combined with the current year project. She also commented that a larger project may also transition in different state rules about prevailing wage [\$50,000 and above on grant funded projects]. Mayor Schiedler asked D. Bernt how much more a street project using prevailing wage would cost; D. Bernt responded that it would be a much higher cost. S. Muir reminded the Council that paying prevailing wage is a cost of doing business on a larger project.

Councilor Eder stated that he thought that the Council should keep the amount the same, be conservative and make the project shorter if need be. Councilor Bischoff stated that he was still inclined to increase the street project funding by \$10,000.

Councilor Grassman asked for clarification about the changes to the budget regarding the staffing of the accounting clerk and court clerk hours; S. Muir explained how the Council could move to approve those changes.

b. Public hearing on FY 2011-12 Revenue Sharing

Mayor Schiedler opened the public hearing on revenue sharing. No one spoke; he closed the hearing.

c. Resolution to adopt FY 2011-12 budget

Mayor Schiedler described the resolutions to adopt the FY 2011-12 budget. He asked for any more discussion on the budget; no one spoke.

Councilor Otte moved to approve the resolution adopting the FY 2011-12 budget with the following amendments: 1) change the Accounting Clerk position from thirty hours per week to forty and change the Court Clerk/Utility Clerk position from thirty hours per week to twenty hours per week for an approximate net increase of \$16,000 and 2) increase Street Project [Street Reserve Fund line 12] from \$61,400 to \$71,400 by reducing General Fund contingency by \$10,000. Councilor Kintz seconded.

AYES: 6

NAYS: 0

d. Resolution to make appropriations for the FY 2011-12 budget
Councilor Grassman moved to adopt budget as amended in previous motion. Councilor Eder seconded.

AYES: 6

NAYS: 0

e. Resolution to set ad valorem tax for the City of Mt. Angel
Councilor Otte moved; Bischoff seconded.

AYES: 6

NAYS: 0

f. Resolution to certify that City meets requirement to accept State Shared Revenues
Councilor Otte moved to certify; Councilor Beyer seconded.

AYES: 6

NAYS: 0

g. Resolution to accept State Revenue Sharing funds
Councilor Eder moved to accept State Revenue Sharing funds. Councilor Beyer seconded.

AYES: 6

NAYS: 0

11. CITY ADMINISTRATOR'S REPORT

S. Muir thanked Chauncey Seifried, Interim Finance Director, for all her work on the budget. She also stated that due to the normally scheduled Council meetings falling on a holiday in July and September, the Council meetings will default to the Tuesday after the holiday. Per the City Council Rules, if the Council wanted to reschedule the meetings to an alternate date someone would need to make a motion to do so. Administrator Muir also announced that the Mayor has been recognized as the Outstanding PGE Volunteer of the Year and she and the Councilors congratulated him on that honor.

12. REVIEW OF WRITTEN STAFF REPORTS

a. Police Department: Interim Chief Mike Healy – written report
Councilor Grassman asked when the new computer systems in the police vehicles would be ready; M. Healy answered that the upgrade will be effective sometime in the fall. He commented that it will be a dramatic change from the current DOS based system to a much better, more current system.

b. Public Works Department: Superintendent Dan Bernt – written report
Councilor Grassman asked for an update on the telemetry system; D. Bernt answered that it is still out for repair by the company that manufactured it but they have not been able to identify the problem. He did not know how much the ending cost would be to repair it. D. Bernt added that he received an offer to fix it from a local repair company and was considering it. Councilor Kintz asked what prompted the \$600 paid for pet waste kits; D. Bernt responded that the City is required by DEQ to get these stations set up to prevent runoff from pet waste

coming into the stormwater system. S. Muir explained that the pet waste removal effort is being made to comply with state requirements as the City addressed in its TMDL (Total Maximum Daily Load) wastewater plan. The City has already been instructed to follow through with the plan as it was written. Superintendent Bernt further explained how effluent can get into the water and how the pet waste disposal system is intended to address that.

Councilor Bischoff asked how many times staff would be running the street sweeper. D. Bernt answered that the maximum would be every other week during summer and it would increase with the leaves in the fall. Councilor Bischoff asked if the City could get by with sweeping once a month during the summer. D. Bernt stated that it was possible and Public Works will not sweep if it is not necessary.

c. Finance Department: City Administrator Susan Muir – written report

S. Muir announced that the City is requesting proposals to accept credit and debit cards in city hall, the library, and the police department. The hope is that it will be convenient to our utility customers and will increase payment rates for court fines. She stated that Woodburn just started doing this with the same vendor and staff would hopefully be launching a test run through West Coast bank soon.

d. Library Department: Library Director Collette DeCock – written report

Councilor Kintz asked why the City has to use a licensed electrician to replace ballasts. D. Bernt responded that none of the staff has that certification and the liability is too high. Councilors asked if a volunteer could do the work and S. Muir clarified that no matter which person that was they would have to have the proper licensing to do the work.

13. COUNCILOR/COMMITTEE REPORTS

Councilor Grassman reported that she did some research about what other jurisdictions offer for a water assistance program to help people pay to keep their lawns green. She wanted the Council to consider and discuss the possibility in Mt. Angel. Her suggestion was to have some sort of discount to encourage citizens to make their lawns green. Councilor Grassman reported that the City of Silverton does a discount for this in June, July and August. Councilor Beyer said he was not necessarily in favor of an assistance program but maybe a pilot program to see how this would work. Councilor Eder suggested further discussion at a later meeting. S. Muir asked the Councilor to keep in mind all of the program goals that the City was already planning to begin in the near future when considering the start of another new program. Councilor Grassman stated that she wanted the Council to discuss this in the future, maybe at the next Council goal discussion or the budget discussion. Councilors further discussed possible discount amounts, application procedures, and the programs currently used in other cities.

S. Muir stated that staff would keep a list of things like this program that the Council is interested in throughout the year to address during their Council goal discussion. Councilor Eder pointed out that buying a gas tank in order to save money on gas would be an item for this list. S. Muir stated that staff did an analysis of the City's usage which was included in the Council packet. She also said she would put that on the list.

Councilor Eder asked if anyone had complained about the weeds on the Wilco property. S. Muir responded that the City has received some complaints about the roof. Several Councilors agreed that the weeds were a problem and S. Muir said she would log the complaint.

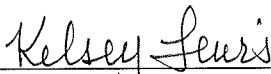
14. MAYOR'S REPORT

Mayor Schiedler reported that he attended a retirement party for Joe Eder of the Mt. Angel School Board. School Superintendent Bob Young will also retire after this year and Mayor Schiedler wished them both the best during their retirement. He also stated that the City received two responses for our "If I Were Mayor" contest and that he would pick one to move on to compete at the state level. Both applicants would receive small prizes. He commented that we did not get the number of responses that we wanted and will try again next year for a better response.

15. ADJOURNMENT OF REGULAR MEETING


Meeting adjourned at 8:24pm.

Respectfully submitted by:



Kelsey Lewis, Assistant to the City Administrator

ATTESTED BY:



Rick Schiedler, Mayor