

City of Mt. Angel  
City Council Meeting Minutes

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CITY COUNCIL

7:00 PM

September 6, 2011

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The City of Mt. Angel's City Council met in a regular session Tuesday, September 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 7:02 pm by Mayor Rick Schiedler.

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

3. **ROLL CALL:**

**COUNCIL**

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

**STAFF**

Susan Muir, City Administrator  
Kelsey Lewis, Assistant to the City Administrator  
Dan Bernt, Public Works Superintendent  
Mike Healy, Police Chief

4. **PRESENTATIONS, GUESTS, AND ANNOUNCEMENTS:**

None.

5. **APPEARANCE OF INTERESTED CITIZENS:**

Mt. Angel Fire Chief Don Fleck came to speak about AEDs (automated external defibrillators). He expressed the Fire District's goal to place one in the senior center. He stated that the Fire District would provide the AED and maintain it, but asked the City to fund the approximately \$89 mounting bracket to install the AED. Mayor Schiedler asked about AED training; D. Fleck stated that he would be happy to train anyone who wants to use it. This unit could be brought out for city events like National Night Out. The Towers and the Police Department have ones, as well as in the fire trucks. There would be no charge for training.

Councilor Otte commented that D. Fleck was coming to the Council for funding of the mounting bracket because the City owns the senior center building. Administrator Muir noted that the Council was interested in having the AED in the senior center and staff would go ahead and buy the bracket.

6. **CONSENT AGENDA:**

- a. Approve City Council meeting minutes for August 1, 2011
- b. Utility Worker I pay scale resolution

Councilor Bischoff moved to pull Item 6b from the consent agenda; Councilor Grassman seconded.

AYES: 6      NAYS: 0

Councilor Bischoff stated that he felt that the pay scale was higher than the market rate by a few dollars per hour. He stated that the City should match the market. Councilor Grassman asked if the steps increased by a certain percentage per step; S. Muir confirmed 5% increase per step. She explained that the pay scale is the average between the Maintenance Worker and Utility II pay scales since the City's current adopted pay scale does not include the Utility Worker I position. Councilor Eder asked what length of time an employee spends at each step before moving to the next one; S. Muir responded that it can happen at six months after the probationary period or at one year. Generally the time between steps is one year. Councilor Eder asked if the employee could also stay at the first step after one year; S. Muir responded that it would depend on the Laborer's Union contract. Councilor Grassman stated that she agreed with Councilor Bischoff and commented that it seemed to be required from the union to put the employee to the next step each year unless their performance was very bad.

S. Muir asked the Council to keep in mind that the concept behind this pay scale was to have flexibility to hire at the lower scale with a Worker I instead of a Worker II depending on the experience of the applicant pool. She added that the scale was taken by averaging the scales from the comparable positions which were determined through 2009 wage analysis that was conducted to be in line with the market.

Councilor further discussed the qualifications required, duties, and work hours for the position. The position would not do any supervision and probably would not require any certifications. It would be an entry-level position. Councilor Otte commented that having the Utility Worker I pay scale so close to the Maintenance Worker scale might not motivate the employee to work to his or her full potential. Councilors Beyer and Kintz agreed with approving a lower wage. Councilor Kintz suggested \$14.19 per hour [\$2,460 per month]. Councilor Bischoff emphasized that the City is a public entity and should try to save money. Several other wages were suggested, ending with \$2,500 per month. S. Muir stated that the Council should feel free to set the wage where it wanted, that staff would post for the position and see what applications they received. If staff had trouble getting good applicants they could come back to the Council to reconsider the wage scale at that time. Staff would go forward with recruitment for the Utility I or Utility II depending on the qualifications of the pool and the fit with the Lead Worker applicants to make the best Public Works team.

Councilor Bischoff moved to amend the Utility Worker I wage scale to Step 1 at \$2,500 per month with a 5% increase per step and approve; Councilor Grassman seconded.

**AYES: 6**                      **NAYS: 0**                      [Recorded as Resolution 1375]

c. Oktoberfest policing pay

Councilor Otte moved to approve consent agenda (Items 6a and 6c); Councilor Eder seconded.

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

**7. REVIEW ACCOUNTS PAYABLE:**

Councilor Otte asked about the charge for antivirus software on page 1 of 8 and if it was an annual payment. Councilor Kintz asked if the City could use whatever virus software our internet service provider (ISP) offers with our internet service. Assistant to the Administrator Lewis stated that she was not sure, but suggested that the Information Services consultant may have recommended that software because it has a higher level of protection than the ISP. The City would be subject to more attention from hackers than an individual internet user because it is a government entity. S. Muir offered to get more information on this charge and bring it back to the Council.

Councilor Grassman asked about the unemployment claim payment; she wanted to clarify how much longer it would be paid. S. Muir confirmed that she checked and the City would not receive another bill for that claimant. S. Muir also confirmed that the cost of unemployment claims submitted by employees who only worked during Oktoberfest is passed along to Oktoberfest to pay.

Councilor Eder asked why the City has not bought a copier instead of leasing it; S. Muir responded that the City is currently leasing the copier under contract. Once that contract expired S. Muir stated that staff would evaluate alternatives. S. Muir offered to get more information about the existing copier agreement to see how much time was left on the contract.

Councilor Otte asked if staff shops around for office supplies; S. Muir responded that staff is looking at new vendors and making price comparisons. In the trial run, staff found that the usual company we use for office supplies still turned out to be the best deal.

Councilors asked for clarification on expense related to an air conditioning unit and pump in Public Works.

**8. COMMUNICATIONS/CORRESPONDENCE:**

None.

**9. UNFINISHED BUSINESS:**

- a. Repealing Ordinance 320- second reading

Councilor Otte moved to repeal Ordinance 320; Councilor Bischoff seconded.

**AYES: 6**

**NAYS: 0**

[Recorded as Ordinance730]

- b. Woodburn Ambulance license

Administrator Muir explained that during the August meeting the Council directed her to bring back an ambulance licensing agreement and an ordinance to repeal the ambulance franchise. She also commented that Woodburn Ambulance representative Shawn Baird was present again to answer any questions. The ordinance repeal would require two readings at separate meetings.

Councilor Kintz commented that her only problem with the proposal was that she felt the City should have some control over rates. She compared Woodburn Ambulance to Rural Metro Salem Ambulance rates. S. Baird responded that Woodburn Ambulance has a program for families in which they would

pay \$69 per year per household membership and in return any out-of-pocket expenses would be covered by the program. Any applicable insurance would be billed first, but then the program would cover the remaining out-of-pocket charges. For ambulance visits to be covered under the program it must be a genuine emergency as defined by statute. S. Baird further answered questions about Woodburn Ambulance rates.

Councilor Otte noted that the language in the licensing agreement is not specific to Woodburn Ambulance; S. Muir confirmed and stated that the County designates ambulance service areas so should the areas change in the future this agreement could be used for another provider.

Councilor Beyer moved to approve the repealing ordinance; Councilor Otte seconded.

**AYES: 5                      NAYS: 1**

Councilor Kintz opposed the motion.

**10. NEW BUSINESS:**

**a. Sidewalk projects work session**

S. Muir explained that staff is ready for Council input on locations for 2012 sidewalk projects. She noted that the Council had budgeted \$20,000 for sidewalk projects this year and staff put forward five preliminary project ideas which were used to get community feedback. The results of the community survey were not definitive but the survey was a good way to start the dialogue. S. Muir described the Council's options as included in the staff report and welcomed questions and input from councilors. Councilor Eder asked if staff was expecting a decision tonight; S. Muir responded that it would be helpful to narrow down the options or provide another option, or direct staff to get more public involvement.

Councilor Grassman saw several comments from the survey asking for improvements on West Marquam Street. Councilor Otte commented that he did not understand why the sidewalk stops at Cascade Valley Apartments on Marquam Street. Councilor Grassman noted that several citizens have told her it is important for families to be able to get to parks and schools and Marquam is a route to school and the park. Councilors discussed the lack of sidewalk between Railroad and Monroe on either side of Marquam. D. Bernt commented on some difficulties of improvements on north side of Marquam due to steep grade and tree issues. Councilor Eder asked staff to get bids for improving and/or installing sidewalk on each side of Marquam Street.

S. Muir assured Councilors that staff would handle the details including coordination with the County so that the Council could focus on determining which areas were the most important to improve.

Councilor Beyer stated that he wanted to get all of Taylor Street, streets and sidewalks, done this year, so he would pick Project # 4. Councilor Otte commented that the City should focus on Taylor and then use any extra funding on the most dangerous individual sidewalk panels in town.

Councilor Kintz suggested improving the sidewalk on Elm Street [included in Project # 4]. She stated that Taylor Street did not seem to need repair as much as Elm. Councilor Bischoff agreed.

Councilor Eder pointed out a dangerous panel of sidewalk on South Main Street. He commented that regardless of which projects they pick, there are a few panels in town that should be replaced for safety no matter what else happens. Mayor Schiedler agreed.

Councilors discussed tree root issues and tree removal. D. Bernt described the tree removal permit process. Councilor Kintz asked if staff could get estimates for tree removal; S. Muir responded that staff could get estimates but would want to make sure that the property-owner gets that information since it is their responsibility to maintain the tree, including removal if needed. Councilor Grassman commented that she saw that as the owner's responsibility and it seemed like it would be very time-consuming for the City. Mayor Schiedler suggested that homeowners get the estimate and pay for the tree removal and then the City could focus on the sidewalk repair or installation. Councilor Grassman agreed. Councilor Kintz stated that she did not think it was fair to make people pay for tree removal and she was in favor of a 50/50 split between the homeowner and the City for sidewalk repair.

Councilor Bischoff suggested improvements to Birch Street sidewalks. Councilor Otte commented that he thought that a walking path toward Humpert Park was included as part of the Parks Master Plan and it was not as high priority as other locations. S. Muir suggested that staff put Birch Street sidewalks on the list for next year; Councilors agreed. S. Muir indicated that staff would look into the Parks Master Plan.

Administrator Muir asked for confirmation of the Council's priorities for improvement so far: finishing Taylor Street without St. Mary's Avenue, getting estimates for areas on Marquam Street, and repairing the most severe individual panels in town. S. Muir also suggested that staff come up with estimates for small, medium, and large projects for the "safety panels" most in need of repair. Councilors confirmed this.

Councilor Kintz suggested putting the aforementioned project ideas in the city newsletter and asking for public comment. S. Muir stated that staff could announce the proposed projects on Marquam and Taylor in general terms asking citizens to contact their Councilors with questions. K. Lewis clarified that in addition to National Night Out, staff had also asked for public comment in that month's newsletter, at City Hall, on the city website and in a message on the water bill.

Councilor Beyer commented that public feedback is important but ultimately the Council has to make the decision. Councilor Otte commented that citizens have a responsibility to keep themselves informed. Councilor Eder commented that he felt that going into another round of public comment would not offer any more clarity. Councilor Grassman stated that feedback would not necessarily change the Council's decision, so staff could announce the projects that the Council is considering and if citizens are concerned they would come to a meeting or contact a Councilor.

S. Muir confirmed that staff would announce the projects in the next newsletter in general terms not necessarily to wait for more feedback but just as information about current city projects.

Councilor Otte commented that staff did a good job bringing the sidewalk information to the Council.

#### 11. CITY DEPARTMENT REPORTS:

Administrator Muir reviewed the changes to the Council goals since the budget process. She mentioned the funding for the new city website and the additional of improving Taylor Street. Councilor Otte asked for the paving of Cleveland Street to be added in as an accomplished goal. S. Muir also noted that the Council had funded irrigation projects for the parks and handed out three bids for that work. Staff would be working on finance-related and strategic planning goals as well. She further noted a list of administrative tasks that staff is working on that did not fit into their goal conversation, including RFPs for engineering and a landscape architect for the Saalfeld Family Park, staff recruitments, internal controls policies, OSHA updates, the Wastewater Facility CDBG grant administration and others.

S. Muir handed out a letter about parking during Oktoberfest that would be distributed to homeowners and Edelweiss Apartment dwellers. Councilor Grassman commented that she did not remember during the meeting about parking that Palmer Street would be closed. S. Muir clarified that the road would not be closed, but would be marked “residential only.” It would be a test for this year. S. Muir also provided a copy of Oktoberfest’s bill for services from last year as requested by Councilor Kintz. S. Muir clarified that the bill does not break down the costs for police officer’s overtime.

Councilor Bischoff asked Chief Healy about staffing for Oktoberfest; M. Healy responded that he cut the number of shifts that were never filled in the past. He commented that he would not propose any staffing levels that he was not comfortable with. Chief Healy also confirmed that dispatch would still be operated out of the Police Department this year but he was hoping to have NORCOM do the dispatch next year.

S. Muir announced to Council that she received a request from Councilor Kintz for the all employee’s steps in the wage scale and anniversary dates, and after review she was not able to provide this quickly or easily. She asked for Council direction to do the research, which would probably take two or more hours, if they felt the investment of staff time was warranted. Councilor Kintz said that she thought it would be easier because the previous Finance Director had given her similar information in the past; S. Muir responded that it was not something she could photocopy or run a report to gather or she would have provided it already. S. Muir asked for confirmation and the Council directed her move forward with the research but that it was not urgent.

S. Muir confirmed that the pipeline project a few miles out of town is drawing water from the city lines and paying the regular rate for that water.

Councilor Beyer commented that he was concerned about safety on crosswalks in town. He received several comments from citizens that children are not making any attempt to look before they cross the street and he asked Chief Healy if the Police Department could provide some education about that. He mentioned that someone contacted teachers at the elementary school and they were told it was not their job to educate kids about crosswalk safety. Chief Healy responded that the Police Department does not have a program to provide crosswalk safety education currently and that it would have to be a much

higher priority to school officials in order to get one going. He noted that the most effective way to address this would be with young children in the classroom. Councilor Otte suggested calling for volunteer crossing guards.

Councilor Bischoff asked Chief Healy further questions about the bike rodeo event and some radio problems the Police Department has been experiencing. M. Healy stated that he was going with the easiest and least expensive solutions to the radio problem before going with the technical fix.

**12. COUNCILOR/COMMITTEE REPORTS:**

Councilor Beyer wanted the City to consider designating Taylor Street between Elm and Alder to have parking only on one side of the street. He stated that it is a safety hazard. Councilor Otte suggested a town hall meeting with residents on Taylor Street to see what they think about this parking issue. S. Muir stated that staff would be bringing Taylor Street improvements on the agenda next month and suggested the Council and staff talk about the possibility at that point.

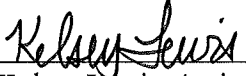
**13. MAYOR'S REPORT:**

Mayor Schiedler attended the Oregon Mayor's Association conference in early August and described some of the topics discussed there. The winner of the "If I Were Mayor" award Michael Farris attended the conference and received his laptop. He also mentioned that he would be saying a few words at the Oktoberfest building dedication and at the festival opening ceremony.

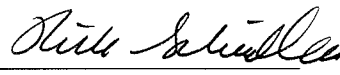
**14. ADJOURNMENT OF REGULAR MEETING:**

Mayor Schiedler adjourned the meeting at 9:35 pm.

Respectfully submitted by:

  
Kelsey Lewis, Assistant to the City Administrator

Attested by:

  
Rick Schiedler, Mayor