



City of

GOLD HILL

P.O. Box 308 • Gold Hill, OR 97525
(541) 855-1525 Fax (541) 855-4501

GOLD HILL CITY COUNCIL COUNCIL MEETING AGENDA

December 2, 2019

Regular Council Meeting at 6:00 P.M.

The City of Gold Hill Council will meet in the Council Chambers, 420 6th Avenue. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-855-1525. Council Meetings are recorded.

1) Call to Order/ Roll Call/Pledge of Allegiance -

2) Agenda Adjustments

Adjustments to the agenda are limited to a change in the order of business to accommodate visitors making presentations or citizens who are attending for the purpose of a single agenda item. Adjustments in the form of additions to the agenda are discouraged because the general public has had no prior notice of their consideration, and therefore interested persons will not have an opportunity to participate. Adjustments in the form of deletions from the agenda may be accomplished here so long as there is disclosure of the reason for the deletion and an indication as to when or if the item will be placed on a future agenda.

3) Public Input

Limited to 5 minutes or less per Mayors discretion.

4) Public Hearing – NONE

5) Presentations – NONE

6) Staff Reports – Key Indicator and Financial Report – City Recorder

7) Proclamations – NONE

8) Resolutions

8.1 8-R-19 Resolution Declaring Cooperation with the Disability Recreation Project Inc. for a Handicapped Accessible Fishing Platform

9) Ordinances – NONE

- 10) Consent Agenda:** to be approved by a single motion in the affirmative; Council Member(s) may elect to pull any and all items which will then be automatically added as the next item under section “12) – NEW BUSINESS”

10.1 Approval of City Council Meeting Minutes for November 18, 2019

- 11) Old Business**

11.1 Update regarding search for new City Manager

- 12) New Business**

12.1 Personnel Committee Approval of new City Manager/Recorder job description

12. 2 HR Recommendation to give Interim City Manager a temporary raise; to be revisited at end of Interim period

12.3 Winter Preparedness

12.4 Notice of Public Hearing on Dec 16th regarding all City Parks – Scheduling a Work Session on Dec 9th to walk Lampman Park

12.5 Update on Water and Wastewater Master Plans

12.6 Proposed Smoking Ordinance

- 13) Interim City Manager Report –**

- 14) Mayor Comments –**

- 15) Councilor Comments –**

Adjournment

Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are available at the Gold Hill City Hall in advance of each meeting 420 6th Avenue (P.O. Box 308), Gold Hill, OR 97525. Information can also be viewed at www.ci.goldhill.or.us



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RESOLUTION 08-R-19

A RESOLUTION OF THE CITY OF GOLD HILL TO DECLARE COOPERATION WITH THE DISABILITY RECREATION PROJECT INC. FOR A HANDICAPPED ACCESSIBLE FISHING PLATFORM

WHEREAS, the City of Gold Hill is committed to improving recreational access for all community members; and

WHEREAS, the City of Gold Hill values the environment and the river connection between the Rogue River and the City; and

WHEREAS, the City of Gold Hill wishes to work in partnership with agencies, jurisdictions and non-profits in the community effort to improve recreational opportunities; and

WHEREAS, the City of Gold Hill with limited recreational facility funding seeks cooperation and support in developing recreational activities, especially ones which are provided to any segment of the population which could be limited or challenged in experiencing regional recreational events;

NOW, THEREFORE BE IT RESOLVED BY THE CITY OF GOLD HILL COUNCIL that the City of Gold Hill is declaring cooperation with the Disability Recreation Project Inc. for creating a Handicapped Accessible Fishing Platform. The City of Gold Hill will apply for all permits required to complete this project. Funding for the project and permits to be provided by donations from Disability Recreation Project Inc.

PASSED by the City Council and signed by me in authentication of its passage this 2nd day of December, 2019.

Pete Newport, Mayor

ATTEST:

Jessica Simpson, City Recorder

**City of Gold Hill City Council
Meeting Minutes
November 18, 2019**

Mayor Newport called the meeting to order at **6:00 p.m.**; immediately followed by the **Pledge of Allegiance**.

- 1) Roll Call:** Mayor Newport, Councilors Canon, Hinkley, Lowe, Palmer, Studebaker, and Wilson responded as present. **QUORUM PRESENT.**

2) Agenda Adjustments

Mayor Newport adjusted the order of Presentations 5.2 and 5.3; Lorraine Parks graciously agreed to go last.

3) Public Input

Mary Buckley Mikkelsen reported that CanDo has a machine to move the dirt for the skate park building overlook.

Colleen Padilla, Director of SOREDI, announced that all 15 jurisdictions in the Rogue Valley signed a Proclamation to make the area the most business friendly region on the West Coast. SOREDI took all the signatures and had them made into a plaque that was presented to the City of Gold Hill. Plaque will be hung in City Hall.

Lori Hettman gave an update on the Christmas decorations. With thanks to Tony Wilson and Medford Fabrication, wreath brackets were built and installed on the street lights downtown. The Jackson County Fire Department hung the lights on the Christmas tree at the Library, in preparation for the Tree Lighting Ceremony on December 7. She noted that Santa Claus would also be at the Library that day.

4) Public Hearing – NONE

5) Presentations

5.1 U.S. Census Bureau – Dr. Michelle Maher

Dr. Maher gave a presentation on the upcoming 2020 Census, and what the City can do to help get the word out. She provided media packets, and the City will include the information in the February newsletter, and on our website.

5.2 Lampman Park Improvements – Freshwater Trust – Eugene Wier

Eugene Wier's presentation on planting native species along the banks of Lampman Park, in order to lower the temperature of the Rogue River, was well received. Councilor Studebaker had some reservations about signing a 20 year lease that could possibly prohibit the City from installing a boat ramp at a later point. The Mayor decided to schedule a public hearing on the matter for December 16th's Council Meeting. Wier

stressed the importance of making a timely decision, as he needs to begin planning early next year.

5.3 Disabilities Recreation Project Inc. (DRP) – Lorraine Parks and Richard Anderson

Lorraine Parks and Richard Anderson provided details and drawings of the handicapped accessible fishing platform that they would like to have installed above the water intake plant. They asked that the City of Gold Hill help out by handling the permitting aspect of the project, and that a Resolution be drafted with that language. The Council agreed it was a fine idea, and that a Resolution would be drafted.

6) Staff Reports – Key Indicator and Financial Report – City Recorder

City Recorder Simpson reported the following key indicators:

1. Total bank balance: Approximate \$558k
2. Active Utility Accounts: 552 (unchanged, no new billing yet)
3. Active Business Licenses: 110, an increase of two
4. Jobs – A future key indicator to be tracked
5. Building Permits pulled: 2 (also unchanged)

7) Proclamations – NONE

8) Resolutions – NONE

9) Ordinances – NONE

10) Consent Agenda:

10.1 Approval of City Council Meeting Minutes for November 4, 2019

10.2 Approval of City Council Meeting Minutes for November 6, 2019

Councilor Hinkley Moved that the Meeting Minutes for both November 4 and 6 be approved as written. Councilor Canon seconded. All in favor; **MOTION PASSED.**

11) Old Business – NONE

12) New Business

12.1 Update regarding search for new City Manager

There has been some interest in the position. Two of the three previous candidates that Councilor Lowe reached out to are interested

Dale Shaddox was present at the meeting, and once again offered his support to the City.

The Mayor called for a 3:30 pm Personnel Committee meeting the next day to update the City Manager/Recorder job description.

13) Interim City Manager Report

Interim CM Simpson reminded the Council that they had been signed up for a Municipal Fundamentals Training on December 11th, and encouraged them all to attend.

14) Mayor Comments

The Mayor asked Interim CM about the issue with water bills not being sent out. Interim CM Simpson explained the computer error that occurred during billing, and that the website was immediately updated to inform citizens that they may not receive a bill.

15) Councilor Comments

Councilor Studebaker informed the Council that he had received an \$800 donation towards kitchen equipment for the Senior Center.

Councilor Hinkley announced that she would gladly put notices on the website for citizens if they would email her the information.

Councilor Lowe wanted to make sure that leaf pick up was ongoing. Interim CM Simpson confirmed that it was.

Mayor Newport adjourned the meeting at 7:57 pm.

Minutes Approved by: _____

Pete Newport, Mayor

Attested by: _____

Jessica Simpson, City Recorder

City Manager / Recorder Job Description

General Responsibilities:

1. Shall exercise direct or delegated supervision over all employees of the city including department heads/contractors/service providers.
2. Conduct performance appraisals annually or more often, when appropriate, and ensure department heads conduct appraisals with their staff, contractors and service providers.
3. Ensure satisfactory resolution of personnel issues, to include contacting our insurance company and legal contractor.
4. Review and provide final approval on hiring, discipline and termination recommendations.
5. Knowledge of Oregon Labor Relations Law and working knowledge of negotiations and mediation techniques.
6. Meet weekly with department heads/contractors/service providers and schedule departmental staff meetings as needed.
7. Ensure continuing communication and transparency with all stakeholders. To include newsletters, notices, website and media relations.

Effective communications with City Council

1. Will keep council informed and explain technical processes.
2. Adequately inform the council on a regular basis through written and verbal communication and a weekly Manager's report to council.
3. Ability to present all sides of issues that affect the city.
4. Will carry out intentions and direction of council without regard to personal feelings about issue.

Budget and Finance

1. Will demonstrate thorough knowledge of principles and practices of public budgeting finance and Oregon Municipal Budget Law.

2. Will prepare annual balanced budget, review and approve departmental needs and estimates.
3. Develop and present a budget to the Budget Committee and City Council review and final action.
4. Administer approved budget and monitor overall expenditures to ensure compliance with budget
5. Working knowledge of computer programs used for city accounting.
6. Will provide monthly written financial reports, a combined balance sheet, and revenue and expenditure vs. budget reports with a written narrative identifying major points of interest to the City Council.
7. Annual audit to be submitted before deadline to Secretary of State's Office.

Intergovernmental Relations

1. Understands and develops relationship with key government organizations and nearby jurisdictions.
2. Willing and able to work in partnership with all other jurisdictions in financial projects, grants, and other resources for the community's benefit.

Effective Communication Relations with Citizens

1. Practices open government, communication, and transparency, and works to involve all citizens in the city.
2. Responds quickly to citizen inquires and complaints.
3. Refers to appropriate department when possible.
4. Implements a system to ensure satisfactory resolution of all citizen inquires.
5. Must be able to demonstrate a positive productive attitude to all citizens of the community.

Purchasing and Cost Control

1. Acts as a purchasing agent for all departments of the city.
2. Scrutinize purchases made by requisition signed by the administrator for which funds are provided in the budget.

3. Disposes of surplus or excess property, which may from time to time come into the possession of the city consistent with City Purchasing Policy.

Council Meeting Agenda

1. Provide information and reports covering aspects of the city's operations requiring legislative or policy decisions.
2. Advise council members in their deliberations on policy and/or legislative matters.
3. Organize and compile the council agenda with the mayor and attend city meetings as appropriate.
4. Furnish the council with such information as it may require or request and provide for the proper administration of all ordinances, resolutions and actions of the council.

Goals

1. Assist the council in the development of community goals and priorities.
2. Implement the goals of the city council in conjunction with the city council.
3. Direct and assist department heads in annual goal setting with the purpose of reflecting implementing the council's goals.
4. Provide key indicator reports for city council meetings and monthly reports to the council regarding implementation of council policy as established through goals and priorities.

Grants

1. Identifies grants to fund improvements.
2. Complete clear and concise grant proposals and applications.
3. Monitors work to ensure proper completion and funding of the grant projects.

Resource Optimization

1. Review and examine the departmental organization and operating procedures so as to affect greater economy and efficiency in departmental management and shall report quarterly or as often as necessary on such performance to the council.
2. Through direct action or delegation the manager will enforce all ordinances of the City of Gold Hill established by the City Council.
3. Serves as the public information officer of the City.
4. Acts as Elections Officer in absence of a dedicated City Recorder.
5. Maintains duplicated training as a City Recorder, when a dedicated Recorder is on staff.
6. Maintains Recorder duties in absence of a dedicated Recorder and acts as supervisor when a dedicated Recorder is staffed.

Manager/Recorder Review

The City Council and Mayor shall establish performance standards that shall be the basis of semiannual reviews by the City Council and Mayor of the City Manager. These semiannual reviews shall be used as the standard for continued employment.