



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**

October 7, 2019

Regular Council Meeting at 6:00 P.M.

The City of Gold Hill will meet on Monday October 7, 2019, at 6:00 P.M. For the regular City Council Meeting 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 – Gold Hill Whitewater Park - Alex Campbell/John Vial

6) Staff Reports

**a. Public Service Coordinating Committee (PSCC) Meeting Report -
Councilor Lowe**

b. Personnel Committee Benefits Package Report – Mayor Newport

7) Proclamations – NONE

8) Resolutions - NONE

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 September 23, 2019

- 11) Old Business –**
11.1 AB2019-033 Municipal Court Judge's Employment Contract – City Manager Staven
- 12) New Business**
12.1 AB2019-034 Authority to destroy documents per the current records retention schedule
- 13) City Manager Report**
- 14) Mayor Comments –**
- 15) Councilor Comments -**

RECESS MEETING TO AN EXECUTIVE SESSION TO CONDUCT CITY MANAGER'S PERFORMANCE EVALUATION PER orc 192.660 (2) (A).

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

**City of Gold Hill City Council
Meeting Minutes
September 23, 2019**

Mayor Newport called the meeting to order at **6:01 p.m.**; immediately followed by the **Pledge of Allegiance**.

- 1) Roll Call:** Mayor Newport, Councilors Canon, Hinkley, Lowe, and Studebaker responded as present. **QUORUM PRESENT.** Councilors voted to excuse Councilors Palmer and Wilson from the proceedings. Councilor Palmer wrote in a proxy vote for issues 12.1 – 12.3.

2) Agenda Adjustments – NONE

3) Public Input – NONE

4) Public Hearing – NONE

5) Presentations - VisionMS Accounting Software – Scott Stickel

Scott Stickel gave an excellent presentation on the Vision software.

6) Staff Reports – NONE

7) Proclamations – NONE

8) Resolutions – NONE

9) Ordinances – NONE

10) Consent Agenda:

10.1 Approval of City Council Meeting Minutes for September 9, 2019

Councilor Hinkley moved that the Meeting Minutes be approved; Councilor Canon seconded. All other Councilors were in favor. **MOTION PASSED.**

11) Old Business – NONE

12) New Business – NONE

12. 1 AB2019-028 Commitment to Procure 509 each Water Meters and an option for 50 additional at the award unit price.

After discussion, the Council decided to revise the Motion to procure 550 water meters, with an option for an additional 50. Councilor Lowe moved that the Motion be approved; Councilor Hinkley seconded. All in favor, including Councilor Palmer's vote by proxy. **MOTION PASSED.**

12.2 AB2019-029 Authority for City Manager to enter into a licensing agreement with City of Gold Hill and Vision Municipal Solutions, LLC for accounting software products and system support service using a multi-year, no-interest payment term.

Councilor Hinkley moved that the Motion be approved; Councilor Canon seconded. All in favor, including Councilor Palmer's vote by proxy. **MOTION PASSED.**

12.3 AB2019-030 Authority for City Manager to negotiate an employment contract with Jen Zammetti for Municipal Judge services.

Councilor Lowe moved that the Motion be approved; Councilor Canon seconded. All in favor, including Councilor Palmer's vote by proxy. **MOTION PASSED.**

12.4 AB2019-031 Transient Lodging Tax Review Committee Appointments

Mayor Newport announced his choices for the Committee appointments: Rob Lowe, Sam Hefner, Jody Holder, and Thom Canon. He asked Councilor Lowe to be the Chair, and Councilor Lowe accepted the position.

12.5 AB2019-032 Authority for City Manager to Post Commission/Committee Opening for 1) Planning Commission – 3 members, 2) Parks Commission – 3 members, 3) Ethics Commission – 3 members, 4) Utilities Advisory Board – 3 members, 5) Public Works Advisory Board – 3 members

The Council consented to City Manager Staven posting the Commission/Committee openings. There was some discussion regarding whether to allow non-residents to participate. It was agreed that some commissions should be citizens only, and that it would be reviewed on a case by case basis.

13) City Manager Report

City Manager Staven gave an update on the upcoming trip to Bend for the League of Cities conference. He also gave out travel packets to the participants.

He then presented a request from Grandma Aggie to obtain a fishing license, to catch one fish with a ceremonial net. She wanted a letter of support from the City to the Governor for this privilege. Mary Buckley Mikkelsen pointed out that unless her request for a ceremony was supported by the Siletz Tribe, it was not an official ceremony. The Council decided to table the discussion, and Ms. Buckley Mikkelsen agreed to do research and determine if this was a sanctioned ceremony.

City Manager Staven then announced that he was due for his 90 day review. He invited all Gold Hill citizens to complete the review form, which was supplied at the meeting, and uploaded to the website.

14) Mayor Comments

Mayor Newport was excited for everyone to attend the LoC Conference in Bend. There were some interesting topics on the agenda that he was looking forward to.

He also asked that we celebrate the audits being caught up after October 21.

The Mayor invited everyone to attend the Mayors United fundraiser for ACCESS on October 4, 2019.

15) Councilor Comments

Councilor Lowe announced that he would be attending a Public Safety committee meeting with the Jackson County Sheriff's Office. They would be discussing the new jail and mental health services. He said that he would report back with information.

He also brought up the idea of speaking with Josephine County transit about having their commuter bus stop in Gold Hill, rather than outside of the city limits.

Councilor Hinkley gave an update on the web streaming of council meetings. She has requested that City Manager Staven get an internet drop point installed in the Chambers, as the wifi streaming is extremely delayed.

Mayor Newport recessed the meeting at 7:38 pm.

Minutes Approved by: _____

Pete Newport, Mayor

Attested by: _____

Jessica Simpson, City Recorder

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: Employment Contract for Judge Zammetti	Agenda Date		AB2019-033
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
	Jen Zammetti, Judge		X
Cost Impact: budgeted for the current fiscal year			
Fund Source: 20-1-616-00			
Timeline: Immediate			
Attachments: Contractor will make a presentation during the Council meeting			
SUMMARY STATEMENT: <p>City Council, on 09/23/10, authorized City Manager to negotiate an employment contract for municipal judge services with Jen Zammetti. The employment contract is in a draft form ready to be executed pending on the option and the direction the Council elects to take regarding the Municipal Court.</p> <p>During the contract negotiation process, we discovered there is conflict between the City Charter and an Ordinance. The Charter classifies the Municipal Judge position as an appointed position and the Ordinance classifies it as an elected position. A charter amendment vote took place on May 17, 1988 (264 in favor to 57 opposing). Ordinance 88-003 to Amend the Charter was executed in June followed by Ordinance 88-005 which removed the residency requirement, and Ordinance 89-003 established the term in office to a 4 year term. First election for a municipal judge took place on May 16, 1989.</p> <p>Staff contacted the Municipal League for advice and they recommended us to contact the city attorney. However, the league attorney believes that the charter amendment should be considered complete in spirit although the process was flawed.</p> <p>Our options are as follows: 1) Hire an attorney to look into the matter; 2) Pass an emergency ordinance on October 21st to temporarily seat the judge to oversee the municipal court and hold election in November, 2020; 3) Amend the City Charter; 4) Combine options 1 & 2; 5) Operate the court and defend the action in case of a court challenge); 6) do nothing.</p>			
STAFF RECOMMENDATION: Option 3)			
RECOMMENDED MOTION: Motion to seat Judge Zammetti using an emergency ordinance, holding an election in November, 2020 while amending the city charter.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
10/07/19			

City of Gold Hill

AGENDA BILL

ITEM INFORMATION																																																	
SUBJECT: Records Destruction	Agenda Date		AB2019-034																																														
	Department/Committee/Individual	Created	Reviewed																																														
	City Council/Mayor																																																
	City Manager		X																																														
	City Attorney																																																
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<p>City staff has identified the following records eligible for destruction per the Oregon Records Retention schedule; all identified records are qualified and none fall under the for the historical records designation.</p> <table border="1"> <thead> <tr> <th>BOX ID #</th> <th>FY</th> <th>CONTENT</th> <th>RETENTION PERIOD</th> <th>DESTROY DATE</th> </tr> </thead> <tbody> <tr> <td>502</td> <td>2011-12</td> <td>A/P</td> <td>3 years</td> <td>07/01/16</td> </tr> <tr> <td>503</td> <td>2011-12</td> <td>A/P</td> <td>3 years</td> <td>07/01/16</td> </tr> <tr> <td>505</td> <td>2011-12</td> <td>Receipts</td> <td>3 years</td> <td>01/01/16</td> </tr> <tr> <td>498</td> <td>2014-15</td> <td>Receipts</td> <td>3 years</td> <td>01/01/18</td> </tr> <tr> <td>507</td> <td>2012-13</td> <td>Receipts</td> <td>3 years</td> <td>07/01/16</td> </tr> <tr> <td>508</td> <td>2012-13</td> <td>A/P</td> <td>3 years</td> <td>01/01/17</td> </tr> <tr> <td>509</td> <td>2012-13</td> <td>A/P</td> <td>3 years</td> <td>01/01/17</td> </tr> <tr> <td>510</td> <td>2012-13</td> <td>Receipts</td> <td>3 years</td> <td>01/01/17</td> </tr> </tbody> </table>					BOX ID #	FY	CONTENT	RETENTION PERIOD	DESTROY DATE	502	2011-12	A/P	3 years	07/01/16	503	2011-12	A/P	3 years	07/01/16	505	2011-12	Receipts	3 years	01/01/16	498	2014-15	Receipts	3 years	01/01/18	507	2012-13	Receipts	3 years	07/01/16	508	2012-13	A/P	3 years	01/01/17	509	2012-13	A/P	3 years	01/01/17	510	2012-13	Receipts	3 years	01/01/17
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STAFF RECOMMENDATION: To perform the records destruction in house																																																	
RECOMMENDED MOTION: To authorize city staff to perform in-house records destruction per the above listed schedule.																																																	
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