



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**

**September 23, 2019**

**Regular Council Meeting at 6:00 P.M.**

The City of Gold Hill will meet on Monday September 23, 2019, at 6:00 P.M. For the regular City Council Meeting in the Council Chambers, 420 6<sup>th</sup> 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 – VisionMS Accounting Software – Scott Stickel**

**6) Staff Reports - NONE**

**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 9, 2019**

- 11) Old Business - NONE**

- 12) New Business**

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

**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.**

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

**12.4 AB2019-031 Transient Lodging Tax Review Committee Appointments**

**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**

- 13) 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](http://www.ci.goldhill.or.us)*

**City of Gold Hill City Council  
Meeting Minutes  
September 9, 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, Palmer, Studebaker and Wilson responded as present. **QUORUM PRESENT.**

**2) Agenda Adjustments - NONE**

**3) Public Input**

**3.1 Carol Holm – update on Christmas decorations.**

Carol Holm gave an update on some of the ideas and budget for our new Christmas decorations. See attached flyer with details.

**3.2 Tommy Dome – city speed limit change**

Tommy Dome spoke about changing the speed limit on the highway from 35 to 25, and changing the school zone signage near Patrick Elementary.

**3.3 Steve Kiesling – Gold Hill Whitewater Center update**

Steve Kiesling invited the city to participate in Grandma Aggie's 95<sup>th</sup> birthday celebration on 5 pm, September 11, at the Whitewater Center. He also gave an update on the county's interest in taking over the whitewater park. Another item of interest is that the site is being potentially reviewed as the 2020 Olympic whitewater course.

**4) Public Hearing - NONE**

**5) Presentations - NONE**

**6) Staff Reports - NONE**

**7) Proclamations**

**7.1 "Citizen of the Year" – Jan and Bob Sears Proclamation 02-P-19**

Proclamation was read by City Recorder Jessica Simpson. Mayor Newport showed off the plaque and praised the Sears for their work renovating downtown, and announced there would be cake after the meeting.

### **September as “National Preparedness Month” Proclamation 01-P-19**

Proclamation was read by City Recorder Jessica Simpson. Mayor Newport signed the Proclamation making September 9 – 15 National Preparedness Week in Gold Hill.

Councilor Studebaker led a discussion on the subject of disaster preparedness in Gold Hill. Councilor Hinkley mentioned that other local communities used a herd of fire goats to help maintain forest undergrowth, and that it was something we should look into.

### **8) Resolutions: -- Resolution 07-R-19 Business Friendly Gold Hill**

Resolution was read by City Recorder Jessica Simpson. Councilors held discussion on other communities, and suggested that Rogue River’s Chamber of Commerce be checked out as model for establishing a Gold Hill Chamber of Commerce.

Councilor Wilson moved that the Resolution be accepted as written; Councilor Palmer seconded All in favor. **RESOLUTION PASSED.**

### **9) Ordinances: NONE**

### **10) Consent Agenda:**

#### **10.1 Approval of City Council Meeting Minutes for August 26, 2019**

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

### **11) Old Business**

#### **11.1 – AB 021 Contract amendment with Jackson County Sheriff’s Office for Law Enforcement Services**

Lt. Waldon of the Jackson County Sheriff’s Office was present and called upon to speak regarding the substation project. He announced that the grand opening would be held on October 5, 2019. He spoke at length with the Councilors, answering their questions regarding ordinance violations, and when officers are present for their 40 hours of service in Gold Hill. Cameras were also discussed as a future possibility for the city. Mayor Newport brought up the idea of kiosks at our three entry points to the city, possibly also with cameras.

The council then tabled the amendment because a qualified Judge for the Municipal Court still had not been found.

#### **11.2 – AB 014 City Web Site Update – Councilor Hinkley**

Councilor Hinkley asked for the Council to give their consent for videotaping, so that the City Council meetings could be videoed and streamed live on the internet. The proxy voting that occurred during the previous Council meeting was also discussed. Councilor Hinkley made a Motion for permission to video record and stream, to allow Skype, and

to formalize the proxy vote with written consent. City Recorder Jessica Simpson was tasked with creating a proxy form for such occasions. Councilor Canon seconded the Motion. All in favor. **MOTION PASSED.**

## **12) New Business - NONE**

## **13) City Manager Report**

The Council asked City Manager Staven to provide them with the agenda for the League of Cities conference.

City Manager Staven announced that the next City Council Agenda would contain the new water meter contract, and also an introduction to the Vision software that is being considered to replace our current system, Springbrook.

## **14) Mayor Comments**

Mayor Newport asked for an update on the fiscal audits. City Manager Staven reported that the trial balance would be available by Wednesday, and the FY17-18 journal entries by Friday. The FY18-19 audit is still on schedule for our internal deadline of end of year.

The water system facility plan was delayed by DEQ.

## **15) Councilor Comments**

Councilor Hinkley expressed interest in bringing the Relay for Life to Gold Hill.

Councilor Lowe voiced concern that the winter season will be arriving soon, and if the city was prepared for issues with overflowing ditches.

Councilor Studebaker brought up several issues of concern to him, including the Hanby AVID project for their vision of Gold Hill; the possibility of I.O.O.F Hall being used as the Senior Center; and a citywide clean up.

The Mayor also wondered about the possibility of glass recycling.

**Mayor Newport recessed the meeting at 7:54 pm.**

Minutes Approved by: \_\_\_\_\_

Pete Newport, Mayor

Attested by: \_\_\_\_\_

Jessica Simpson, City Recorder

## DECORATING DOWNTOWN GOLD HILL FOR CHRISTMAS—September 9, 2019

**Goal:** To update the Christmas decorations for the City of Gold Hill.

IDEA	DETAILS	TO DO
Light the big Redwood Tree	<p>&gt; This tree is more strategically located in front of the library and is much bigger.</p> <p>&gt; We would need to contact the Library to get the okay and to get power.</p> <p>&gt; We would just put lights on it.</p> <p>&gt; PPL, the City, ??? would have to top it and put the lights on it.</p> <p><b>Update:</b> Lori checked with Lorna and found out that she has to submit a request to the library. So far there don't seem to be any problems/issues with using power from the library.</p> <p><b>Update:</b> Carol has contacted Christmas Designers and discussed our thinking with a representative. The representative suggested that we not use nets of lights but strands of lights which we can get with 50-100 bulbs per strand. She shared that the nets of lights would stretch and eventually wouldn't look as nice. <a href="https://www.christmasdesigners.com/christmas-lights.html">https://www.christmasdesigners.com/christmas-lights.html</a></p> <p><b>Update 9/5:</b> We will use strings of multicolored lights. The rep at Christmas Designers suggested putting 1000 lights on the tree. We would need 10 strings of 100 lights. We are researching to see how many strings we need.</p>	<p>&gt; Submit the request to the library. (Lori)</p> <p>&gt; Find out if 1000 lights are enough for our size tree. (Susie)</p> <p>&gt; Find out if there is a tree lighting service that could put the lights on both the Redwood and the Blue Spruce. (Susie)</p> <p>&gt; Set a date to have the lights on the trees.</p> <p>&gt; Set a date to have the lights taken off of the trees.</p>
Blue Spruce and inflatables	<p>&gt; We would continue to decorate the blue spruce also and put up the inflatable display for the little kids.</p>	<p>&gt; Find out if there is an outfit that would come and put the lights on both the Redwood and the Blue Spruce. (Susie)</p> <p>&gt; Set a date to have the lights on the trees.</p> <p>&gt; Set a date to have the lights taken off of the trees.</p>
Reinvigorate the current wreaths	<p>&gt; There are 15 lamp posts and 16 wreaths.</p> <p>&gt; Replace the solar lights with some bigger lights that will show up and that are battery operated and could be on a timer.</p> <p>&gt; The old wreaths have lots of ornaments and decorations on them that we could use to attach them to the silver wreaths along with the new lights.</p> <p><b>Update:</b> Carol also talked with the rep at Christmas Designers about relighting the wreaths. The rep recommended Wide Angle Conical Battery-Operated LED D Cell 50 Lights – Multi. They are battery-operated with 4 D cell batteries and are on a timer. It is a 50 light count placed 4' apart on a 16' string. Carol has ordered a string of these lights so we can see if they will work for us. <a href="https://www.christmasdesigners.com/wide-angle-conical-battery-operated-led-d-cell-50-lights-multi.html">https://www.christmasdesigners.com/wide-angle-conical-battery-operated-led-d-cell-50-lights-multi.html</a></p> <p><b>Update:</b> Lori, April, Stacy, Margaret Dials and Carol dismantled the old wreaths on Wednesday, August 21.</p> <p><b>Update 9/5:</b> We like the battery-operated lights!! We will only need to use lights. They use 3 D Cell batteries. The timer is set to come on for 6 hours and then turn off for 18. They would last for about two weeks. We need to figure out a really good battery to use. No ornaments! We have a lot of ornaments now! We are redoing the bows. batteries will last long enough or if we'll have to replace them with a second set half way through December, we'll need 50 or 100.</p>	<p>&gt; Order 16 strings of lights. (Carol)</p> <p>&gt; Determine what D batteries to buy. (Carol)</p> <p><b>Update 9/9:</b> Batteries Plus recommends we use standard D cell batteries. They are \$1.00/each with the city's discount. Depending on if one set of three</p> <p>&gt; Press the bow ribbon and remake the bows. (Stacy, Susie, Margaret)</p> <p>&gt; Ask Harry to check with PP&amp;L to see if we could hang the wreaths from the lamp posts instead of on them. (Carol)</p> <p><b>Update 9/9:</b> Harry doesn't think this should be a problem if we get a good sturdy hanger.</p> <p>&gt; If we can hang them from the lamp posts, we need to choose a hanger. (Carol)</p> <p><b>Update 9/9:</b> Harry will check on which one to use.</p> <p>&gt; Secure someone to hang and take down the wreaths. (Carol &amp; Harry)</p> <p><b>Update 9/9:</b> The City will hand and take down the wreaths.</p> <p>&gt; Set a date for a Wreath Stringing Party.</p>

IDEA	DETAILS	TO DO
		<ul style="list-style-type: none"><li>&gt;Set a date for the wreaths to be hung.</li><li>&gt;Set a date for the wreaths to be taken down.</li></ul>
Wrapping rope lights around the lamp posts	<ul style="list-style-type: none"><li>&gt;There are 15 lamp posts.</li><li>&gt;We will wrap rope lights around the lamp posts to make them look like candy canes.</li><li>&gt;We will need a plug-in for the rope lights. We (Harry) are checking to see if the power company can install a plug-in in each lamp post.</li></ul> <p><b>9/5Update:</b> it is looking promising to have receptacles in the 15 lamp posts for the rope lighting. We would like to have these on a timer also. We are going to alternate red and white rope lights. If we buy a spool of rope lights (150') we can cut them the length we need (probably 35'+/-) and can get 4 lamp posts off of a spool. They sell cord kits to finish the ends of the light ropes.</p>	<ul style="list-style-type: none"><li>&gt;Order the rope lights and Cord Kits. (Carol)</li><li>&gt;Set a date for the rope lights to be hung.</li><li>&gt;Set a date for the rope lights to be taken down.</li></ul>
Festival of the Planters	<ul style="list-style-type: none"><li>&gt;There are 7 planters that have flowers in them now. In the winter they won't have flowers in them.</li><li>&gt;What if we decorated each planter with a holiday theme of some sort?</li><li>&gt;We could make it a contest—or not.</li><li>&gt;Whatever is done the displays will have to be waterproof!</li></ul> <p><b>Update 9/5:</b> By Christmas we should have 15 planters! We decided to make arrangements of red and white poinsettias in each of the planters and put a big bow around the base to make them look like packages. We will not have a contest this year! Stay tuned for next year!</p>	<ul style="list-style-type: none"><li>&gt;Determine what each planter could typically look like and price the cost of materials. (Janet)</li><li>&gt;Set a date for the planters to be decorated.</li><li>&gt;Set a date for the planters to be undecorated.</li></ul>
Banner	<p><b>9/5</b> We decided to put a banner up at the south end of town announcing Christmas in Gold Hill and the date of the Christmas Celebration (Saturday, December 7). We would put it where the King of the Rogue sign was hung.</p>	<ul style="list-style-type: none"><li>&gt;Determine the cost of a banner. (Lori)</li><li>&gt;Design the banner. (Lori)</li></ul>

Details		To Do
<b>Fundraising</b>	<p><b>9/5:</b> We discussed how to go about fundraising.</p> <ul style="list-style-type: none"> <li>&gt; Our estimated budget today is \$_____</li> <li>&gt; The good news is we already have \$400 in donations.</li> <li>&gt; We will contact merchants, community organizations, and individuals to ask for donations. We will start in October.</li> <li>&gt; We discussed putting donation jars in some of the stores around town but made no decision.</li> <li>&gt; We created the letter that we will use to solicit donations.</li> <li>&gt; We will ask to have a blurb put on the back of the water bill for October and November to solicit donations.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Get a list of merchants (Carol)</li> </ul> <p><b>Update 9/9:</b> Carol has a list of merchants to work from.</p> <ul style="list-style-type: none"> <li>&gt; Get a list of organizations (Carol)</li> </ul> <p><b>Update 9/9:</b> Carol has a list of merchants to work from.</p> <ul style="list-style-type: none"> <li>&gt; Contact the merchants and organizations (Carol &amp; Susie)</li> <li>&gt; Need a timeline</li> </ul>

**GOLD HILL CHRISTMAS DECORATION PROJECT BUDGET—9/9/20219**

	#	ITEM	DESCRIPTION	COST/UNIT	TOTAL COST
<b>Wreath Renovations</b>	16	Wide Angle Conical Battery Operated	16" lengths, 3 D cell battery operated, with timer (timer set for 6 hours on and 18 off), 50 LED lights <a href="https://www.christmasdesigners.com/wide-angle-conical-battery-operated-led-d-cell-50-lights-multi.html">https://www.christmasdesigners.com/wide-angle-conical-battery-operated-led-d-cell-50-lights-multi.html</a>	\$16.40/string Free shipping	\$262.40
	50/100	Batteries	Standard D cell batteries With the City's discount	\$1.00/each	\$50/\$100.00
	1	Electrician	Electrician to wire the receptacles for the lamp posts	???	
	16	Wreath Hangers	These hangers would allow the wreaths to be hung out from the lamp posts so they would show up better.	???	
<b>Rope Lights</b>	5 spools	LED Rope Lights	½" diameter rope—more durable and last longer, 150' spool allows you to cut the rope the length you need (we will need about 35'/post) so we can probably get 4 lamp posts out of one spool. If we have a little extra we can use it to splice when a section of lights go out. Can put them on a timer if we want <a href="https://www.1000bulbs.com/product/100259/FT2-L120RE12150.html">https://www.1000bulbs.com/product/100259/FT2-L120RE12150.html</a>	\$150/spool Might give a break for bulk rate  3 red and 2 white spools	\$750.00
	17	Cord Kits	Includes a cap to put on the cut end and the materials for making the plug end	\$5/each	\$85.00
<b>Big Tree</b>	10 strings	5mm Wide Angle Conical	23'3" strings of lights with 50-100 bubs. 1000 lights general rule of thumb. We have electricity for these. Can string up to 43 strings together. <a href="https://www.christmasdesigners.com/100-light-multi-5-mm-wide-angle-conical-led-christmas-lights.html">https://www.christmasdesigners.com/100-light-multi-5-mm-wide-angle-conical-led-christmas-lights.html</a>	\$22.20/each Free shipping	\$222.00
<b>Planters</b>	15	Planter Decorations	Planters decorated with artificial red and white poinsettias and a big bow tied around the base to look like a package.	\$60/planter	\$900.00
<b>Other</b>	2	extension cords	Heavy duty, ___feet long. If we have our own, we don't have to keep borrowing other people's.	\$100	\$100.00
	1	Banner		\$100	\$100.00
<b>TOTAL</b>					<b>\$2519.40</b>

**People to Thank**

Jackson County Library  
City of Gold Hill  
Can-Do



# City of Gold Hill

## AGENDA BILL

ITEM INFORMATION			
<b>SUBJECT: Utility Meter Commitment to Procure</b>	<b>Agenda Date</b>		<b>AB2019-028</b>
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
Cost Impact: TBD			
Fund Source: One time Utility Bill Surcharge			
Timeline: Current			
<b>Attachments: Contractor Bids</b>			
<b>SUMMARY STATEMENT:</b>			
<p>Replacement of utility meters has been a recent topic; City Manager has been tasked to get quotations from multiple vendors to make system wide replacement of utility meters using radio read technology of newer.</p> <p>The base bid amount is for 509 each ¾" meters with the option to procure 50 additional units at the quoted price. We are also asking the vendor to extend a quantity discounted unit price for all larger meters the city has in its distribution system.</p> <p>Initial funding will be in a form of a loan or a combination of a grant and loan; loan payback will come from a one-time utility bill surcharge payable over 120 months with a cap limit for the borrowed amount, not to exceed, \$250,000. Larger meters will be charged to the utility customer in a single payment, upfront.</p> <p>The monthly per customer surcharge will be \$3.89 using the assumed 535 utility customer base, @ \$250,000 capital cost over 120 month. Staff further calculated that the system efficiencies will save annually the utility more than 480 man hours in meter reading time, clerical staff savings will amount to 288 hours, we will get accurate consumption reads, and be able to detect even minor leaks sooner. And best of all, all meters will transmit a reading as opposed to only 90% of the meters we are able to read currently read, due to access issues or meters not registering consumption because they no longer work. The new meters are warrantied for 20 years to be fully functional and accurately record the water consumption.</p> <p>We are asking authority for the City Manager to enter into a commitment to purchase agreement to procure utility meters, subject to acceptable project funding in the, not to exceed, \$250,000 amount and to have the installation of the meters fully completed within 150 days of purchase order date; City Manager will be further be instructed to bring the matter back to the Council for final approval once the funding portion is in place.</p>			
<p><b>STAFF RECOMMENDATION:</b> To authorize City Manager to enter into a Commitment to Procure Agreement for utility meters and to secure project funding in the, not to exceed, \$250,000 amount, and to bring the procurement documents back to the City Council for final approval, once the project funding is in place.</p>			

**RECOMMENDED MOTION:** Motion to authorize City Manager to enter into a Commitment to Procure Agreement for utility meters and to secure project funding in the, not to exceed, \$250,000 amount, and to bring the procurement documents back to the City Council for final approval, once the project funding is in place.

<b>RECORD OF COUNCIL ACTION</b>		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
09/23/19		

# City of Gold Hill

## AGENDA BILL

ITEM INFORMATION			
<b>SUBJECT: VisionMS Accounting Software Procurement</b>	<b>Agenda Date</b>		<b>AB2019-029</b>
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
Cost Impact: 5-year, no-interest instalment contract			
Fund Source: Multiple funds, including G/F			
Timeline: Within the next 60-90 days			
<b>Attachments: Contractor will make a presentation during the Council meeting</b>			
<b>SUMMARY STATEMENT:</b>			
<p>City staff and Councilor Hinkley met with VisionMS representative in August to review the product and how it might fit into the city's needs. We unanimously determined that VisionMS is far superior in technical terms and ease of use than Springbrook software we currently use. Additionally, we rated the VisionMS technical support also superior to Springbrook because Vision support team is in Spokane, WA and not in N.Y. state.</p>			
<p>We will continue to have all the features that Springbrook now offers plus the following system enhancements:</p>			
<ol style="list-style-type: none"> <li>1) Cash drawer with receipt printer (receipt will identify who booked the payment, the time of the transaction, the method of payment, and if cash, the amount of change tendered. Cash drawer will have \$200.00 at the beginning of the day and ending cash will also be \$200.00; the difference will become the daily bank deposit – different reports for checks, money orders, online payments, on-site credit card payments and cash – each fully reconciled to the customer account and general ledger.</li> <li>2) Daily transaction reports for account activity</li> <li>3) Separate payroll module (we will stop using ADP once the new system is fully functional saving about \$80.00 by-weekly)</li> <li>4) Fixed Assets module</li> <li>5) Work Order module</li> <li>6) On-line utility payment option (auto pay, budget billing or per-transaction on-line)</li> <li>7) In-house credit card payment option; monthly savings at a minimum of \$235.00.</li> <li>8) In-house system back-up (not the cloud back-up we use now for Springbrook; saving over \$500.00 monthly in IT support cost to – David Forrest Consulting, LLC and Data West. Inc.</li> <li>9) Full interphase for utility meter reads (download from the handheld or a tablet, thus eliminating the potential human error when inputting meter reads)</li> <li>10) Nearly 50% lower annual system support charge compared to the current Springbrook charge</li> <li>11) Carry gets to attend the Annual VisionMS User Conference in Leavenworth, WA in October!!!!</li> </ol>			
<b>STAFF RECOMMENDATION:</b> To authorize 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 5-year, no interest installment payment term.			

**RECOMMENDED MOTION:** Motion to authorize 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 5-year, no interest installment payment term.

<b>RECORD OF COUNCIL ACTION</b>		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
09/23/19		

# City of Gold Hill

## AGENDA BILL

ITEM INFORMATION			
<b>SUBJECT: Employment Contract for Gold Hill Municipal Court Judge</b>	<b>Agenda Date</b>		<b>AB2019-030</b>
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
<b>Cost Impact:</b> Already in the budget <b>Fund Source:</b> 20-1-616-00 <b>Timeline:</b> October, 2019			
<b>Attachments: Jen Zammetti bio</b> <b>SUMMARY STATEMENT:</b>  <p>City Council tasked City Manager to find a qualified judge for the new City of Gold Hill Municipal Court. Jennifer contacted an attorney who agreed to serve, but he had a conflict, and therefore had to withdraw his name from appointment. Subsequent to his withdrawal, he contacted Ms. Zammetti who is delighted to serve. She is a rising star in the local attorney circle and her peers have encouraged her to consider serving as a judge.</p> <p>Ms. Zammetti met with city staff here in the office. She met privately with Clede whose primary capacity is the Court Clerk position; both felt that they would work well together.</p> <p>I have attached Ms. Zammetti's bio.</p>			
<b>STAFF RECOMMENDATION:</b> To authorize City Manager to negotiate an employment contract with Jen Zammetti for Municipal Judge Service within the range of currently budgeted funds.			
<b>RECOMMENDED MOTION:</b> Motion to authorize City Manager to negotiate an employment contract with Jen Zammetti for Municipal Judge Service within the range of currently budgeted funds.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
09/23/19			

## Harry Staven

---

**From:** Jen Zammetti <zammetti.law@gmail.com>  
**Sent:** Tuesday, September 17, 2019 10:20 AM  
**To:** harry.staven@ci.goldhill.or.us  
**Subject:** Bio

Good morning, Harry.

I'm not sure how much info you want in my bio statement, but how's this?

**School:** I've got an AAS degree in Paralegal Studies (2004), BS degree in Criminal Justice Administration (2007), an MS degree in Public Safety (2010), and my J.D. from University of Oregon Law School (2016). During law school I worked as a certified law student under the supervision of Donald L. Scales in Medford, and clerked for the Jackson County Judges the summer after my first year.

**Work:** In early 2004 I was a Committee Assistant for the Senate Judiciary Committee in the Washington State Senate. I worked as a paralegal in the criminal justice system in Jackson County from 2004 until 2013. Initially I worked for Southern Oregon Public Defender as a paralegal but then ventured into my own contract business in which I would contract paralegal services to lawyers, primarily criminal defense and family law lawyers. In 2010 I began working as an adjunct teacher at Umpqua Community College in the paralegal program. I stayed in that position until 2014. I've been at my current law firm, the Law Office of Donald L. Scales, full time since early 2016.

**Memberships:** I became a member of the Oregon State Bar on October 1, 2016. I've been a member of the Oregon Criminal Defense Lawyers Association since 2004. I was a member of the Paralegal Program Advisory Committee at UCC from 2011 to 2014. I am a member of the Jackson County Bar Association and American Inns of Court since 2016.

Is there anything more you need from me on this? - Jen

Jen Zammetti, OSB# 165208  
Law Office of Donald L. Scales  
217 Laurel St.  
Medford, Oregon 97501  
541-772-2363

### Confidentiality Notice

This email may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context of the message that you have received this message in error please advise the sender immediately by reply email, fax, or telephone. You are instructed to keep the contents of this email confidential and immediately delete the message and any attachments from your system and destroy any hard copies.

# City of Gold Hill

## AGENDA BILL

ITEM INFORMATION			
<b>SUBJECT: Transient Lodging Tax Review Committee Appointments</b>	<b>Agenda Date</b>		<b>AB2019-031</b>
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
<b>Cost Impact:</b> N/A <b>Fund Source:</b> N/A <b>Timeline:</b> October, 2019			
<b>Attachments:</b>			
<b>SUMMARY STATEMENT:</b> <p>The City Council at the August 19<sup>th</sup> meeting approved Ordinance 19-03 Transient Lodging Tax. The city staff is in the process of creating the needed new forms and the ordinance also calls for a five (5) member oversight committee to hear appeals and give technical support to the Tax Administrator.</p> <p>This is a Mayoral appointment, subject to Council approval. Mayor Newport proposes to assign this oversight task onto the Finance Committee with the addition of one community member at large and Councilor Lowe serving in of the 3-year term slot; should Councilor Lowe not elect to re-run or not be elected to serve a future term, he shall serve in the citizen at large position, to complete his three (3) year term.</p> <p>One appointee will serve a 12 month term; two appointees will serve a 24 month term and the final 2 appointees will serve the full 3 year term.</p>			
<b>STAFF RECOMMENDATION:</b> To approve the Mayor's appointed roster to serve on the Transient Lodging Tax Review Committee.			
<b>RECOMMENDED MOTION:</b> Motion to approve the Mayor's appointed roster to serve on the Transient Lodging Tax Review Committee.			
<b>RECORD OF COUNCIL ACTION</b>			
<b>Meeting Date</b>	<b>Action</b>	<b>Vote</b>	
09/23/19			

# City of Gold Hill

## AGENDA BILL

ITEM INFORMATION			
<b>SUBJECT: Commission and Board member posting</b>	<b>Agenda Date</b>		<b>AB2019-032</b>
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
<b>Cost Impact:</b> N/A <b>Fund Source:</b> N/A <b>Timeline:</b> October, 2019			
<b>Attachments:</b>			
<b>SUMMARY STATEMENT:</b>  <p>City Council, back in July, discussed the need to establish various Commissions and Boards to assist City Council to guide the city forward. Council tasked City Manager to look into the logistics and to bring a recommendation for Council consideration.</p> <p>I am recommending to establish the following 3-member Commissions and Boards:</p> <ul style="list-style-type: none"> <li>• Planning Commission (need to have in place by November 4<sup>th</sup>)</li> <li>• Parks Commission (should be in place by January, 2020)</li> <li>• Ethics Commission (highly recommended to have in place immediately)</li> <li>• Utility Advisory Board (need to have in place by November, 2019)</li> <li>• Public Works Advisory Board (target – Spring 2020)</li> </ul>			
<b>STAFF RECOMMENDATION:</b> To task City Manager to post the 3-member Commission/Board openings for Planning Commission, Parks Commission, Ethics Commission, Utility Advisory Board and Public Works Advisory Board			
<b>RECOMMENDED MOTION:</b> Motion to task City Manager to post the 3-member Commission/Board openings for Planning Commission, Parks Commission, Ethics Commission, Utility Advisory Board and Public Works Advisory Board			
RECORD OF COUNCIL ACTION			
<b>Meeting Date</b>	<b>Action</b>	<b>Vote</b>	
09/23/19			