



City of

GOLD HILL

P.O. Box 308 • Gold Hill, OR 97525
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GOLD HILL CITY COUNCIL COUNCIL MEETING AGENDA

August 26, 2019

Regular Council Meeting at 6:00 P.M.

The City of Gold Hill will meet on Monday July 15, 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.

2.1 AB 017 – Vote to Seat a New Council Member

2.2 AB 018 – Swearing In a New Council Member

3) Public Input

Limited to 5 minutes or less per Mayors discretion.

4) Public Hearing - NONE

5) Presentations - NONE

6) Staff Reports - NONE

7) Proclamations - NONE

8) Resolutions:

9) Ordinances: AB 019 -- Ordinance 19-03 Transient Lodging Tax – Second and Final Reading

- 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 August 12, 2019

10.2 FY16-17 Audit Adoption

10.3 Approval of A/P Checks #19146 to #19161 in the amount of \$24,895.03

10.4 Approval of A/P Checks #19167 to #19170 in the amount of \$20,894.62

10.5 Approval of A/P Checks #19176 to #19178 in the amount of \$3,847.50

10.6 Approval of A/P Checks #198168 to #198172 in the amount of \$6,585.68

11) Old Business

11.1 – Contract Amendment Approval of Law Enforcement Service Contract between Jackson County and the City of Gold Hill – tabled item from 08/12/19

11.2 – City Web Site Update – tabled item from 08/12/19

12) New Business

12.1 – Christmas Lighting & Decoration Proposal – Carol Holm

12.2 - “Citizen of the Year” Nominations – City Manager Staven

12.3 - Selection of Voting Delegates for LOC Business Meeting – City Manager Staven

12.4 – “If I Were Mayor” Student Contest – City Manager Staven

13) City Manager Report:

14) Mayor Comments:

15) Councilor Comments:

**RECESS MEETING TO A COUNCIL WORK SESSION IN AN EXECUTIVE
SESSION FORMAT PER OREGON REVISED CODE 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

AGENDA BILL

ITEM INFORMATION			
SUBJECT: Ordinance 19-03 Transient Lodging Tax	Agenda Date		AB2019-019
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor	X	
	City Manager	X	
	City Attorney		X
	Other: Rob Lowe, Interim City Manager	X	
Cost Impact: N/A			
Fund Source: N/A			
Timeline: Urgent			
Attachments: Ordinance 19-03 Transient Lodging Tax			
SUMMARY STATEMENT: First reading of this measure took place on August 12; the second and final reading is scheduled to August 26 th .			
STAFF REVIEW AND RECOMMENDATION: To adopt Ordinance 19-03 as presented			
RECOMMENDED ACTION: MOTION to approve Ordinance 19-03 – Transient Lodging Tax Ordinance – as presented			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
08/12/19	First Reading	Approved to form	
08/26/19			

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: Consent Agenda for CCM 08/26/19	Agenda Date		AB2019-020
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
	Other		
Cost Impact: N/A			
Fund Source: N/A			
Timeline: Current			
Attachments: SUMMARY STATEMENT: A Consent Agenda only consists of routine, non-controversial items; all listed items are approved by a single motion without any debate or comment, or items may be pulled from the Agenda and placed at the end if "New Business" section for discussion and pending action. This speeds up the meeting and allows additional time to be spent on more other, more in-depth policy issues.			
STAFF REVIEW AND RECOMMENDATION: To approve Consent Calendar as presented.			
RECOMMENDED ACTION: MOTION – To approve Consent Calendar as presented.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
08/26/19			

**City of Gold Hill City Council
Meeting Minutes
August 12, 2019**

Mayor Newport called the meeting to order at **6:02 p.m.**; immediately followed by the **Pledge of Allegiance**.

- 1) **Roll Call:** Mayor Newport, Councilors Cannon, Hinkley, Palmer and Wilson responded as present; Councilor Studebaker was excused. **QUERUM PRESENT.**
- 2) **Agenda Adjustments** – Item 2.1 was added to the Agenda – Acceptance of the Slate of City Council Applicants for the vacant Councilor West seat. Councilor Canon moved; seconded by Councilor Hinkley to accept the slate of candidates; all in favor. **MOTION PASSED.** Following the motion, each candidate was asked to come forward to make a presentation of their qualifications and to allow for Council questions. Candidate Melia Biedscheid presented first, followed by candidate Robert “Rob” Lowe; a third candidate, Jessica Simpson, withdrew her application prior to the start of the Council meeting. At the end of the presentations, Mayor Newport asked for a vote to seat one of the candidates; the request died for lack of support. Councilor Wilson moved; seconded by Councilor Cannon to table the vote to the next scheduled Council meeting; all in favor. **MOTION PASSED.**
- 3) **Public Input - NONE**
- 4) **Public Hearing - NONE**
- 5) **Presentations – NONE**
- 6) **Staff Reports - NONE**
- 7) **Proclamations: NONE**
- 8) **Resolutions: AB 009 – Resolution 05-R-19 “Safe and Welcoming Community”** – Mayor Newport opened the discussion by inviting Citizen Committee members to address the City Council. Multiple Committee Members gave testimony and they also forwarded a signed petition in support of Resolution 05-R-19. At the conclusion of the presentation, Mayor Newport asked for a motion to pass Resolution 05-R-19. Councilor Canon moved; seconded by Councilor Palmer to bring the measure to a vote; **all voting not to approve Resolution 05-R-19. MOTION FAILS.**
- 9) **Ordinances: AB 010 – Ordinance 19-03 Transient Lodging Tac – First Reading**
Rob Lowe read Ordinance 19-03 by title to record.

10) Consent Agenda:

10.1- Approval of City Council Meeting Minutes for July 15, 2019 – Motion by Councilor Wilson; seconded by Councilor Canon to pass item 10.1 with one change; All in favor. **MOTION PASSED.**

Councilor Hinkley moved; seconded by Councilor Palmer to approve items 10.2 through 10.9; all in favor. **MOTION PASSED.**

Councilor Hinkley moved; seconded by Councilor Wilson to approve item 10.10; all voting in favor to approval with a clarification on contract cost components. Item is approved in concept but tabled to August 26th for City Manager Staven report on the cost component.

Councilor Hinkley moved; seconded by Councilor Canon to approve item 10.11; all in favor. **MOTION PASSED.**

11) Old Business – NONE

12) New Business

12.1 Councilor Hinkley provided an update of the status of the City web site and She also offered multiple options to enhance the web site content. City Council unanimously supported Councilor Hinkley's efforts and authorized to have City Council meetings videoed in addition to the audio recording and to have the video posted on-line for the citizens to view proceedings at their leisure.

12.2 City Manager Staven presented a Personnel Committee approved "Step and Grade Compensation Model" with 32-steps for Council consideration. He also offered a slate of job classifications that will enables a newly hired employee to remain with the city employment over a 30 to 40 year period by progressing through the designated steps and by advancing to a new job classification when he/she is ready to advance. Councilor Canon moved; seconded by Hinkley to adopt the proposed Step and Grade Plan; all in favor. **MOTION PASSED.**

12.3 City Manager Staven proposed to table AB 016 to allow time to study alternative options to offer health benefits to city staff. After discussion, City Council tabled the measure to such time when City Manager Staven has developed multiple options for City Council consideration.

13) City Manager Report – City Manager Staven updated the Council on the following topics: 1) FY16-17 Audit – the FY16-17 Audit is scheduled to be adopted by the City Council on August 26th, the document will be available for public review and Council comments at the City Hall until the end of business day of August 23rd; 2) FY17-18 Audit – the audit engagement letters with the auditor and the CPA firm assisting in the audit have now been executed, audit field work is scheduled for August 22nd and third-party balance verification letters have been sent out; 3) Waste Water Facilities Plan – plan, in final form has been forwarded to DEQ for their review, project summary presentation will be scheduled after the contractor receives DEQ comments; 4) Water System Facilities Plan – work on the plan has commenced and contractor targets to deliver the plan within the contract time frame; 5) City Manager Schedule – City Manager Staven will attend the Oregon

Water Works Operator Summer Conference in Seaside, OR and will be on travel status from Noon, August 20th to Noon, August 22nd, he also asked for, and was granted 20 hours of Administrative Leave from Noon, August 28th to 4:30 p.m., August 30th; 6) City Manager Staven informed the Council and citizens that VisionMS (a fund accounting software company) representative will be conducting an on-site program demonstration at the City Hall from 10 a.m. to Noon on August, 20th and all interested parties are welcome to attend; "Citizen of the Year" nomination – City Manager Staven recommended to extend the "Citizen of the Year" nomination deadline – Council agreed to extend the deadline from August 12th to August 16th; 8) City Manager Staven informed the Council that Jessica Simpson will be joining the city staff in the Recorder capacity – the position recruitment shall now be officially be closed.

14) Mayor Comments – Mayor Newport stressed the importance of having a full slate of seated City Council members and he also expressed his vision of "Building a New [City of Gold Hill] Town"

14) Councilor Comments:

- Councilor Wilson asked Councilor Palmer to be nominated as an alternative member to the Personnel Committee; all in favor to allow Councilor Palmer to be an alternative Personnel Committee member.

Mayor Newport recessed the meeting at 8:32 p.m. to enter into an executive session per Oregon Revised Code 192.660 (2) (a).

Council entered back into open session at 9:12 p.m.; no action was taken.

Mayor Newport adjourned the meeting at 9:13 p.m.

Minutes Approved by: _____

Pete Newport, Mayor

Attest by: _____

Harry A. Staven, City Manager/Recorder

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: Contract amendment with Jackson County Sheriff's Office for Law Enforcement services	Agenda Date		AB2019-021
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager		X
	City Attorney		
	Other: Jackson County	X	
	Jackson County Attorney		X
Cost Impact: \$27,000			
Fund Source: G/F, Property Tax & Designated funds – 20-1-690-50			
Timeline: Current			
Attachments: JCSO Contract Amendment for Law Enforcement Services			
SUMMARY STATEMENT: <p>This item was approved in concept, but tabled for additional fact finding by City Manager Staven; Staven to offer a verbal report.</p>			
STAFF REVIEW AND RECOMMENDATION: To approve item 10.21 in its approved by concept form by the City Council on August 12, 2019.			
RECOMMENDED ACTION: MOTION – To approve item 10.21 in its approved by concept form by the City Council on August 12, 2019.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
08/12/19	Approved to form but tabled for additional information	all in favor	
08/26/19			

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: City Web Site Update Report – Councilor Hinkley	Agenda Date		AB2019-022
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager		X
	City Attorney		
	Other: Councilor Hinkley	X	
Cost Impact: N/A			
Fund Source: N/A			
Timeline: Current			
Attachments:			
SUMMARY STATEMENT: This item was tabled at the August 12 th Council Meeting			
STAFF REVIEW AND RECOMMENDATION: To approve proposed refinements to the city web site content, accessing the content and the web page visual appearance.			
RECOMMENDED ACTION: MOTION – To approve proposed refinements to the city web site content, accessing the content and the web page visual appearance.			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
08/12/19	Motion to table to 08/26/19		

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: Christmas Lights & Decoration Proposal – Carol Holm/City Manager Staven	Agenda Date		AB2019-023
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager		X
	City Attorney		
	Other: Carol Holm	X	
Cost Impact: TBD			
Fund Source: 30-Street Fund			
Timeline: Current			
Attachments:			
SUMMARY STATEMENT: <p>A citizen committee has approached the city to enhance the appearance of the annual Christmas lighting and decoration display in the downtown corridor. The committee is asking the city to modify the historical light posts in the down town area by installing an electric outlet for decorative lights. City's commitment to the project will be limited to getting permission from the power company to access power and to install an electric outlet to the pole; the citizen committee will coordinate the rest, store the ornaments and maintain them.</p>			
STAFF REVIEW AND RECOMMENDATION: To authorize City Manager to contact Pacific Power and to gain permission to install power outlets at historical power poles in the downtown corridor area.			
RECOMMENDED ACTION: MOTION – To authorize City Manager to contact Pacific Power and to gain permission to install power outlets at historical power poles in the downtown corridor area.			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	
08/26/19			

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: "Citizen of the Year" nominations	Agenda Date		AB2019-024
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
	Other:		
Cost Impact: \$50.00 - estimated			
Fund Source: 10 – General Fund			
Timeline: Current			
Attachments: Copies of received nomination forms and a Voting Ballot			
SUMMARY STATEMENT: <p>The city has received multiple nominations for the "Citizen of the Year" award; the slate of nominations is attached for your review Each Council Member, including the Mayor shall vote for one (1) nominee for each of the three listed categories. Category "most deserving" shall receive 3 points; category "first alternate" receives 2 points and category "second alternate" receives 1 point. The City Recorder will tally the votes and the candidate with most points shall be awarded the "Citizen of the Year" honor.</p>			
STAFF REVIEW AND RECOMMENDATION: No motion or action needed; just voting			
RECOMMENDED ACTION: MOTION – No action needed; just voting			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
08/26/19			

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: LOC Business Meeting Delegate nomination	Agenda Date		AB2019-025
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
	Other:		
Cost Impact: N/A			
Fund Source: N/A			
Timeline: Current			
Attachments:			
SUMMARY STATEMENT: <p>The League of Oregon Cities will conduct its Annual Business Meeting on the last day of the conference (Saturday); in order to participate, each city will nominate one delegate and one alternate delegate to represent the city at the Business Meeting. Traditionally, most cities nominate the Mayor and the Vice mayor for the task but any conference attendee from the city is eligible to be nominated.</p> <p>Staff recommendation is to have Mayor call for nominations followed by voice vote of as hand count.</p>			
STAFF REVIEW AND RECOMMENDATION: No motion or action needed; just voting			
RECOMMENDED ACTION: MOTION			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
08/26/19			

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: "If I were a Mayor" student contest Cost Impact: N/A Fund Source: N/A Timeline: Current	Agenda Date		AB2019-026
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	
	City Attorney		
	Other:		
Attachments: SUMMARY STATEMENT: The League of Oregon Cities through the Mayor's Association, offer an annual student contest – "If I were a Mayor"; grades 4-5 submits posters; grades 6-8 write essays, and grades 9-12 will use digital presentation forms. The city's involvement is limited to signing a proclamation in support of the project and assigning a contact person – normally the City Manager or his/her designee to coordinate the task.			
STAFF REVIEW AND RECOMMENDATION: To task City Manager to draft a support Resolution and successfully coordinate with the local schools for submittals			
RECOMMENDED ACTION: MOTION			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
08/26/19			