



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**

July 15, 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

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) Public Input

Limited to 5 minutes or less per Mayors discretion.

3) Public Hearing - NONE

4) Presentations: FY 2016-17 Audit – City Auditor Steve Tuchscherer, CPA

5) Staff Reports - NONE

6) Proclamations: NONE

7) Resolutions: NONE

8) Ordinances - NONE

9) Consent Agenda:

9.1 Adoption of July 1, 2019 Council Meeting Minutes.

9.2 Adoption of July 1 Council Work Session Minutes

9.3 Approval of Payroll Checks #19038 through 19042 in the amount of \$4,206.77

9.4 Approval of A/P Checks #_____ through #_____ in the amount of \$_____

9.5 Authorization for City Manager to Attend Oregon Association of Water Utilities Summer Conference in Seaside, OR – August 19-22

10) Old Business – NONE

11) New Business

11.1 City Code Codification – City Manager Staven

11.2 New Program “Yard of the Month” proposal – City Manager Staven

11.3 Meeting Date Change for September 2nd Council Meeting – City Manager Staven

13) Mayor Comments – NONE

14) Councilor Comments -

Executive Session – per Oregon Revised Code 192.660 (2) (a) to consider employment of a public officer, employee, staff member or individual agent/independent contractor.

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
July 1, 2019

Mayor Newport led the **Call to Order at 6:02 P.M.** immediately followed by the **Pledge of Allegiance.**

- 1) Roll Call:** Councilors Cannon, Hinkley, Palmer, Studebaker and Wilson responded as present; Councilor West, absent; **QUERUM PRESENT.**

Mayor Newport shared two correspondence related items with the City Council and the audience: 1) a letter from the State Auditor's Office informing the City that, beginning on August 15, 2019, the State will deduct ten (10) percent of the state allocated funds from the City if the City continues to be in non-compliance with ORS 297.405 to 297.990 of the annual audit provisions, and 2) Councilor West had tendered her resignation from the Council for personal reasons, effective immediately. After a discussion, Councilor Palmer moved, seconded by Councilor Hinkley to accept Councilor West's Letter of Resignation. All in favor of the motion; **MOTION PASSED.** Mayor Newport instructed City Manager Staven to immediately post a notice of vacancy to the City Council and to seek a signature to the unsigned letter of resignation.

- 2) Agenda Adjustments: New Business**

9) Consent Agenda:

9.2. Approval of A/P Checks 1) Final payroll check for Interim City Manager Rob Lowe and 2) Moving Expense reimbursement, use of personal cell phone, and use of personal car for City business per City Manager Staven employment contract.

9.3 Approval of June 24, 2019 Council Meeting Minutes.

- 3) Public Input: NONE**

- 4) Presentations: NONE**

- 5) Staff Reports: NONE**

- 6) Proclamations: NONE**

- 7) Resolutions: Resolution 05-R-19 Resolution to Declare Legal Holidays and Closing of City Hall to Observe the Holiday.** After a discussion, the Council Councilor Hinkley moved; seconded by Councilor Wilson to amend Resolution 04-R-19 by changing "Columbus Day" to "Columbus Day/Indigenous Peoples' Day" and to add November 29 – Day after Thanksgiving Day to the list. All in favor of the amended motion; **MOTION PASSED.**

8) **Ordinances: NONE**

9) **Consent Agenda:** Voted by a single motion.

9.1 Approval of A/P Checks in the amount of \$8,410.04 and a second batch in the amount of \$. Councilor Hinkley moved; seconded by Councilor Wilson to authorize payment of checks. All in favor of the motion; **MOTION PASSED.**

10) **Old Business: NONE**

11) **New Business: NONE**

12) **City Manager's Report - NONE**

13) **Mayor's Comments: NONE**

14) **Councilor Comments: NONE**

Mayor Newport adjourned the meeting at 6:29 P.M.

Minutes Approved by: _____
Pete Newport, Mayor

Attest by: _____
Harry A. Staven, City Manager

City of Gold Hill City
Council Work Session Minutes
July 1, 2019

Mayor Newport opened the work session at 6:40 p.m.

Item 1 – Review of the “Safe and Welcoming Community” Task Force work product.

No final decisions were made after a spirited discussion and City Manager Staved was instructed to continue the dialogue with the citizen group and to schedule a second work session after substantial progress has been made towards the final product.

Item 2 – Discussion of Surplus Property.

City Manager Staven asked permission to assemble a list of items to be declared as surplus and to bring the work product back for Council approval; Council instructed Staven to proceed with the request.

Item 3 – Discussion on Records Retention.

City Manager Staven asked permission to assemble a list of documents to be archived and/or removed from active records status. Council instructed Staven to proceed with the task.

Item 4 – Council Committee Assignments.

City Manager Staved addressed the Council about the need to re-commission the Planning Commission as well as the creation of new oversight boards for City Parks/Street and Utility operations and to add “Ethics” element to the Personnel Board’s oversight responsibility. After a discussion, the Council tasked the City Manager to proceed with each of the above listed elements.

Item 5 – Preparation for July 15 Council Meeting Agenda.

No new items were added, leaving further agenda preparation to city staff.

Additional Items discussed but not listed in the agenda:

- a. Mayor Newport informed the Council that he will be on travel status on July 15th when the Council meets; and that he be officially excused from attending. Council granted the excuse the Mayor Newport not to attend and that Mayor Pro-Tempore Studebaker would chair the meeting.
- b. Councilor Hinkley and City Manager Staven were tasked to procure a flat screen TV from Amazon, or an equal entity, to be installed and used at the Council Chambers during meetings.

Mayor Newport adjourned the meeting at 8:53 P.M.

Minutes Approved by: _____
Pete Newport, Mayor

Attest by: _____
Harry A. Staven, City Manager

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: 9.5 Authorization for City Manager to Attend Oregon Association of Water Utilities Summer Conference in Seaside, OR – August 19-22.	Agenda Date: July 15, 2019 AB2019-005		
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	X
	City Attorney		
	Other		
Cost Impact: Registration/Mileage/Per Diem			
Fund Source: Water Fund - Travel			
Timeline: August 20-22			
Attachments:			
SUMMARY STATEMENT: I will be attending the Council Meeting on the 20 th (Monday) and traveling to the Conference the following morning for the purpose to meet all utility meter company representatives to get a formal quote for 580 utility meters and to meet with Mr. Adam Denlinger, General Manager for Seal Rock Water District. Mr. Denlinger recently installed 2,500 water meters using 100% grant funding. This will be only one night of lodging.			
STAFF REVIEW AND RECOMMENDATION: To approve the travel request for City Manager Staven.			
RECOMMENDED ACTION: MOTION to Authorize City Manager Staven to Attend the Oregon Association of Water Utilities Summer Conference in Seaside, OR from August 21-22.			

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
07/15/19		

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: City Code Codification	Agenda Date: July 15, 2019 AB2019-006		
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	X
	City Attorney		
	Other		
Cost Impact: \$ 4,495.00 (estimate)			
Fund Source: G/F – Professional Services			
Timeline: Immediate – 6-9 mo. Project Time Line			
Attachments:			
SUMMARY STATEMENT: City has not codified its ordinance since 2004; tis should be an ongoing task and at least performed annually. I contacted American Legal Publishing, the company the City had used in the past, for an estimate after Carrie and I had assembled all uncoded ordinances. The estimate is for \$4,495 and for that the City will receive two (2) bound copies with books, complete code in CD-ROM format, Legal Analysis/Review, Code Hosting on their web site (city can also post it on our web site), data converting to searchable electronic format and annual support (phone and email). In the past, the City had received 19 books (only 2 are still available at the City Hall).			
STAFF REVIEW AND RECOMMENDATION: To authorize City Manager Staven to contract with American Legal Publishing to codify the currently uncoded City ordinances.			

RECOMMENDED ACTION: **MOTION to Approve Staff recommendation.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
07/15/19		

City of Gold Hill

AGENDA BILL

ITEM INFORMATION			
SUBJECT: “Yard of the Month” Program	Agenda Date: July 15, 2019 AB2019-007		
	Department/Committee/Individual	Created	Reviewed
	City Council/Mayor		
	City Manager	X	X
	City Attorney		
	Other		
Cost Impact: \$ 360.00			
Fund Source: G/F – Services			
Timeline: Immediate – August – June, 2020			
Attachments:			
SUMMARY STATEMENT: This is a new program to ask citizens to nominate the “Recently (within the last 30 days) Most Improved Yard and also the “Yard in Immediate Need for Code Enforcement Action”; the owner of the “Most Improved Yard” will receive a \$25.00 gift certificate from a Gold Hill Local Merchant – City Manager will purchase the gift certificate using an already appropriated line item within his budget. The pictures of both properties will be posted in the monthly newsletter.			
STAFF RECOMMENDATION: To authorize City Manager Staven to establish the “Yard of the Month program for Gold Hill.			
RECOMMENDED ACTION: MOTION to Approve Staff Recommendation.			

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
07/15/19		

City of Gold Hill

AGENDA BILL

ITEM INFORMATION				
SUBJECT: September Council Work Session Meeting Date Change	Agenda Date: July 15, 2019 AB2019-007			
	Department/Committee/Individual	Created	Reviewed	
	City Council/Mayor			
	City Manager	X	X	
	City Attorney			
	Other			
	Cost Impact: NONE			
	Fund Source: N/A			
Timeline: Immediate				
Attachments:				
SUMMARY STATEMENT: The 1 st Monday in September falls on a holiday (Labor Day); staff recommends to have the meeting held on the 2 nd Monday – September 9 th .				
STAFF RECOMMENDATION: To move the September 2 nd Council Work Session to September 9 th a d to instruct City Manager Staven to post the meeting date notice on the July Utility Bill Insert.				
RECOMMENDED ACTION: MOTION to Approve Staff Recommendation.				

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
07/15/19		

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
07/15/19		