

City of Gold Hill City
Council Meeting Minutes
June 24, 2019

Mayor Newport led the **Call to Order at 6:00 P.M.** immediately followed by the **Pledge of Allegiance.**

Roll Call: Councilors Cannon, Hinkley, Palmer, Studebaker and Wilson responded as present; Councilor West, absent.

Agenda Adjustments: New Business

3.6 Informational Discussion on Emergency Management Preparedness – Councilor Hinkley

3.7 Senior Center Programming Update – Councilor Studebaker

City Manager’s Report

4.5 Contract Adjustments to Law Enforcement Contract with Jackson County Sheriff’s Office

Public Input:

Mark Warwick, 215 5th Avenue, discussed the potential fire danger during the dry season and specifically over the coming 4th of July celebration. He asked that the City would ask for additional law enforcement presence. Mr. Warwick also indicated that an Oregon Department of Fire Officer has offered his presence and citation making power to help out the City. City Manager was tasked to address the issue in the monthly newsletter.

Steve Kiesling, 1275 Upper River Road, informed the Council of the upcoming King of the Roque rafting event. He also asked and received authority to place an event informational banner at the South entrance to the City. Mr. Kiesling also informed the event was still looking for community volunteers and that the event had received a \$500.00 donation from Travel Medford to promote the event.

Public Hearing – Use of State Revenue Sharing Funds

Mayor Newport opened the public hearing at 6:18 P.M.; hearing was closed at 6:20 with no one stepping forward to offer a public comment for the record.

Consent Agenda:

1.1 Councilor Hinkley offered a correction to the draft minutes and moved to adopt the June 3, 2019 Meeting Minutes as amended; seconded by Councilor Canon – roll call followed, all voting in favor of the motion; Councilor Canon abstaining. **Motion Passed.**

- 1.2 Councilor Hinkley moved; seconded by Councilor Wilson to approve Accounts Payable checks for June, 2019 – roll call followed, all voting in favor of the motion; Councilor Canon abstaining. **Motion Passed.**

Old Business:

- 2.1 **FY 2016-17 Audit Update** – City Manager Staven informed the Council that the FY 2016-17 Audit is scheduled to be presented for Council's Adoption at the July 15th Council Meeting.
- 2.2 **City Parks Parking Fee** – Interim City Manager Lowe gave the project update; discussion followed. By an unanimous agreement, the City Council tasked the City Manager to implement the following fee schedule for the parking passes: The annual – calendar year basis – fee shall stay at \$20.00, however seniors, military, and disabled persons will only pay \$10.00; the \$1,000.00 fee for larger, and the \$500.00 fee for smaller drafting companies, shall remain unadjusted.

New Business:

- 3.1 **FY2019-20 Budget Adoption** – Interim Manager Lowe gave a brief history of the budget process and that the Budget Committee recommends it to be adopted by the City Council. Councilor Wilson moved; seconded by Councilor Palmer to adopt the FY2019-20 Budget as presented – roll call followed, all voting in favor of the motion. **Motion Passed.**

Resolution 03-R-19 Establishing FY2019-20 Utility Fees, and Repealing and Superseding Prior Resolutions and Utility Fee Schedules – Interim City Manager Lowe expressed that this was a State mandated annual cost-of-living rate adjustment because the City has outstanding loans with the State of Oregon. Councilor Hinkley moved; seconded by Councilor Canon to adopt the FY2019-20 Utility Rate Schedule as presented for the effective date of August 1, 2019 – roll call Followed; all voting in favor of the motion. **Motion Passed.**

Resolution 04-R-19 Resolving that the City Elects to Receive State Revenue Sharing Funds for FY2019-20 – Interim City Manager Lowe discussed the sources of the funds and how the Budget Committee had instructed him to place them into the budget. Councilor Palmer moved; seconded by Councilor Canon to pass Resolution 04-R-19. – roll call followed; all voting in favor of the motion. **Motion Passed.**

- 3.2 **Umpqua Bank Signature Card** – Interim City Manager Lowe recommended to Remove him as a check signer for the City and to add Harry A. Staven in his place. City Manager Staven addressed the Council and expressed his need to view the bank activity on line, and to discuss City account with the bank officials, but he also expressed his reservations to be a check signer due to potential conflict of interest or ethics violation. Discussion followed and Council elected to nominate Councilor Wilson as a new check signer and to remove Councilor West from being a check signer. It was also determined the this action should be taken in the form of four independent, yet similar and related, motions.

- Motion A: To remove Interim Manager Lowe as a Check Signer – motion by Councilor Palmer; seconded by Councilor Studebaker – All in Favor - **Motion Passed.**
- Motion B: To add Councilor Wilson as a Check Signer – moved by Councilor Studebaker; seconded by Councilor Canon – All in Favor – **Motion Passed.**
- Motion C: To add City Manager Staven as an Emergency Only, Secondary Signer – moved by Councilor Hinkley; seconded by Councilor Wilson – All in Favor – **Motion Passed.**
- Motion D: To remove Councilor West as a check signer – All in Favor – **Motion Passed.**

3.3 Improvements to Lampman Park Update – Interim Manager Lowe reported that the Freshwater Trust group is asking Council's permission to perform park improvements at the Lampson Park by clearing out the currently overgrown underbrush and by planting new shade trees to lower the river's water temperature. All of the work and supplies used will be at no cost to the City. Council granted the authority to the City Manager to oversee the project and make periodic progress reports.

3.4 SORED Annual Meeting – Interim City Manager Lowe reported that Councilor Palmer would be representing the City at the SORED Annual Meeting on June 27.

3.5 Authority to the City Manager to Apply for a Grant to Install Electric Car Charging Station(s) within the City limits – City Manager informed the Council that Pacific Power will open a new grant cycle for the purpose of adding additional electric car charging stations in Oregon. The grant cycle open on July 15th. After discussion, the Council granted City Manager the authority to apply for the grant.

3.6 Informational Update on Potential Power Shut Off in Gold Hill During a Wildfire Event – Councilor Hinkley told the audience that currently there is very little information available from Pacific Power but that additional information, when received, will be disseminated to the public via the City web site, monthly newsletter and/or public informational meeting notices. She further asked citizens to register with the City Manager's office if they are on life support equipment or in a need to be among the first to be transported to safety in case of a mandatory evacuation.

3.7 Senior Center Programming Update – Councilor Studebaker informed the audience that the Senior Center will offer cooking classes for all ages and the program's focus will be easy to prepare, healthy and nutritional meals. Interested citizens should contact Councilor Studebaker at the Senior Center.

City Manager's Report:

- City Manager Staven reported that he will be meeting with "Safe and Welcoming Community" task force to finalize a resolution addressing this issue and that it will be a topic for discussion at the July 1st Council Work Session.

- Interim City Manager Lowe gave an update on the Jacoby Street Pump Station; project is still ongoing.
- City Manager Staven asked if Council members would like to attend the upcoming League of Oregon Cities 94th Annual Meeting in Bend, Oregon in September. After discussion, City Manager was tasked to make reservations for all Council members to attend the conference.
- Interim City Manager Lowe informed that he had recently extended security alarm protection at the City Shop.
- City Manager Staven asked for authority to negotiate an addendum to the Law Enforcement Contract with the County Sheriff's Office by 1) establishing a Sheriff's Sub-Station for Gold Hill, and 2) adding a new ten (10) hours per week Community Service Officer to perform exclusively code enforcement related tasks in Gold Hill. Staven told that the sub-station will be housed in the front room of the former library at the City Hall. It will be open for all officers to come and write their reports and related tasks, and that the Sheriff is currently recruiting citizen volunteers to assist the officers and to address informational issues relating to law enforcement, and keeping Gold Hill a safe place to live and raise a family. Interested citizens should contact the City Manager's office to register. Staven also informed the Council that the cost to staff the part-time Community Service Officer will be \$27,000.00. Councilor Studebaker moved; seconded by Councilor Palmer to authorize City Manager to negotiate both contract addendums – roll call followed – All in Favor. **Motion Passed.**
- City Manager Staven asked if Council would be willing to extend the franchise agreement with Hunter Communications, Inc at the existing terms and conditions, and to extend it for an additional five (5) year term at the current seven (7) percent franchise fee rate. Council unanimously agreed that the current terms and conditions are fair and the City Manager should proceed to extend it accordingly.

At 8:03 P.M., Mayor Newport closed the open meeting and directed Council to move into an executive (closed) session per ORS 192.660 (2) (a) for the purpose of employment of a public officer, employee, staff member or individual agent.

At 8:56 P.M. Council entered back into an open session; no decisions were made in the closed session; only a direction how to proceed was given to the City Manager.

Mayor Newport adjourned the meeting at 8:58 P.M.

Minutes Approved by:



 Pete Newport, Mayor

Attest by:



 Harry A. Staven, City Manager