



City of

GOLD HILL

P.O. Box 308 • Gold Hill, OR 97525
(541) 855-1525 Fax (541) 855-4501

MEETING AGENDA
GOLD HILL CITY COUNCIL – Regular Meeting
March 7, 2023 at 6:00 PM
City Hall, 420 6th Ave

To speak during public input, Info@CityofGoldHill.com or sign up on the signup sheet at the entrance to the Council Room.

The meeting can be viewed live at <https://zoom.us/j/96450189363>

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. Announcements, Correspondence, Awards and Proclamations

4. Public Input

Limited to 5 minutes or less per speaker per Mayor's discretion.

5. Public Hearing

None

6. Consent Agenda

To be approved with 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 "7) Action Items"

1. Council confirmation of Mayoral appointments to Budget Committee

- A. Sandi Berggren
- B. Gene Nelson
- C. Scott Okon
- D. Lori Nelson

2. Approval of Council Meeting Minutes

- A. October 17, 2022

- B. November 7, 2022
- C. December 19, 2022

7. Action Items

1. Declaration of Surplus Property and authorization for City Manager to sell/dispose
2. Permit and parking fee waiver, amplification approval for event and promotion and use of City owned chairs/tents for Can Do "Sing into Spring" event
3. Council direction to City Manager for Wastewater Treatment Operation RFP review/scoring committee.
4. Council Goal Setting Discussion for desired structure and timeline

8. Reports from Councilors

9. City Manager Report

1. Upcoming Meetings/Projects – Council Look Ahead

10. Good of the Order

11. 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.cityofgoldhill.com



Council Communication

Agenda Item	Council Confirmation of Mayor Palmer Citizen Budget Committee Appointments		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	March 7, 2023

SUMMARY

Consistent with the Gold Hill Municipal Code, Mayor Palmer is authorized and responsible for appointments to City Commissions and Committees. The City's Citizens Budget Committee must operate consistent with Oregon Budget law which requires the appointment of seven citizen members to the Budget Committee along with the seven elected officials. Council is responsible for confirming the Mayoral appointments.

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

The following residents have submitted applications for the Citizen's Budget Committee and have been appointed to the Committee for a three year term by Mayor Palmer:

Gene Nelson
Lori Nelson

Sandi Berggren
Michael "Scott" Okon

In addition to these new appointments, prior appointments had been completed for current Citizens's Budget Committee members Carol Holm, Mark Warwick and Larry Holm, also for three year terms. In reviewing prior records, the appointment date for these three positions is not explicitly clear. Thus, City staff recommends that Council also (re)confirm the appointments of Holm, Warwick and Holm with current terms expiring March 30, 2024, consistent with Oregon Budget Law.

FISCAL IMPACTS

No direct costs are associated with these Mayoral appointments.

STAFF RECOMMENDATION

Staff recommends Council confirmation of the four new appointments and re-confirmation of the three existing Budget Committee members.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1) I move to confirm the appointments of Sandi Berggren, Gene Nelson, Lori Nelson and Michael "Scott" Okon to a three year term expiring March 30, 2026 and also reconfirm the appointments of Carol Holm Mark Warwick and Larry Holm to three year terms expiring March 30, 2024.

REFERENCES & ATTACHMENTS

City of Gold Hill Elected and Appointed Officials membership list and terms

APPLICATION FOR BUDGET COMMITTEE

We greatly appreciate your interest in our community. The following information will assist the Gold Hill City Council in their consideration of your application.

Name: Sandi Berggren Date: 02/01/2023

Street Address: 442 7th Ave, Gold Hill, OR 97525

Mailing Address (if different from above): PO Box 601, Gold Hill, OR 97525

Daytime Phone Number: 541/261-4274 Message Phone Number: 541/261-4274

Are you a registered voter? yes

How long have you resided within the city limits of Gold Hill? a little over 2 years

Do you have any relatives employed by the City?(If so, please name) no

Please indicate why you are interested in serving on the Gold Hill Budget Committee:
Gold Hill is a small, friendly community. I would like to get involved and do my part to retain that image.

I have heard the Budget Committee is seeking members - this would enable me to be of service to my community.

Please list any experience you have had with public finance and budgeting:

My experience, so far, is in the private sector to include bookkeeping for state grants/federal loans.

List any other experience you have that you feel would benefit the Gold Hill Budget Committee:

I have held multiple bookkeeping positions for past employers in the private sector.

I maintain the finances and budget for my personal household.


Signature of Applicant

APPLICATION FOR BUDGET COMMITTEE

We greatly appreciate your interest in our community. The following information will assist the Gold Hill City Council in their consideration of your application.

Name: Dwight "Gene" Nelson

Date: 01/30/2023

Street Address: 399 7th Ave Gold Hill, OR 97525

Mailing Address (if different from above): _____

Daytime Phone Number: 541.944.7641 Message Phone Number: _____

Are you a registered voter? yes

How long have you resided within the city limits of Gold Hill? 34 years

Do you have any relatives employed by the City? (If so, please name) no

Please indicate why you are interested in serving on the Gold Hill Budget Committee:
Been a resident for over 30 years and would like to see the town do good.

Please list any experience you have had with public finance and budgeting:
none. But ran the Rogue Valley Toy Run Non-profit for many years.

List any other experience you have that you feel would benefit the Gold Hill Budget Committee:

Dwight Gene Nelson
Signature of Applicant

APPLICATION FOR BUDGET COMMITTEE

We greatly appreciate your interest in our community. The following information will assist the Gold Hill City Council in their consideration of your application.

Name: Lori Nelson

Date: 01/30/2023

Street Address: 399 7th Ave Gold Hill, OR 97525

Mailing Address (if different from above): _____

Daytime Phone Number: 541.601.6417 Message Phone Number: _____

Are you a registered voter? yes

How long have you resided within the city limits of Gold Hill? 34 years

Do you have any relatives employed by the City? (If so, please name) no

Please indicate why you are interested in serving on the Gold Hill Budget Committee:

I want to help my community thrive. I have been a Bookkeeper/accountant for 25 years - I have been helping
my clients to budget and be fiscally sound.

Please list any experience you have had with public finance and budgeting:

I have no experience in Public finance and budgeting. My clients range from Non-profits, churches and
general contractors.

List any other experience you have that you feel would benefit the Gold Hill Budget Committee:


Signature of Applicant



City of

GOLD HILL

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APPLICATION FOR BUDGET COMMITTEE

We greatly appreciate your interest in our community. The following information will assist the Gold Hill City Council in their consideration of your application.

Name: MICHAEL "SCOTT" OKON Date: 3/2/2013

Street Address: 148 RIVERS EDGE DR. G/H OR 97525

Mailing Address (if different from above): SAME

Daytime Phone Number: 541-821-3907 Message Phone: SAME

Are you a registered voter? YES Email: SCOTTOKON@YAHOO.COM

How long have you resided within the city limits of Gold Hill? 8 MONTHS

Do you have any relatives employed by the city? (If so, please name) NO

Please indicate why you are interested in serving on the Gold Hill Budget Committee:


TO SERVE MY COMMUNITY. I WOULD LIKE TO GET
COMMITTEE EXPERIENCE AND SOME POINT RUN FOR MAYOR

Please list any experiences you have had with public finance and budgeting:

NO PUBLIC FINANCE. BUT, I HAVE BEEN RUNNING MY OWN
COMPANY FOR 10 YEARS NOW & HAVE ADDITIONAL P&L
EXPERIENCE AS MERCH CTRL MGR W/ MONTHLY BUDGET OF \$500K

List any other experience you have that you feel would benefit the Gold Hill Budget Committee:

I ENJOY THIS COMMUNITY VERY MUCH & WOULD LIKE
THE OPPORTUNITY TO BECOME MORE INVOLVED


Signature of Applicant

City of Gold Hill

Elected and Appointed Officials

City Council

Position/Seat	Name	Start Term	End Term
Mayor	Ronald Palmer	1/1/2023	12/31/2025
Council Position 1	William (Bill) Rigney	1/1/2021	12/31/2025
Council Position 2	Melia Biedscheid	1/1/2021	12/31/2025
Council Position 3	Janet Wilson	1/1/2021	12/31/2025
Council Position 4	James Newstead	1/1/2023	12/31/2027
Council Position 5	Rick Martin	1/1/2023	12/31/2027
Council Position 6	Shery Stancliff	1/1/2023	12/31/2027

Planning Commission

Position/Seat	Name	Start Term	End Term
Position/Seat 1	Wendi Brown	1/1/2021	12/31/2024
Position/Seat 2	Mark Warwick	1/1/2021	12/31/2024
Position/Seat 3	Steve Keisling	1/1/2022	12/31/2025
Position/Seat 4	Joe Berrgren	1/1/2023	12/31/2026
Position/Seat 5	Hugh Schoonover	1/1/2023	12/31/2026

Parks Advisory Committee

Position/Seat	Name	Start Term	End Term
Position/Seat 1	Steve Keisling	1/1/2020	12/31/2021
Position/Seat 2	Paige Prewitt	11/1/2019	10/30/2020
Position/Seat 3	Richard Hart	1/1/2020	12/31/2021
Position/Seat 4	Larry Holm	8/1/2020	7/31/2021
Position/Seat 5	Rob Lowe	9/1/2021	8/30/2022

Budget Committee

Position/Seat	Name	Start Term	End Term
Position/Seat 1	Carol Holm	4/1/2021	3/30/2024
Position/Seat 2	Larry Holm	4/1/2021	3/30/2024
Position/Seat 3	Mark Warwick	4/1/2021	3/30/2024
Position/Seat 4	Gene Nelson	4/1/2023	3/30/2026
Position/Seat 5	Sandi Berggren	4/1/2023	3/30/2026
Position/Seat 6	Lori Nelson	4/1/2023	3/30/2026
Position/Seat 7	Vacant	4/1/2023	3/30/2026



City of Gold Hill City Council

Meeting Minutes

October 17 2022

Mayor Studebaker called the meeting to order at 6:00 p.m.

- 1) Roll Call:** Mayor Studebaker, Councilors, Rigney, Palmer, Newstead and Biedscheid responded as present. Councilor Wilson-not present

The Mayor then led the Pledge of Allegiance.

2) Agenda Adjustments – NONE

3) Announcements, Awards and Proclamations - NONE

4) Public Input

Speaker	Topic
Mark Warwick	Wastewater treatment plant/pipeline
Mike Biedscheid	Wastewater treatment plant/pipeline
Carol Home	Thank You to City Hall, improvements
Sam	Success of Gold Hill Garage Sale, Concern of dog park, State Park-maintenance
Chuck Shawl	Involvement of clean up-Lampton Park, -homeless,weeds, garbage, burning issues, Graffiti, beginning of town to the bridge, railroad, Litter control, volunteer basis
Craig Smith	Requested the public patience with condition of his home, working on improvents

5) Public Hearing – Variance Request

None

6) Consent Agenda

None

7) Action Items

7.1	City Manager Recruitment Process Update and Decision
	Hanks responded process stateded 2 months ago, zoom meeting have been held, council discussed how to move forward with interview of finalist. Mayor - Studebaker, announced that a decision was made not to move forward with the present candidates, will reinstitute in April.

	A motion was made by councilor Rigney to have Adam Hanks stay as an interim city manager-Motion seconded by Councilor Palmer Motion Passes 4/0 Yes- Rigney, Palmer, Newstead, Biedscheid
7.2	Replacement Wastewater Treatment Facility Update
	Hanks spoke last meeting council selected a type of treatment plant- working with city engineer for funding, Dan with wrap up business Oregon for funding, Marta coordinating meeting with one stop for additional funding options.

8) Reports from Councilors

Councilor Biescheid DEQ Liaison update-none

9) Department Reports

Staff reduction, internal modifications

Utility bill update- meters read on time, billing software issues, no late fees being charged at this time. Modifications will billing issues, working with citizens to make updates/corrections to incorrect reads

Completion of docusign to Access program -federal program that will benefit the community, will be available next billing cycle

With the staffing issues-looking to outsource payroll

Looking into update the website -costs/competitive pricings, easy access for the public

Completed the meeting with the auditors for our past two years audits

Watertreatment plant site work-Tony & Hanks -to recognize work (savings to the city) that Rob completed that would have been a significant cost to the city if it was outsourced.

10) Good of the Order

None

Mayor Brad Studebaker adjourned the meeting at 7:05

Minutes Approved by: _____

Ronald Palmer, Mayor

Attested by: _____



City of Gold Hill City Council

Meeting Minutes

November 7 2022

Mayor Studebaker called the meeting to order at 6:00 p.m.

1) Roll Call: Mayor Studebaker, Councilors Wilson, Rigney, Palmer, Newstead and Biedscheid responded as present. The Mayor then led the Pledge of Allegiance.

2) Agenda Adjustments – NONE

3) Announcements, Awards and Proclamations –

1. Request for council to declare the citywide garage sale twice a year-

Counselor Wilson made the motion to declare the citywide garage sale twice a year, Counselor Newstead second the motion-

Motion passed 5/0 Yes- Wilson, Rigney, Palmer, Newstead and Biedscheid

2. Holiday Light up-Carol Holm provided an update to Council on the activities and events planned downtown and at the IOOF Hall.

4) Public Input

Speaker	Topic
Sam	Citywide garage sale twice a year
Carol	Light up Gold Hill Events December 3, 2022
Councilor Biedeidsch read on behalf of	
Christine Alford	See attached notes

5) Public Hearing – Variance Request

None

6) Consent Agenda

To be approved with single motion in affirmation: Council Member (s) may elect to pull and and all items which will then be automatically added as the next item under section (7) Action Items

7) Action Items

None

8) Reports from Councilors

Councilor Biedscheid DEQ Liaison update

9) City Manager Report

1. MRMPO – Allocation update for remainder of funds (for formal Council approval)
2. ODOT Gold Hill 99/Blackwell Rd Bridge project update
3. Planning Commission -Municipal Code update project and need for additional appointments to commission
4. DEQ TMDL annual report submittal
5. Wastewater Treatment Plant -RVSS contract update and future planning
6. City Hall -Council input for City Hall open hours
7. Other items and questions for Council

10) Good of the Order

Mayor Brad Studebaker adjourned the meeting at 7:25

Minutes Approved by: _____

Brad Studebaker, Mayor

Attested by: _____



City of Gold Hill City Council

Meeting Minutes

December 19, 2022

Mayor Studebaker called the meeting to order at 6:00 p.m.

- 1) Roll Call:** Mayor Studebaker, Councilors Wilson, Rigney, Palmer, Newstead and Biedscheid responded as present.

The Mayor then led the Pledge of Allegiance.

- 2) Agenda Adjustments –
None**

3) Announcements, Awards and Proclamations

1. Acknowledgement and Appreciation for Mayor Brad Studebaker (final Council meeting as Mayor)
2. Preliminary 2022 Population Estimate- Adam Hanks spoke to population 1364 as of July 2022
3. Access Program-Adam Hanks spoke in regards to City of Gold Hill has been approved for the Access Program- This program can assist the low income citizens of Gold Hill whom are having difficulty with their utility bills.

4) Public Input

Speaker	Topic
Carol Holm	Light up Gold Hill -Huge success/participation- Thank you to all volunteers, merchants, council members and citizens

5) Public Hearing – Variance Request

None

6) Consent Agenda

1. Annual Liquor License Renewals- a little behind-update code language-approve the list of renewals, No new liquor license requests.

2. Appointment of Hugh Schoonover to Planning Commission- Upon approval all seats have been filled

3. Approval of minutes of October 3, 2022, Regular meeting-

Motion to approve minutes from 10/3/22 made by Counselor Wilson , Motioned second by Counselor Newstead

Motion passes 5/0 Yes- Wilson, Rigney, Palmer, Newstead ,Biedscheid

7) Action Items

7.1	Middle Rogue Metropolitan Planning Organization-
7.2	Preliminary options for operation and maintenance of waterwaste Treatment Systems Treatment plant contract with RVSS will be up-prepping for March 30, Formal RFP process including both sites for bids- further meetings to discuss execution of contract by May
7.3	City Council Meetings-2023 Zoom-Audio-Visual Live Stream- Technology-Meeting postponed to gather further information/costs Hanks -publish a calendar with revised dates for meeting dates 2023-alternate day Tuesdays-Adam to review charter-verify meeting can be moved.
7.4	Authorization for city Manager to incur debt and sign for the city for ECWAG Grant modifications for water treatment facility improvement project A motion was made by Counselor Wilson, Motioned Second by Counselor Biedscheid Motion passed 5/0 (Yes – Wilson, Palmer, Newstead, Rigney, Biedscheid
7.5	Modification/extension of employment contract for interim City Manager Motion to approve extension of contract made by Counselor Palmer, Motioned Second by Counselor Newstead Motion passed 5/0 (Yes – Wilson, Palmer, Newstead, Rigney, Biedscheid

8) Reports from Councilors

Councilor Biedscheid DEQ Liaison Update-None

9) City Manager Report

1. Fuels reduction and vegetation management for 2023
2. Municipal Code Update Project
3. Wastewater Treatment Plant Funding Update
4. Jackson County Sheriff-Crime Statistics Report
5. Council Liaison Assignments and Role

10) Good of the Order

Mayor Brad Studebaker adjourned the meeting at 7:11

Minutes Approved by: _____

Ronald Palmer, Mayor

Attested by: _____



Council Communication

Agenda Item	Request for Declaration and Disposal of Surplus Property		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	March 7, 2023

SUMMARY

City staff have identified a number of vehicles and equipment that no longer has value to the City for operations and collectively may reach a value between \$5,000 - \$10,000 when liquidated. No local Municipal Code exists for the approval and processing of surplus property, however, it is customary and beneficial to the public for the Council, acting in its role of Local Contract Review Board (Gold Hill Municipal Code Chapter 2.08) to be apprised and approved of the identification and liquidation of public assets.

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

The following vehicles and equipment have been deemed surplus by City staff and are planned to be liquidated by direct sale where feasible and disposed of if no viable sale can be made for the items:

Description	Value	VIN
1999 Chevrolet single cab truck - workbox bed	\$1,500	1GCGC24U0YE248245
1999 GMC ½ ton single cab truck – standard bed	\$1,500	1GTEC14WXYZ229617
8 foot utility trailer	\$500	N/A
Kubota Tractor (year unknown)	\$2,000	N/A
Riding lawn mower	\$300	N/A
Water jetter/hose trailer	\$500	N/A
1984 Ford Vacuum Truck	\$1,500	
Fuel Tank and rack (2)	\$500	
Hose reel and rack	\$100	
Tanker Truck (wastewater sludge)	\$1,500	
1992 Ford Truck single cab – workbox bed	\$0	2FTHF25H8PCA14484
1992 Ford Truck single cab – standard bed	\$0	2FTHF25G5NCA61492
TOTAL (estimate of maximum cumulative proceeds)	\$9,900	

See Attachment A for photos of items.

FISCAL IMPACTS

Net proceeds from the liquidation of the above noted surplus property is expected to not exceed \$10,000. Staff intends to liquidate using direct sale method and may incur disposal costs if no direct sale can be made for some items on the surplus list. Proceeds will be posted to the fund where they were purchased/utilized if possible. If not known, proceeds will be posted to the general fund as misc revenue.

STAFF RECOMMENDATION

Staff recommends Council approval of the surplus vehicle/equipment list and approval of the method of disposal.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1) I move to approve the declaration of the staff proposed list of vehicles and equipment and the method of disposal.

REFERENCES & ATTACHMENTS

Surplus Property photos



Pictures

Tony Wilson <tony.wilson@cityofgoldhill.com>

Thu 3/2/2023 3:55 PM

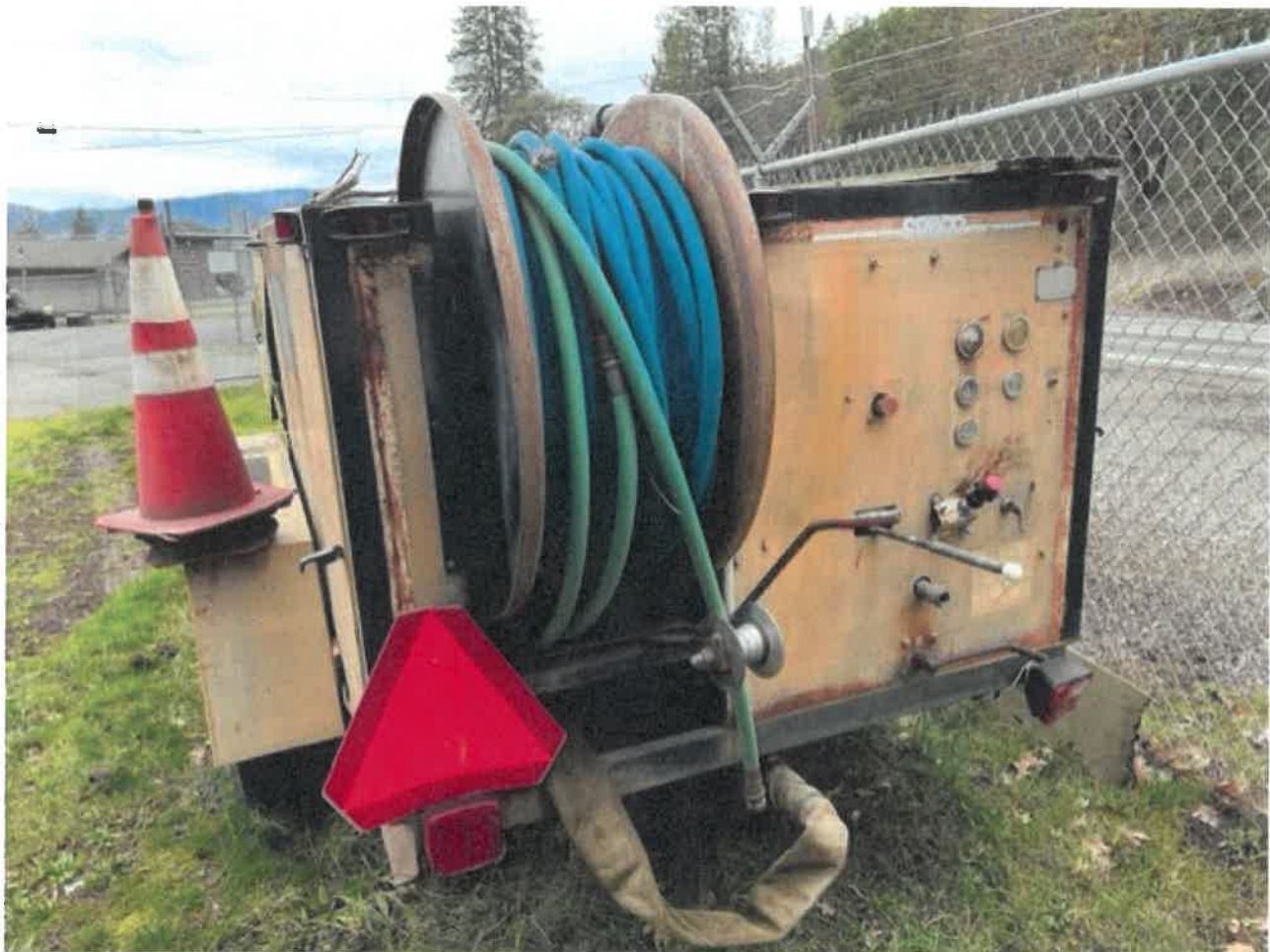
To: Adam Hanks <adam.hanks@cityofgoldhill.com>

















Sent from my iPhone







Council Communication

Agenda Item	Sing into Spring Community Event – Parks Permit and parking fee waiver request, including amplification approval for event and promotions		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	March 7, 2023

SUMMARY

The City of Gold Hill has established fees for the reserved use of its Parks that can only be waived by approval of Council. Can Do is requesting the City be a co-sponsor of the Sing into Spring event on May 6, 2023 in exchange for the park fee and parking fee waiver.

Additionally, the Gold Hill Municipal Code requires Council approval for the use of amplification devices for events and also for any promotional activities prior to the event that utilize amplification. All requests can be reviewed and approved under one Council action.

PREVIOUS COUNCIL ACTION

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Can Do is the primary community entity creating and managing community events and has a solid track record of successfully managing events on public streets and park areas. A sponsorship provides a mechanism for Council to waive fees for community events open and available to the general public and also support outreach and engagement efforts for the event.

The Park reservation fee is \$75 for four hours with \$25 refundable if the site is cleaned/restored after the event. Parking fees have been temporarily suspended and, consistent with prior Council dialogue, will be proposed to be eliminated in an upcoming fee schedule (Unified Fee Schedule Resolution).

Amplification for the event will be for a time period between 1:00 PM and 4:00 PM. Amplification approval is also being sought for promotional efforts prior to the event by vehicle with bullhorn announcement of the event in the early evening prior to the event.

FISCAL IMPACTS

This request would forego \$50 of net revenue to the general fund.

STAFF RECOMMENDATION

Staff is in support of the City and Can Do partnering on community events that foster community involvement, interaction and draws interest from the region that supports and potentially expands economic opportunities for local businesses.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1) I move to approve the Can Do request for City sponsorship of Sing into Spring, which includes Park fee and parking fee waivers, amplification approvals.

REFERENCES & ATTACHMENTS





Council Communication

Agenda Item	Wastewater Treatment System (Plant and Collections) Operations Contract RFP Update and Scoring Committee Assignments		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	March 7, 2023

SUMMARY

With the termination by Rogue Valley Sewer Services (RVSS) of the contract for wastewater treatment system operations and maintenance, the City issued a Request for Qualifications/Proposals to select a replacement contract operator prior to RVSS termination date of June 30, 2023. Two bids were received by the March 1, 2023 deadline.

The next step in the bid review process is to assess and score the bids utilizing the criteria established in the RFP. This is to be done by a small committee and will be used by staff to determine negotiations on contract and service terms that would come back to Council for review and direction.

PREVIOUS COUNCIL ACTION

January 9, 2023 – Council approval of RFP for Wastewater Treatment System operations and maintenance

BACKGROUND AND ADDITIONAL INFORMATION

The RFP calls for the creation of a small evaluation committee to assess and score the bid submittals to determine the most qualified submittal to begin contract negotiations with staff and ultimately the development of a draft contract to bring forward to Council for review at a future meeting, tentatively scheduled for the April Business Meeting.

FISCAL IMPACTS

No costs are associated with the formation and work of the evaluation committee. The City is incurring costs for the involvement in the RFP process of its contract City Engineer, who is an invaluable asset to staff and ultimately to the Council.

STAFF RECOMMENDATION

Staff recommends Council nominate and appoint one Council member to the evaluation committee, along with community member Mark Warwick, who has prior professional experience in the field of municipal wastewater. These two committee members would join the City Manager and the City Engineer to comprise the four member committee.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1) I move to appoint _____ as the Council representative and Mark Warwick as a citizen representative to the Wastewater Treatment System operations and maintenance RFP evaluation committee.

REFERENCES & ATTACHMENTS

N/A



Council Communication

Agenda Item	Council Goalsetting – Structure and Timeline Discussion		
From	Adam Hanks	Interim City Manager	
Contact	Adam.Hanks@cityofgoldhill.com	Date	March 7, 2023

SUMMARY

At its February 21, 2023 Study Session, Council indicated an interest in conducting some level of goal setting for 2023. It was noted that many goals from prior year goal setting are still in the process of being accomplished and resource constraints may curtail an expansive goal setting process for 2023.

With that in mind, any sort of goal setting exercise will need to be planned out and inserted into the Council's meeting schedule and incorporate some level of community engagement to elicit ideas and to comment on Council's proposed goals prior to any formal adoption.

PREVIOUS COUNCIL ACTION

February 21, 2023, Study Session – Budget process, Council Goals and community engagement discussion

BACKGROUND AND ADDITIONAL INFORMATION

Option #1

- Staff develops draft Council Goals to initiate the process.
- Staff develops online survey/feedback tool on City website for residents to provide initial input on priorities and needs for 2023-24 (and beyond)
- Draft Council Goals and community online input are provided to Council as starting point for Council discussion, deliberation, and formation of Council final draft 2023-24 Goals.
- Final draft 2023 Goals are posted to website with opportunity for community review and feedback.
- Council adopts final 2023-24 Goals.

Option #2

- Council holds Town Hall to hear from community on priorities, interests, needs.
- Council holds Study Session to form draft Goals based on Town Hall feedback and individual priorities/interests/needs.
- Staff forms draft goals into final draft document and posts on City website for community review/feedback.
- Council adopts final 2023-24 Goals.

Option #3

- Council starts with 2020-21 Council Goals as initial draft goals and updates/amends in Study Session
- Staff forms updated 2020-21 Goals into final draft document and posts on City website for community review/feedback.
- Council adopts final 2023-24 Goals.

FISCAL IMPACTS

Minimal direct expenses are associated with the Council goalsetting process. Indirect and intangible costs include staff and Council time for draft and final document creation, website community input, meeting prep, etc

STAFF RECOMMENDATION

Staff has no specific recommendation regarding how Council would like to handle its Goalsetting process and will support whatever level of effort, time and engagement Council feels is valuable and nessissary.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- 1) I move to direct the City Manager to develop materials and a specific timeline consistent with Option # ____
- 2) I move that Council defer the Goal Setting process until fall of 2023

REFERENCES & ATTACHMENTS

N/A



City Manager Report

March 7, 2023

1. Upcoming Meetings/Projects

In the fall of 2022, I presented what I titled as a "Council Look Ahead". The objective of this document is to serve as a working adjustable calendar of upcoming issues, projects, decisions that need to be in front of Council to meet regulatory requirements, operational deadlines, partner agency needs or other time constraint/commitment.

As I dove into the triage work into the winter months, I failed to maintain this document so we lost the usefulness of this tool. I plan to focus time on updating and revising the Council Look Ahead so we collectively have a better understanding of the workload we have in front of us.

Below is a short list of items that I will be working with Mayor Palmer in organizing and prioritizing into the Look Ahead document that I will provide to Council at the March 7, 2023 meeting.

As I noted above, this is an ever evolving document as issues, projects and deadlines often shift based on events both in and out of our local control. I will make every effort to include an updated Council Look Ahead for open discussion at the end of each Business Meeting so we stay in alignment on upcoming issues, tasks and deadlines.

2. Utility Billing Update

We continue to be a bit challenged with finetuning our utility billing processes and timelines. This is due to a combination of issues, some of which we control and some of which we do not. The major issue that hampered this billing cycle (March invoices for February consumption) was the snow we had on the ground on the same days that we read the meters for the month. We also have 2-3 less days to work with in February so the end result was a billing cycle that billed the base fees only, no consumption charges. February is the best month of the year for this to need to occur since it is likely the lowest or second to lowest water consumption month of the year. Additionally, we will be reading the meters for the April invoice (March consumption) a little earlier than usual (third week in March) to help smooth out the consumption between March and April.

Additionally, we will be returning to our late noticing with letters going out to all past due accounts, followed up by door hangars 2-3 weeks after the letters then ultimately using the final tool in the toolbox which is meter lock outs that shut off water service until payments or

arrangements are made. I am hopeful that the initial letter will spur action from many that are only somewhat past due and we will focus our communication efforts on the 10-15 customers with the most significant past due balances which make up a disproportionate amount of our total arrears billing balance.

Past due collections is always a challenging and no fun process for both customers and staff. We will work hard to assist customers in finding resources they may qualify for and also create payment plans that assist customers in catching up incrementally over the coming 6-12 months to ease the burden of the deficit they have created by missing a payment or two.