



Council Minutes

September 4th, 2012

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Councilors Shepherd, Chambers, Gerber, Cole and Van Sandt present. Councilor Boyanovsky was excused. City Administrator Scott McDowell, Public Works Director Karl Frink and City Planner Bill Sattler were also present.

PUBLIC: Kaye Fox, Sergeant Brad Kelley, Ryan Quigley & Elizabeth Coleman.

ADDITIONS AND DELETIONS: None.

MINUTES: The Council reviewed the minutes of the July 24th, 2012, meeting. Councilor Cole moved to approve the minutes. The motion was seconded by Councilor Boyanovsky and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. Water System River Crossing Status & Financing Options. Mr. McDowell provided a presentation showing the status of the Calapooia waterline crossing. When it was possible to examine the line, it was found that the damage was much worse than suspected. A forty foot section of the line had been washed away. Given the significant damage Mr. McDowell said that the only real option would be to bore a new line deeper under the river as originally discussed. Mr. McDowell said that the estimated cost for the project would be \$500,000 to \$600,000. He said that he and Mr. Quigley had met with State and Federal representatives to explore financing options for the project. Mr. McDowell said that it appeared that the repayment cost would be around \$4 per month for each water account. He said that no grant money is available unless the cost of water is more than \$48 per month. Mr. McDowell noted that there are some other water projects that might need to be done in the near future and it might be possible to finance them at the same time. He said that another option might be to refinance the existing debt, hopefully at a lower rate, and add the cost of the new project which could possible result in no increase in payments. Mr. McDowell said that it was also possible for the City to finance the project out of reserves. Mr. Quigley from Erwin Engineering said that scheduling for the project would be somewhat determined by the financing selected. He said that the environmental permitting should be simple as the project would not be working within the river. Councilor Van Sandt made a motion to have Mr. McDowell, Mayor Ware and Council President Shepherd look into the financing options for the project to determine the best option for the City and to authorize them to execute any needed documents. The motion was seconded by Councilor Cole and was approved unanimously. Mr. Quigley said that he was looking into the option of moving the site of the river crossing about 350' upstream of the current site. He said that doing so would move the pipeline out of the area of rapid erosion. Mr. Quigley said that it might add to the cost and that there would need to be geo-tech work to make sure there's no bedrock or large cobbles at the site.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Kelly reported on the Willamette Country Music Festival. He said that it went pretty well considering the size of the crowd and the nature of the event. He said that the Sheriff's Office is already planning for improvements that could be made



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next year. Sgt. Kelly said that it's a great event for the area and the sponsors have been good to work with.

2. Planning. Mr. Sattler said that Staff has been very busy dealing with calls regarding the Festival and people looking for camp sites. Mr. Sattler said that he has been working on weed abatements and had another five properties mowed in addition to quite a few that had been cleaned up by the owners after they had received notices.
3. Public Works. Mr. Frink reported that his Staff have been painting the Water Treatment Plant and said that when it was built it was not caulked so they have been doing that also. Mr. Frink said that the punch list from the Oak Street project is still unfinished and he will look into getting that completed. He said that the cemetery has been mowed and trimmed, the City's street and parking lot striping is completed and the new roof has been installed on the Rec Center. Mr. Frink said that the millrace pumps had been turned on July 8th and so far there haven't been any problems. Councilor Cole thanked him for watering the new street trees at the south end of Main Street. Mr. Frink said that they were selected to be drought resistant trees and probably didn't actually need watering but it made them look better.
4. Administrator's Report. Mr. McDowell introduced Liz Coleman, the City's new Assistant Clerk who had recently been hired. Mr. McDowell said that there are only three candidates for the three open City Council positions, no one had decided to run against the incumbents. He said that he is close to hiring someone for the open Public Works position. Mr. McDowell said that the City will probably need to make a public statement of support for the Willamette Country Music Festival as there have been some negative comments made about it. He said that the Festival donated over \$55,000 to local community groups last year and the City needs to make sure the County Commissioners are aware of the event's benefit to the community. Mr. McDowell reminded everyone that the deadline for the next edition of the Newsletter is September 21st.
5. Library Report. Ms. Lemhouse provided a written report.
6. Court Report. The Municipal Court provided a written report.
7. Council Comments. None.
8. Citizen Comment. None.

LEGISLATIVE: None.

ACTION ITEMS:

1. Uerlings-Barker Insurance Agreement. Mr. McDowell said that the proposal was for a fee of \$1,900. The Council decided by consensus to table the discussion until the September 25th meeting.
2. Award Backhoe Contract. Mr. McDowell said that Brim Tractor had the lowest quote on the Backhoe RFP and provided a spreadsheet of all quotes received. He said that the City probably saved about 10 percent on it. Councilor Cole asked when it would be delivered. Mr. Frink said about 120 days and that is normal for equipment of this type. Councilor Shepherd asked what would be done with the old backhoe. Mr. Frink said that no final determination has been made. Councilor Gerber moved to award the contract to Brim



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Tractor in the amount of \$87,590 for a 17ft. JCB Backhoe/Loader. The motion was seconded by Councilor Van Sandt and was approved unanimously.

3. Payroll Options. Mr. McDowell said that the software module the City has for payroll is very difficult to use and that one solution would be to hire a payroll service to handle this for the City. He said that the City's Auditor, Boldt, Carlisle & Smith, have proposed to do it for \$195 per month. He said that Pioneer Bookkeeping is about the same price. BCS provides these services through ADP a nationally recognized payroll processing company. Councilor Van Sandt moved that the City retain Boldt, Carlisle & Smith to handle the City's payroll. The motion was seconded by Councilor Shepherd and was approved 5-1 with Councilor Cole voting against the motion. Councilor Cole said that she generally preferred to support local businesses whenever possible. Councilor Van Sandt noted that the City already has a relationship with Boldt, Carlisle & Smith.
4. Authorize Elections Advertisement. Councilor Cole moved to authorize the required election advertisements for the upcoming November election. The motion was seconded by Councilor Shepherd and was approved unanimously with Mayor Ware abstaining due to a potential conflict of interest.

DISCUSSION ITEMS:

1. Boldt, Carlisle & Smith. Mr. McDowell said that the City's Auditor will be working with him to make recommendations regarding the City's internal controls.
2. Authorize Chamber Memorandum of Understanding. Mr. McDowell said that the City has reached memorandums of understanding with all the other groups that use the City's facilities each year and he thought it would be a good idea to do one with the Chamber to clarify each party's expectations and responsibilities. Councilor Gerber agreed that this should be done for each major event. Councilor Cole asked if the Chamber has reviewed the proposed agreement. Mr. McDowell said that he was simply running the idea by Council first. He will then work the Sharon McCoy, the Chamber liaison, for their Board's review and discussion. Councilor Cole thought it would be a good idea and really help define the process.
3. July Financials. Mr. McDowell noted that the report is in a slightly different format.

COUNCIL COMMENTS: None.

CITIZEN COMMENT: Ms. Kaye Fox reported on activities at the Senior Center. She said that she had resigned a number of roles so that others could take them on and get involved. She said that they had raised about \$720 from activities this summer and that their newsletter was coming out.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The meeting was adjourned at 9:10 p.m.

Handwritten signature of S. Scott McDowell.

City Administrator S. Scott McDowell

Handwritten signature of Mayor Don Ware.

Mayor Don Ware