



COUNCIL REGULAR SESSION

Wednesday, August 19, 2020

APPROVED MINUTES

This meeting was held electronically via Zoom.

CALL REGULAR SESSION TO ORDER - 7:00 PM

MEMBERS PRESENT

Mayor Rick Scholl
Council President Doug Morten
Councilor Keith Locke
Councilor Ginny Carlson
Councilor Stephen R. Topaz

STAFF PRESENT

John Walsh, City Administrator
Matt Brown, Assistant City Administrator
Kathy Payne, City Recorder
Sue Nelson, Interim Public Works Director
Tina Curry, Event Coordinator

OTHERS

Stuart Peterson

PLEDGE OF ALLEGIANCE

Mayor Scholl recited the Pledge of Allegiance.

Mayor Scholl read the City Council mantra.

VISITOR COMMENTS – *Limited to five (5) minutes per speaker*

No visitor comments.

AWARD BID/CONTRACT

1. Salmonberry Timber Sale to Olympic Forest Products (RSG) at \$624 per 1,000 BF
2. Purchase of Mower to Stark Street Lawn & Garden for \$13,549.47

Motion: Motion made by Carlson, seconded by Topaz to approve '1' and '2' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

APPROVE AND/OR AUTHORIZE FOR SIGNATURE

3. Additional Services Agreement with Mackenzie for Police Needs Assessment
4. Agreement with Maul Foster Alongi for Sykes Road Reservoir Feasibility
5. Extension of Concession Agreement with Shiver Me Ice Cream Mobile Truck
6. Contract Payments

Councilor Topaz called for a point of order having to do with the Maul Foster Alongi (MFA) contract. It should be put out for bid since it is not a continuation of work. They did not complete the previous two contracts, which included the public description of what they did or what they found.

City Administrator Walsh reported that the work is not complete for their two open projects. That is because of the need to have a meaningful engagement, not because of them. There was no end date on the contracts. Contracts were streamlined several years ago to allow for this type of procurement. There is a special services agreement with them for various types of work, such as this.

Councilor Topaz sees technical problems in their preliminary report. Two parts contradict each other. According to City Code, they need to start over. Walsh responded that there is a resolution that addresses those issues specifically.

Councilor Topaz sees big mistakes and wants people to know that MFA is not doing a good job. Walsh pointed out that DEQ has approved the reports MFA has submitted. Councilor Topaz added that he has submitted a report to DEQ as well. Council President Morten asked for Councilor Topaz to send Council copies of what he submits to DEQ. He argued that MFA has been our environmental consultant. They have one of the finest reputations for environmental cleanup in North America. Walsh confirmed that they are our Environmental Engineer of record.

Councilor Carlson requested regular updates from MFA.

Mayor Scholl reminded the Council that this is about the reservoir on Sykes Road. It is a perfect location for a water tower. He asked Interim Public Works Director Nelson to explain the request. Nelson reported that the contract is to look and see if the site is suitable to accommodate a water reservoir.

Discussion ensued.

Motion: Motion made by Carlson, seconded by Locke to approve '3' through '6' above. Voting Yea: Scholl, Morten, Locke, Carlson; Voting Nay: Topaz

APPOINTMENTS TO CITY BOARDS & COMMISSIONS – None

CONSENT AGENDA FOR ACCEPTANCE

8. Parks & Trails Commission Minutes dated July 13, 2020
9. Planning Commission Minutes dated July 14, 2020

Motion: Motion made by Carlson, seconded by Topaz to approve '8' and '9' above. Voting Yea: Mayor Scholl, Council President Morten, Councilor Locke, Councilor Carlson, Councilor Topaz

CONSENT AGENDA FOR APPROVAL

10. Council Special Session, Work Session, Executive Session, and Regular Session Minutes dated July 29 and August 5, 2020
11. Amendment to Administrative Billing Specialist Job Description
12. Amendment to Library Assistant Job Description
13. Amendment to Public Works Office Assistant Job Description
14. OLCC Licenses
15. Accounts Payable Bill Lists

Motion: Motion made by Carlson, seconded by Topaz to approve '10' through '15' above. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

WORK SESSION ACTION ITEMS

Park Bench Donation

Motion: Motion made by Carlson, seconded by Topaz to accept the park bench donation. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Wellness Committee Proposal

Motion: Motion made by Carlson, seconded by Topaz to approve the Wellness Committee proposal. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Zoom Meeting Policy

Motion: Motion made by Carlson, seconded by Morten to approve the Zoom Meeting Policy. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Upstairs Remodel

Motion: Motion made by Morten, seconded by Carlson to approve the upstairs remodel. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Public Works Director Job Posting Process

Motion: Motion made by Carlson, seconded by Topaz to re-advertise for the Public Works Director position. Voting Yea: Scholl, Morten, Locke, Carlson, Topaz

Discussion of job posting. Consensus of Council to post the position the same as last time and have Walsh involved in the process.

Report on Tourism

Mayor Scholl reported that there are concerns from the community about holding Spirit of Halloweentown events during the pandemic.

Event Coordinator Tina Curry reviewed Spirit of Halloweentown activities:

- Will take safety precautions.
- Supports local charities and businesses.
- Limiting ticket sales to only 250 guests on the weekends.
- Walk-ins to the Spirit of Halloweentown area will not be allowed without a ticket between 10 a.m. – 5 p.m. on Saturdays and 10 a.m. – 4 p.m. on Sundays.
- Will follow all State guidelines.
- Most activities will be held outside.
- Temperatures will be taken at check-in.
- People inside the area will be required to wear a badge.
- There will be some celebrity appearances. Tickets will be required.
- There will not be a pumpkin lighting.
- There are no activities that encourage people gathering in one location.
- The parades are not taking place.
- Activities can be viewed at www.spiritofhalloweentown.com.

Council President Morten expressed concerns about the restaurants downtown. Tina responded that she has spoken with businesses. They all know what is going on. The public will still be able to access the restaurants and theater. They are not inside the fenced area. Every ticket includes parking this year. Full refunds will be issued if the Governor shuts the event down.

Councilor Topaz asked if the City is liable if someone contracts the virus while they are here. Tina responded that there is a general liability policy. Council President Morten recalls that this was discussed during the high school graduation. We just need to notify Insurance Agent Chris Iverson.

Councilor Topaz asked if the haunted house will be in operation. Tina confirmed it will be. Councilor Topaz said the building requires fire detection and fire suppressions for people inside. Tina said they are in compliance with permits. They can only operate the haunted house for 90 days.

Councilor Carlson confirmed that anyone can come during the week and outside those hours on the weekend to visit the area and take pictures.

Councilor Topaz asked if tourism has allocated funds for police overtime. Tina responded that she has no expectation of the police being at the events.

MAYOR SCHOLL REPORTS

- The Chamber of Commerce presentation was great earlier today. Through adversity, they are really coming together and making things happen there. They are doing a great job and have a great board.
- The CCET presentation was good, too. There is good collaboration with the Chamber and the Port. If you are looking for PPE, go out to the fairgrounds on Friday.
- The City is doing great. We are still chugging along. We were talking earlier about the Waterfront project and two different funding sources to move forward.

COUNCIL MEMBER REPORTS

Council President Morten reported...

- It is good to be back. He expressed his sincere gratitude to staff and Council members for their encouraging thoughts during his recent accident. He appreciates the camaraderie.
- He has heard a lot of complaints about parking at the Marina, because of the increased use of Sand Island. He suggested the City enter into an agreement for the Marina to obtain some parking along the right-of-way down there.
- Tina's Spirit of Halloweentown report was very helpful.
- He is really encouraged with what has been happening at Dalton Lake but has a concern. Lynne Pettit was told that they were not to contact the City police if they had any problems down there. However, there is an agreement with ODOT to manage Dalton Lake. That is an issue if the police are not going to respond.

Assistant City Administrator Brown just received a message from Police Chief Greenway. Dalton Lake is in the County's jurisdiction. The Sheriff's Office would respond to calls for that area. Shortly after Greenway started here, there was a policy decision that the City would not be responding to calls outside of their jurisdiction. Discussion ensued. It was the consensus of the Council to continue the discussion at the next work session when Greenway can be in attendance.

Councilor Locke reported...

- Cascades is having some issues with COVID and are short staffed. Number three is shut down. He will find out why.
- For your information...1,000 board feet would be approximately two logs, 32' long and 20" in diameter.

Councilor Carlson reported...

- Good to have Council President Morten back.
- Encouraged by the positive report from CCET. It was a big difference from reports received a year ago.
- Youth Council continues to stay in contact and focus on service projects.

Councilor Topaz reported...

- Earlier in the work session, they discussed doing an RFP for a tourism director. That was not brought up tonight. City Recorder Payne confirmed that it will be on the next work session agenda.
- What is going to happen to the homeless when they have no place warm to stay during the day? He encouraged groups to start strategizing ways to support them, such as using the Recreation Center or Fairgrounds.

OTHER BUSINESS - None

ADJOURNMENT – 8:20 p.m.

Respectfully submitted by Lisa Scholl, Deputy City Recorder.

ATTEST:

/s/ Kathy Payne
Kathy Payne, City Recorder

/s/ Rick Scholl
Rick Scholl, Mayor