

# City of Mt. Angel

City Council Packet

February 1, 2016

**MT. ANGEL CITY COUNCIL MEETING AGENDA**  
290 East Charles Street – Community Meeting Room  
Monday, February 1, 2016

**6:15 p.m. EXECUTIVE SESSION – Pursuant to ORS 192.660(2)(d)**

Pertaining to deliberations with persons designated by the governing body to carry on labor negotiations.

**7:00 p.m. REGULAR MEETING**

- 1. Call to Order**
- 2. Flag Salute**
- 3. Roll Call**
- 4. Presentations, Guests, and Announcements**
- 5. Appearance of Interested Citizens - *please limit comments to three (3) minutes.***
  - a. Fr. Bernard Youth Center – Don Robison (15 minutes)
- 6. Review Correspondence**
- 7. Review Written Staff Reports**
- 8. Review Accounts Payable**
- 9. Consent Agenda**
  - a. Approve City Council Meeting Minutes for January 4, 2016
  - b. Approve FY 16-17 Budget Calendar
  - c. Approve Liquor License Renewals for 2016
- 10. Unfinished Business**
  - a. Ordinance Annexing 20 Acres into the City Limits – AN ORDINANCE DECLARING TERRITORY ANNEXED TO THE CITY OF MT. ANGEL AND AMENDING THE MT. ANGEL ZONING MAP (2<sup>nd</sup> Reading)
- 11. New Business**
  - a. Resolution Adopting City Council Rules – A RESOLUTION REPEALING RESOLUTION NO. 1419 AND READOPTING RULES GOVERNING PROCEEDINGS AND CONDUCT OF THE CITY COUNCIL
  - b. Approval of 2016 City of Mt. Angel Vision, Mission, Goals and Work Plan
  - c. Discussion of Future Agenda Items – See Council Agenda Calendar
- 12. City Manager’s Report**
- 13. Councilor/Committee Reports**
- 14. Mayor’s Report**
- 15. Adjournment**

CITY OF MT. ANGEL

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February 2016

# Department Reports

Eileen Stein  
 City Manager  
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 503-845-9291

## ADMINISTRATION

### FY 2016-17 Goal Setting

The Council's goal setting session on January 9<sup>th</sup> produced the following new goals which are scheduled for approval at this meeting:

1. Continue to evaluate new General Fund revenue sources to promote community livability (walkability, beautiful parks, library, and police protection) and make progress toward the city's 2035 vision.

*In progress. Council was briefed at the January 9<sup>th</sup> goal setting session and we are meeting with Budget Committee members to brief them. Looking toward a full Budget Committee meeting on Tuesday, February 16<sup>th</sup> to discuss next steps.*

2. Continue the process of analyzing costs and revenue sources for maintaining city, and possibly county infrastructure inside city limits, through the Infrastructure Task Force.

*In progress. Task Force met on January 25<sup>th</sup> and made preliminary recommendations for water and sewer rate increases for the next three years. Now discussing street and stormwater system needs. After that, parks and facilities.*

3. Implement Phase II of the Mt. Angel Development Code update project.

*In progress. Approval of final assessment report is scheduled for the March 7<sup>th</sup> regular meeting. Staff also working on go-ahead letter to secure funding for Phase II, to start the process of developing new code language.*

4. Continue planning and community outreach efforts on solutions for City Hall and the Police Department facilities.

*We've had contractors look at the roof and ceiling repairs and are waiting for estimates on those, the roof repair will be our cost, the ceiling repair will be paid by CIS. We are also waiting for a preliminary report on the structural condition of city hall and an estimate to do tear-down work to complete the structural assessment.*

### Collective Bargaining

We have reached Tentative Agreement with the Mt. Angel Police Association on a new three-year contract which the Council will be briefed on at the meeting. We are still working at connecting with LIUNA.

### Vacation

I will be taking vacation from March 17-30.

Justin Hogue  
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## COMMUNITY DEVELOPMENT

### Downtown Transformation Contest

Robert Herjavec, who is a regular on the television program *Shark Tank*, is partnering with Deluxe Corp. to award a \$500,000 revitalization to one small town's Main Street business district. The project is called the Small Business Revolution, and select small businesses in the winning town will receive one-on-one guidance from Herjavec and marketing/business services from Deluxe, a leading provider of small-business marketing and financial services. Deluxe will also invest in upgrades to the winning town's public spaces, and the transformation will be captured and showcased in a new show debuting on SmallBusinessRevolution.org this fall.

Nominations are open from Jan. 11 – 28. Finalists will be announced during National Small Business Week, May 1-7, and then the public will vote for their favorite town to determine the final winner of the \$500,000 transformation. We have spread the word to the community to solicit as many nominations as possible.

### Façade Improvement Program

We have received interest in the grant program from several business owners and have received applications from two establishments thus far. The deadline to apply for grant consideration is January 29, 2016 at 5:00 p.m.

### Planning Activity

Staff met with a resident that owns several vacant lots in town in a development advisory review pre-application meeting (DARP). We discussed options and requirements for building single family homes on two of the lots.

### Permits

Received land use applications for a proposed triplex. Included was an application for a major variance and a site design review. We will most likely convene the Planning Commission in March for the purpose of holding a public hearing. Processed a building application for an accessory structure.

### Development Code Update

Serah Breakstone with Angelo Planning Group is drafting a final action plan and draft code amendments. Angelo Planning Group is scheduled to attend the March regular Council meeting to present and review the draft code language with the Council. City staff is preparing a letter in order to begin phase II of the Development Code update. Phase II will focus on composing actual code language that can be adopted to update the current Development Code.

### Annexation

The ordinance annexing 20 acres into the Mt. Angel city limits will be brought before the Council for consideration for a second reading at the February 1, 2016 Council meeting. No new information has come forward in regards to the annexation. Frank Kirkbride, project manager for the development of the property, has contacted the City since the first reading to express his desire to meet with the community and discuss their concerns and ideas. He has reached out to city staff for assistance in setting up this meeting.

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# FINANCE

## Budget

We had our internal budget “Kick-Off Meeting” on January 19th. The departments are working on their individual budget proposals to be turned into the budget officer by February 10<sup>th</sup>. The FY 16-17 Budget Calendar is in this meeting packet for approval. The first official budget committee meeting set for April 18<sup>th</sup> at 6:30 in the community room. However, we are planning for your February workshop to be a meeting with the full Budget Committee, to continue discussing long term financial strategy. That meeting is tentatively scheduled for Tuesday, February 16<sup>th</sup> since Monday that week is a holiday.

## Risk Management Incentive Grant

We received approval from CIS for a risk management incentive grant of \$6,187.58 to do the sidewalk next to the police department. We had a decision package totaling \$8,000 in last year’s budget that was not approved. One of the issues that we have had was getting prisoners out of the police vehicles onto the wet slick muddy grass and getting them into the police department safely. We recently found this grant option but it has to be done by May 2016 in order to get the funds. Public works is working on getting an updated bid for the project and we will be going forward seeing no problem with the time constraints at this time. The city has a match amount of \$1,187.58 and we expect the additional amount to be minimal.

## Utility Billing

\$1803 is 90 days past due.

66 shut off notices were mailed out.

6 customers had water shut off and 4 were turned back on.

## Court

Court fine revenues for the month were \$1,779. Out of that, a check in the amount of \$192 was sent to Oregon Department of Revenue and a check in the amount of \$67 was sent to Marion County Treasurer. A check was received in the amount \$311 This amounts represent citations that were written outside of the city limits that were either prosecuted in Justice Court or Circuit court for traffic and criminal matters. Last court was held Nov. 18<sup>th</sup>. Court was held Jan 13<sup>th</sup> of which 12 defendants were disposed. The next court session is Wednesday, March 13<sup>th</sup>, 2015 at 6:00 pm.

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# LIBRARY

## Family Game Nights and 3rd Friday Movie Matinees Debut

Our latest additions to library program debuted in January and both were a hit. Our Family Game nights are scheduled for every 3rd Wednesday from 3:30-5:00 and featured a selection of board games for all ages. Our 3rd Friday Movie Matinees are also up and running, with our last film shown “Into the Woods.” Our goal is to show all ages films so all are welcome to attend. We had a good mix of children and adults at both programs, and we expect attendance to grow as people become aware of these programs.

## Early Literacy Computer a Big Hit!

We were delighted to debut our new Early Literacy children’s computer in January. It has been a big hit with children since day one, and we’ve received a lot of positive feedback about its addition to the library. We will be gathering and reporting statistics on usage in the coming months, but it is already clear it is being used and enjoyed by many children in the community.

## Library Featured in Newspaper

Thanks to Christena Brooks of the Silverton Appeal for her article detailing some of the exciting new programs and resources at the library! Our new Early Literacy children’s computer, the new Teen Advisory Board (TAB), and our all ages movie matinee series were all highlighted, and we had a chance to promote our efforts to create an atmosphere of lifelong learning, as well as entertainment, community engagement and exploration.

## Edge Initiative Technology Assessment Tool

I have been working on completing a technology assessment tool called the Edge Initiative. All CCRLS libraries are required to complete this assessment in order to qualify for possible future grants and training opportunities. This is a fairly extensive survey, but it has a lot of great ideas for how we could be providing our community members with the knowledge and digital tools so necessary for success in today’s world. CCRLS libraries will be working on this project throughout the spring and I will report on developments as they occur.

## Donation from Chamber of Commerce!

We were surprised and delighted to receive word that we are to receive a very generous donation from the Mount Angel Chamber of Commerce! The Chamber voted to donate \$1000 to the library “in recognition for your excellent service to our activities and all you bring to the quality of life in our city.” We are currently brainstorming ideas with Chamber members about several fun and engaging ways to highlight this generous donation to the public and to share all the ways both organizations are working together to make Mount Angel the best it can be. Thank you to the Chamber! More good things to come!

## The New York Times Digital Access

CCRLS has recently added a new digital resource for patrons--now the digital version of *The New York Times* can now be accessed for free at the library, without encountering a pay wall. We are excited to test out his new resource and add it to our other great databases and learning tools found on our eResources page of the catalog.

Valentine's Day Party

Everyone loves parties, so we have a fun Valentines Party planned for Friday, February 12th from 3:30-5:00. All ages are welcome and we have some fun Valentines making activities (with a German flair) planned for the event!

Teen Advisory Board (TAB)

We have finished the application process and have selected 5 young people to be on our Teen Advisory Board (TAB)! Stephanie is excited to start our new monthly leading meetings with our TAB members in February.

Circulation Stats

Items circulated in December 2015: **2567**

Patron visits to library since March 2015: **10,699**

Estimated total patron visits for Jan-Dec 2015: **12,857**

Friends of the Library Book Sale in February

We are excited to announce that for the first time in 4 or 5 years, our Friends of the Library group is going to hold a 2 day book sale! We've set the sale dates for Friday, February 26th, and Saturday, February 27th, from 9:00 a.m. to 3:00 p.m. each day. Flyers have gone up asking for additional donations of good condition new or used books, DVDs, and CDs, so we hope to have a great selection of outside materials at the sale, in addition to weeded/outdated library materials removed from the collection. Save the date and spread the word!

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# POLICE

## Personnel

Our newest police Officer, Bill Snell, was sworn on Tuesday January 19<sup>th</sup>. Not a minute was wasted, as he was in uniform and spent his first shift on duty training with Sgt. Charpiloz.

## Training

Chief and Sgt. Charpiloz attended the Executive Leadership Training Seminar in Seaside.

## Barricaded Subject

We responded to a barricaded armed subject at 455 W. Marquam at about 2:00 a.m. on February 9<sup>th</sup>. The incident required the assistance of the Marion County Sheriff's Office SWAT team. The incident was resolved when the subject gave himself up with the assistance of the SWAT team's negotiators at about 7:00 a.m. The Fire District provided a huge amount of assistance in that they opened the doors of the fire hall to serve as a warming shelter for the evacuated tenants. Firefighters even fixed them nice breakfast.

## New Ordinance Implementation

We are implementing the new recreational vehicle parking ordinance as well as the alarm ordinance. With the alarm ordinance we need to create a protocol within our records system to manage the billing.

## School Resource Officer

The S.R.O ran an uneventful lockdown drill at the Middle School. Ofcr. Hall is involved with truancy, and in particular bullying at the high school. Currently, with our patrol openings, Ofcr. Hall is handling both City coverage and SRO coverage.

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## PUBLIC WORKS

### Water Department

- The Public Works crew repaired water leaks on May St., Lincoln St., & Towers Lane in January.
- Did water service flow tests at 740/750 N. Main St. and at 455 Leo St.
- Completed fire hydrant flow testing and related work for the Fire District ISO report.
- Installed a new water service at 885 S. Main St.
- Did numerous special meter reads, starts, & stops. We also did 5 delinquency shut offs.
- Uncovered a buried water valve at the intersection of Otto and W. College streets.
- Replaced four batteries on the emergency generator at well 6, and batteries on the backhoe and Ford Super-Duty dump truck.
- Collected 4 routine water samples for analysis.
- The Public Works crew did several water meter replacements and other meter work.
- The Public Works crew painted over graffiti on the back wall at well #7.
- Put a new starter in the Ford Super-Duty dump truck.

### Sewer Department

- Discharge of treated effluent is going well.
- John has dispatched many nutria and muskrats from the wetlands area. Contract trapping also continues.
- Berm and dike maintenance continues.
- Collection system monitoring continues.

### Parks Department

- Work continues on assembling the new playground equipment for Humpert Park.
- Monitored repairs to the furnace at Saalfeld House.
- Did some floor repairs at the preschool.
- Did bush trimming at City Hall.
- Took down the softball field netting at Ebner Park for the winter. Will rehang before next softball season.

### Streets Department

- The 5 year storm water TMDL Report and the annual storm water report were finished and sent to DEQ.
- Did gravel street work and some pothole patching.

- Did bulb replacements in several of the decorative street lamps along Main St.
- Took down the pole mount holiday decorations.
- The street sweeper was out twice in January.
- We continue with storm drain clearing and storm water out fall monitoring.
- Installed a new sign on Main St. showing directions to the Fire Dept.

Other

- Installed a new Library Hours sign at the Library.
- Took two dump trucks to Woodburn for the auction at the end of January.
- Attended numerous meetings for development review and the Infrastructure Task Force.
- Performed dozens of utility locates in January.

## Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.Description = {&lt;&gt;} "1099 adjustment"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>GENERAL FUND</b>							
6510	Laborers' Local 483	37	PW union dues,monthly/emp.paid	01/10/2016	342.38	342.38	01/13/2016
12582	Mt Angel Police Association	34	Union dues/emp paid/monthly	01/10/2016	275.00	275.00	01/13/2016
12582	Mt Angel Police Association	DEC2015	Union dues/emp paid/monthly	12/16/2015	275.00	275.00	12/28/2015
Total :					892.38	892.38	
<b>ADMINISTRATION DEPARTMENT</b>							
2090	Bochsler Hardware	JAN2016	20' & 6' extension cords for xmas lighting	12/31/2015	10.94	10.94	01/13/2016
3300	Cooke Stationery Co.	483257-0	Misc. office supplies/envelopes, pens, cd cases	12/17/2015	67.67	67.67	01/13/2016
4740	Fleck, Don R	2015-12	Service fire extinguishers/replace Halon @ Chall bldg	12/31/2015	79.25	79.25	01/13/2016
4740	Fleck, Don R	2015-12	Senior center bldg/service extinguishers, AED unit and smoke detectors	12/31/2015	111.25	111.25	01/13/2016
11810	US Bancorp Service Center	JAN2016	Safeway:Supplies for regional meeting,city staff breakfast meeting	12/28/2015	43.01	43.01	01/13/2016
11810	US Bancorp Service Center	JAN2016	Hi-school pharmacy:Supplies for regional meeting,city staff breakfast meeting	12/28/2015	20.30	20.30	01/13/2016
11810	US Bancorp Service Center	JAN2016	Office depot: dry erase cleaner, tax forms, folders	12/28/2015	114.33	114.33	01/13/2016
12717	RICOH USA, INC.	5039876310	Copies and service fees/quarterly	01/04/2016	53.56	53.56	01/13/2016
12833	Wiesner, Kay	DEC2015	Chair mats for city hall desk areas	12/20/2015	99.95	99.95	12/28/2015
12948	ENVIROSHRED NW	20178451	Shredding services/Split	01/08/2016	17.85	17.85	01/13/2016
7820	Mt Angel Telephone Company	388	City Hall Fax	01/05/2016	48.25	48.25	01/13/2016
7820	Mt Angel Telephone Company	391	City Hall, 2 lines	01/05/2016	108.05	108.05	01/13/2016
12583	CENTURY LINK	145	lines,9291,9292,6261	01/05/2016	6.57	6.57	01/13/2016
12883	NEOFUNDS BY NEOPOST	14744596	Postage machine ink cartridge(1)	12/02/2015	37.57	37.57	01/13/2016
7590	Moonlight Maintenance, Inc.	128	City Hall cleaning	01/05/2016	172.00	172.00	01/13/2016
12772	SERVPRO OF TIGARD/TUALITI	JAN2016	Ceiling leaks/emergency service	01/08/2016	1,000.00	1,000.00	01/13/2016
8330	OCCMA	DEC2015	Membership dues/City manager, assit.	12/21/2015	45.00	45.00	12/28/2015
8330	OCCMA	JAN2016	annual membership dues/City manager	01/12/2016	196.28	196.28	01/13/2016
11810	US Bancorp Service Center	JAN2016	Glockenspiel: Bargaining meeting meal w/Diana Moffett	12/28/2015	48.15	48.15	01/13/2016
8730	Oregon Mayors Association	DEC2015	Mayors association annual membership	12/21/2015	97.00	97.00	12/28/2015
11810	US Bancorp Service Center	JAN2016	SEDCOR: Monthlymeeting/lunch	12/28/2015	20.00	20.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Home place: Infrastructure task force meeting meal	12/28/2015	34.00	34.00	01/13/2016
12717	RICOH USA, INC.	5039876310	Copies and service fees/quarterly	01/04/2016	53.56	53.56	01/13/2016
12834	GLOCKENSPIEL RESTAURANT	DEC2015	LOC Regional small cities meeting lunch	12/18/2015	345.00	345.00	12/28/2015
5350	Hall, Michele Lynn	MA1012015	Contracting services/council minutes/dec	12/29/2015	121.50	121.50	01/13/2016
12648	AHA CONSULTING INC	2010116	Website hosting & support/annually	01/01/2016	1,800.00	1,800.00	01/13/2016
8450	OGFOA	JAN2016	Certification Program/Finance director	01/06/2016	25.00	25.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	ICMA online: Seminar(conflict mgmt)	12/28/2015	149.00	149.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Old stone: Coffee for staff breakfast meeting(paid for my omfoa conf. award)	12/28/2015	25.00	25.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Leona's cafe: Casserole and rolls for staff breakfast meeting(paid for my omfoa co	12/28/2015	87.50	87.50	01/13/2016
12833	Wiesner, Kay	DEC2015	Coffeecake & juice fstaff meeting @ Shalom	12/20/2015	17.99	17.99	12/28/2015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
9220	PGE	742	95 Gar./CH bldg,split w/pdept.	12/25/2015	307.06	307.06	12/28/2015
Total ADMINISTRATION DEPARTMENT:					5,362.59	5,362.59	
<b>POLICE DEPARTMENT</b>							
4740	Fleck, Don R	2015-12	Service fire extinguishers replace & repair/Police dept	12/31/2015	116.00	116.00	01/13/2016
12040	Village Print Shop	DEC2015	Business cards	12/21/2015	170.00	170.00	12/28/2015
12948	ENVIROSHRED NW	20178451	Shredding services/Split	01/08/2016	17.85	17.85	01/13/2016
7820	Mt Angel Telephone Company	392	Police Dept lines	01/05/2016	155.55	155.55	01/13/2016
12583	CENTURY LINK	145	40009294,9848, Pdept long dist	01/05/2016	11.21	11.21	01/13/2016
12883	NEOFUNDS BY NEOPOST	14744596	Postage machine ink cartridge(1)	12/02/2015	37.57	37.57	01/13/2016
7590	Moonlight Maintenance, Inc.	129	Police Dept. cleaning/monthly	01/05/2016	226.00	226.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Online: Credit invoice	12/28/2015	40.00-	40.00-	01/13/2016
11810	US Bancorp Service Center	JAN2016	Home Depot: Flooring quote	12/28/2015	50.00	50.00	01/13/2016
6780	LEXIPOL, LLC	15549	Law enforcement policy update subscription(1yr)	01/01/2016	1,950.00	1,950.00	01/13/2016
12717	RICOH USA, INC.	50395429662	Quarterly copies	12/10/2015	142.20	142.20	12/28/2015
7820	Mt Angel Telephone Company	390	Pdept 911 line	01/10/2016	33.47	33.47	01/13/2016
12715	METCOM 9-1-1	1358809091	Dispatch 800 line/vestibule	11/23/2015	11.09	11.09	12/28/2015
1580	AT&T	34	modems/police vehicles	01/05/2016	168.36	168.36	01/13/2016
2960	City of Silverton	5856	Radio Service Agreement/montly	12/08/2015	9.54	9.54	12/28/2015
6560	Language Line Services	3717132	Language Services/interpretation	11/30/2015	17.55	17.55	12/28/2015
5477	HEALY, MICHAEL	JAN2016	CPR, First Aid, Bloodborne pathogens training	01/06/2016	62.52	62.52	01/13/2016
5477	HEALY, MICHAEL	JAN2016	Reimbursement for misc trainings, background visits, O'fest review	01/06/2016	75.89	75.89	01/13/2016
11810	US Bancorp Service Center	JAN2016	OACP: Training for Chief H.	12/28/2015	180.00	180.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Mt. Angel 76: Batteries replaced, tire rotate	12/28/2015	155.95	155.95	01/13/2016
5477	HEALY, MICHAEL	JAN2016	Reimbursement for misc trainings, background visits, O'fest review	01/06/2016	145.63	145.63	01/13/2016
8190	Deitch, Howard L.	JAN2016	Psychological evaluation/new hire	01/04/2016	450.00	450.00	01/13/2016
8540	Oregon Assn Chiefs of Police	201512019	POST Tests	12/29/2015	310.00	310.00	01/13/2016
9220	PGE	742	95 Gar./CH bldg,split w/pdept.	12/25/2015	307.05	307.05	12/28/2015
12947	BRETTTHAUER OIL COMPANY	CL26852	Police Dept fuel	12/31/2015	591.73	591.73	01/13/2016
Total POLICE DEPARTMENT:					5,355.16	5,355.16	
<b>COURT DEPARTMENT</b>							
12883	NEOFUNDS BY NEOPOST	14744596	Postage machine ink cartridge(1)	12/02/2015	8.35	8.35	01/13/2016
8290	OACA	JAN2016	MEMBERSHIP DUES/annually	01/07/2016	50.00	50.00	01/13/2016
7050	Marion County Treasurer	JAN2016	JAIL ASSESSMENT/dec 2015	01/05/2016	140.20	140.20	01/13/2016
8610	Oregon Department of Revenue	JAN2016	State Assessments/dec2015	01/05/2016	192.00	192.00	01/13/2016
Total COURT DEPARTMENT:					390.55	390.55	
<b>COMMUNITY DEVELOPMENT</b>							
11810	US Bancorp Service Center	JAN2016	Office depot: copy paper	12/28/2015	53.99	53.99	01/13/2016
12717	RICOH USA, INC.	5039876310	Copies and service fees/quarterly	01/04/2016	53.56	53.56	01/13/2016
12883	NEOFUNDS BY NEOPOST	14744596	Postage machine ink cartridge(1)	12/02/2015	8.36	8.36	01/13/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
8330	OCCMA	DEC2015	Membership dues/City manager, assit.	12/21/2015	45.00	45.00	12/28/2015
7440	Mid-Willamette Council of Gov	1516177	Research, DARP meeting	12/10/2015	97.70	97.70	12/28/2015
7440	Mid-Willamette Council of Gov	1516177	SDR 2015-03/04(billed to applicant)	12/10/2015	231.00	231.00	12/28/2015
7440	Mid-Willamette Council of Gov	1516177	P2014-01(Billed to applicant)	12/10/2015	77.00	77.00	12/28/2015
7440	Mid-Willamette Council of Gov	1516177	ANX2015-01(Billed to applicant)	12/10/2015	57.75	57.75	12/28/2015
Total COMMUNITY DEVELOPMENT:					624.36	624.36	
<b>LIBRARY DEPARTMENT</b>							
2090	Bochsler Hardware	JAN2016	Extension cord, duct tape, paper towels	12/31/2015	13.13	13.13	01/13/2016
4740	Fleck, Don R	2015-12	Service 4 ABC extinguishers /Library bldg	12/31/2015	20.00	20.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Amazon:Staff monthly planner calendars	12/28/2015	13.98	13.98	01/13/2016
12849	CASTER, CARRIE A	DEC2015	Tape & key rings/storytime	12/15/2015	4.70	4.70	12/28/2015
7820	Mt Angel Telephone Company	389	Library phone	01/05/2016	37.16	37.16	01/13/2016
12583	CENTURY LINK	145	845-6401/library long dist.	01/05/2016	2.83	2.83	01/13/2016
11810	US Bancorp Service Center	JAN2016	USPS: postage due for supplies	12/28/2015	11.90	11.90	01/13/2016
11810	US Bancorp Service Center	JAN2016	USPS: postage due for returned books	12/28/2015	7.58	7.58	01/13/2016
7590	Moonlight Maintenance, Inc.	130	Library cleaning/monthly	01/10/2016	144.00	144.00	01/13/2016
1710	Baker & Taylor Books	4011439084	Books	12/08/2015	77.52	77.52	01/13/2016
1710	Baker & Taylor Books	4011442164	Books	12/10/2015	237.71	237.71	01/13/2016
1710	Baker & Taylor Books	4011468102	Books	01/03/2016	29.93	29.93	01/13/2016
1710	Baker & Taylor Books	4011469459	Books	01/04/2016	300.64	300.64	01/13/2016
12849	CASTER, CARRIE A	DEC2015	DVD'S for collection	12/15/2015	153.93	153.93	12/28/2015
11810	US Bancorp Service Center	JAN2016	American Library Assoc: membership dues	12/28/2015	140.00	140.00	01/13/2016
1710	Baker & Taylor Books	4011456417	Books	12/22/2015	32.81	32.81	01/13/2016
11810	US Bancorp Service Center	JAN2016	Dollar Tree: Children's program xmas party	12/28/2015	10.00	10.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Fred Meyer: children's program xmas party	12/28/2015	13.49	13.49	01/13/2016
11810	US Bancorp Service Center	JAN2016	Roth's: Children's xmas party	12/28/2015	32.95	32.95	01/13/2016
12849	CASTER, CARRIE A	DEC2015	Children's storytime & craft supplies for children's program	12/15/2015	25.37	25.37	12/28/2015
12849	CASTER, CARRIE A	DEC2015	Popcorn for programs	12/15/2015	41.45	41.45	12/28/2015
12956	LANG, STEPHANIE	DEC2015	Food & prizes for OBOB party & teen program	12/18/2015	26.08	26.08	12/28/2015
12956	LANG, STEPHANIE	JAN2016	Color mixing program/Science time	12/27/2015	28.14	28.14	01/13/2016
9220	PGE	728	290 E. Charles/Library bldg.	12/25/2015	467.46	467.46	12/28/2015
Total LIBRARY DEPARTMENT:					1,872.76	1,872.76	
<b>PARKS DEPARTMENT</b>							
1380	SUPPLYWORKS	354675738	Soap & soap dispensers	12/17/2015	250.07	250.07	01/13/2016
2090	Bochsler Hardware	JAN2016	Extension cord, moss out	12/31/2015	27.94	27.94	01/13/2016
12821	ADVANCE BACKFLOW TESTIN	1004	Annual testing of all city backflow devices	12/04/2015	225.00	225.00	12/28/2015
4610	FARMERS TOILET CO.	41	Portable toilets/Parks	01/05/2016	166.00	166.00	01/13/2016
9220	PGE	733	615 May St/Fisher Park	12/25/2015	16.20	16.20	12/28/2015
9220	PGE	750	700 Spruce/Ebner Park	01/25/2016	33.02	33.02	01/13/2016
12947	BRETTTHAUER OIL COMPANY	CL26852	Public works fuel by dept.	12/31/2015	21.15	21.15	01/13/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PARKS DEPARTMENT:					739.38	739.38	
<b>OKTOBERFEST</b>							
5477	HEALY, MICHAEL	JAN2016	Reimbursement for misc trainings, background visits, O'fest review	01/06/2016	9.90	9.90	01/13/2016
Total OKTOBERFEST:					9.90	9.90	
Total GENERAL FUND:					15,247.08	15,247.08	
<b>STREETS FUND</b>							
7820	Mt Angel Telephone Company	387	PWShops 2 lines+internet/split	01/05/2016	23.49	23.49	01/13/2016
1380	SUPPLYWORKS	354675738	Trash can liners	12/17/2015	109.04	109.04	01/13/2016
2090	Bochsler Hardware	JAN2016	Lightbulbs, gloves, rakes	12/31/2015	132.27	132.27	01/13/2016
7750	CATHOLIC COMMUNITY SERVI	45	Public restrooms/monthly	01/05/2016	315.00	315.00	01/13/2016
10680	Silverton Sand and Gravel	55732	Stock rock for road maintenance	12/28/2015	205.00	205.00	01/13/2016
11560	Traffic Safety Supply Co.	106848	6 misc signs	01/06/2016	272.00	272.00	01/13/2016
11810	US Bancorp Service Center	JAN2016	Home depot: Empty sandbags for restock	12/28/2015	101.94	101.94	01/13/2016
12390	Withers Lumber--Woodburn	178946	4 x 4 sign posts	11/30/2015	71.61	71.61	01/13/2016
12741	GARDEN CITY BARK	15-0474	Stock sand for sand bags	12/15/2015	98.00	98.00	12/28/2015
9220	PGE	723	200 GarfieldGazeb/decor lites	12/25/2015	19.98	19.98	12/28/2015
9220	PGE	741	120 Main/Fountain area	12/25/2015	139.65	139.65	12/28/2015
9220	PGE	743	905 W. Marquam/PW shops, split	01/25/2016	39.57	39.57	01/13/2016
12947	BRETTHAUER OIL COMPANY	CL26852	Public works fuel by dept.	12/31/2015	197.22	197.22	01/13/2016
9220	PGE	714	195 Main/decor lites	12/25/2015	24.28	24.28	12/28/2015
9220	PGE	737	105 Church/Blinking Xwalk @214	12/25/2015	17.51	17.51	12/28/2015
Total :					1,766.56	1,766.56	
Total STREETS FUND:					1,766.56	1,766.56	
<b>HOUSING REHABILITATION FUND EXPENDITURES</b>							
12858	Hershner Hunter, LLP	243778	Response to auditors request/HUD	12/16/2015	80.00	80.00	12/28/2015
Total EXPENDITURES:					80.00	80.00	
Total HOUSING REHABILITATION FUND:					80.00	80.00	
<b>WATER UTILITY FUND</b>							
12717	RICOH USA, INC.	5039876310	Copies and service fees/quarterly	01/04/2016	53.56	53.56	01/13/2016
7820	Mt Angel Telephone Company	386	City Well	01/05/2016	59.25	59.25	01/13/2016
7820	Mt Angel Telephone Company	387	PWShops 2 lines+internet/split	01/05/2016	93.98	93.98	01/13/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12583	CENTURY LINK	145	845-6260,2852,PWorks	01/05/2016	.50	.50	01/13/2016
12883	NEOFUNDS BY NEOPOST	14744596	Postage machine ink cartridge(1)	12/02/2015	37.57	37.57	01/13/2016
1225	AIRGAS USA, INC	9932023512	Cylinder rental fees/monthly(water & sewer)	11/30/2015	20.85	20.85	12/28/2015
1380	SUPPLYWORKS	354675738	Paper towels	12/17/2015	168.82	168.82	01/13/2016
5470	HD SUPPLY WATERWORKS, LT	E789059	Brass water fittings, meter boxes & lids	12/30/2015	554.11	554.11	01/13/2016
5470	HD SUPPLY WATERWORKS, LT	E803006	Stock water fitting	12/30/2015	26.95	26.95	01/13/2016
8460	One Call Concepts, Inc	5120428	REG. TICKETS/locating services, monthly	12/31/2015	17.16	17.16	01/13/2016
12310	Wilco Farmers	JAN2016	Rain gear for Public works crew	12/31/2015	194.97	194.97	01/13/2016
12954	GC SYSTEMS INC.	32479	Repair parts for well #7 cla-valve	12/08/2015	485.15	485.15	12/28/2015
12958	CASCADE WATER SYSTEMS	0118963-IN	Cla-valve repairs @ WWTP	12/16/2015	533.50	533.50	01/13/2016
12150	Waterlab Corporation	39	Routine testing/monthly	01/05/2016	120.00	120.00	01/13/2016
1310	Republic Services #456	45	Garbage services/monthly	01/05/2016	92.20	92.20	01/13/2016
9220	PGE	724	204 Humpert/Reservoir telemetry	12/25/2015	16.09	16.09	12/28/2015
9220	PGE	727	460 E. Marquam/Well #7	12/25/2015	1,223.22	1,223.22	12/28/2015
9220	PGE	736	440 Alder/Well #5	12/25/2015	63.53	63.53	12/28/2015
9220	PGE	743	905 W. Marquam/PW shops, split	01/25/2016	79.14	79.14	01/13/2016
9220	PGE	754	Well #6	01/25/2016	1,965.93	1,965.93	01/13/2016
12947	BRETTHAUER OIL COMPANY	CL26852	Public works fuel by dept.	12/31/2015	162.92	162.92	01/13/2016
Total :					5,969.40	5,969.40	
Total WATER UTILITY FUND:					5,969.40	5,969.40	
<b>SEWER UTILITY FUND</b>							
12955	GENGLER, RYAN	DEC2015	Refund/utility account	12/14/2015	9.39	9.39	12/28/2015
12957	LARSON, KURTIS	DEC2015	Refund/utility account	12/16/2015	17.77	17.77	12/28/2015
Total :					27.16	27.16	
12717	RICOH USA, INC.	5039876310	Copies and service fees/quarterly	01/04/2016	53.56	53.56	01/13/2016
7820	Mt Angel Telephone Company	385	WWTP 2 lines+internet	01/05/2016	123.38	123.38	01/13/2016
12583	CENTURY LINK	145	503-845-2720/WWTP long dis.	01/05/2016	.00	.00	01/13/2016
12883	NEOFUNDS BY NEOPOST	14744596	Postage machine ink cartridge(1)	12/02/2015	37.57	37.57	01/13/2016
1225	AIRGAS USA, INC	9046444552	(5) 150# chlorine cylinders for WWTP	12/14/2015	2,771.55	2,771.55	01/13/2016
1225	AIRGAS USA, INC	9932023512	Cylinder rental fees/monthly(water & sewer)	11/30/2015	112.05	112.05	12/28/2015
1545	Aspen Wildlife Services, LLC	38	Wildlife mgmt program/monthly	01/05/2016	375.00	375.00	01/13/2016
2090	Bochsler Hardware	JAN2016	Distilled water, furnance filters	12/31/2015	40.30	40.30	01/13/2016
4410	ENGINEERED CONTROL PROD	63068	Service work on chlorine injector regulator at WWTP	12/09/2015	511.12	511.12	12/28/2015
4740	Fleck, Don R	2016-01	Calibration gas for air quality monitor	01/03/2016	116.50	116.50	01/13/2016
5470	HD SUPPLY WATERWORKS, LT	E803006	Inserta tee pipe connecttors	12/30/2015	211.48	211.48	01/13/2016
11870	USA Bluebook	818875	Lab supplies for WWTP	12/07/2015	103.34	103.34	12/28/2015
9220	PGE	743	905 W. Marquam/PW shops, split	01/25/2016	79.14	79.14	01/13/2016
9220	PGE	748	12334 Mt.Angel-Gervais/WWTP	01/25/2016	1,663.23	1,663.23	01/13/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
9220	PGE	755	10991 Saratoga/res. telemetry	01/25/2016	33.45	33.45	01/13/2016
12947	BRETTTHAUER OIL COMPANY	CL26852	Public works fuel by dept.	12/31/2015	142.76	142.76	01/13/2016
Total :					6,374.43	6,374.43	
Total SEWER UTILITY FUND:					6,401.59	6,401.59	
Grand Totals:					29,464.63	29,464.63	

Dated: \_\_\_\_\_

Report Criteria:

- Invoices with totals above \$0 included.
- Only paid invoices included.
- Invoice Detail.Description = {<->} "1099 adjustment"

City of Mt. Angel  
City Council Meeting Minutes

CITY COUNCIL

January 4, 2016

7:00 PM

The Mt. Angel City Council met in a regular session in the Community Meeting Room, 290 E. Charles Street, Mt. Angel, Oregon.

- 1. **CALL TO ORDER:** The regular session of the City Council was called to order at 7:04 p.m. by Mayor Otte.
- 2. **FLAG SALUTE:** Mayor Otte led the salute to the flag.
- 3. **ROLL CALL:**

**COUNCIL**

Andrew Otte, Mayor  
 Kelly Grassman, Council President  
 Darren Beyer, Councilor  
 Karl Bischoff, Councilor  
 Ray Eder, Councilor  
 Pete Wall, Councilor  
 Don Fleck, Councilor

**STAFF**

Eileen Stein, City Manager  
 Justin Hogue, Assistant to the City Manager  
 Mike Healy, Police Chief  
 Dan Bernt, Public Works Superintendent

- 4. **PRESENTATIONS, GUESTS, AND ANNOUNCEMENTS:** No presentations this evening.
- 5. **APPEARANCE OF INTERESTED CITIZENS:** All parties requesting to address the City Council were interested in speaking about the annexation. As a result, Mayor Otte explained that testimony would be taken while the Council was considered the annexation ordinance.
- 6. **REVIEW CORRESPONDENCE:** All correspondence received was in reference to the annexation and was considered in the discussion of the annexation ordinance.
- 7. **REVIEW WRITTEN STAFF REPORTS:**  
 Councilor Fleck thanked the Library for starting the Teen Advisory Board (TAB) program that will reach out to teens and help young people become involved in the library to a greater extent.  
  
 Councilor Eder asked Public Works Superintendent Bernt if Public Works would be patching pot holes by the fountain. Public Works Superintendent Bernt said that pot hole repair was scheduled to begin when the weather warms up a little more.
- 8. **REVIEW ACCOUNTS PAYABLE:**  
 Councilor Fleck, in reference to a plaque purchase, thanked the Police Department for recognizing officers for a job well done.

Councilor Beyer, referencing about a charge from Westech Engineering for participation in the Infrastructure Committee, asked if Westech was attending the meetings. Manager Stein confirmed that they do attend meetings.

**9. CONSENT AGENDA:**

- a. Approve Regular Meeting Minutes for December 7, 2015
- b. Approve Council Workshop Minutes for December 14, 2015

Councilor Beyer moved to approve the Consent Agenda as amended; Councilor Wall seconded.

<b>Beyer:</b>	<b>AYE</b>	<b>Fleck:</b>	<b>AYE</b>
<b>Bischoff:</b>	<b>AYE</b>	<b>Otte:</b>	<b>AYE</b>
<b>Eder:</b>	<b>AYE</b>	<b>Grassman:</b>	<b>AYE</b>
<b>Wall:</b>	<b>AYE</b>		

The motion passed unanimously.

**10. UNFINISHED BUSINESS**

No unfinished business to address tonight.

**11. NEW BUSINESS:**

- a. Ordinance Annexing 20 Acres into the City Limits

Frank Kirkbride, Lacey, WA, the project applicant/manager for the annexation and property development, introduced himself to the City Council. He apologized for being unable to attend the public hearing last July, which referred the annexation to the voters. He wanted to assure the Council that the upcoming project is a single family dwelling development that is intended to meet or exceed the City’s Code. They have a long history of creating well designed living spaces with nice open spaces and sufficient traffic patterns to support the neighborhood designs. They are very aware and supportive of the City Codes and long range goals and have already incorporated them into their plan for this property. They are aware that there will need to be some property transfer for streets, water and sewer easements and are prepared to fully cooperate with the City’s needs. Mr. Kirkbride explained that the investors will be hiring local area contractors to complete any work that is done. The investors feel this makes the most sense as the local contractors are familiar with the area and one of the goals of the investors is to support the economy by bringing work to the area. He explained that the investment group has successfully developed other properties in other cities using this philosophy and wants to continue that as they begin work on the project here. He thanked the Council and said he looks forward to working with the City.

Ron Wachter, Pullman WA, is one of the owners of the property, was raised in Mt. Angel and has many connections to the community still. He wanted to assure the Council that they are familiar and appreciative of the atmosphere of Mt. Angel and they are anxious to contribute to the vision of the community. Mr. Wachter mentioned his upbringing in and current connections to the community. He said that the property is owned by RJM, LLC which are the initials of his sisters and him. His sisters still live in the area as do much of their extended family. He shared that in his fertilizer business, he is

very involved with the Environmental Protection Agency (EPA) and meeting federal standards and he is very conscience of the taking into account the relevant codes and the desires of the Council. He dispelled the idea that there were plans to make these properties low-income housing and stated the projects will be largely market driven. They are not in a rush to complete the project and will proceed when feasible and the planning comes together.

Jim Kosel, Mt. Angel, OR addressed the Council about the process. He said that he went to the Oregon Department of Land Conservation and Development (DLCD) and asked for help on the definition of “contiguous” as he disagrees with how the City has interpreted it. The DLCD said they do not interpret definitions; he would need an attorney for that. He said that he read minutes from the public hearing last July and feels the City Planner did not provide enough information to the Council for them to make a good decision on this annexation. The planner should have discussed more about the challenges faced in annexing this property. He was particularly concerned about the creation of three land locked properties and what this annexation now means for them both under City Code and State statute. He cited examples of other projects done in the past that may not have complied with state statute and feels the planner did not put enough effort into informing the Council of the laws and conflicts he feels this annexation will cause. Mr. Kosel addressed the idea that the farmers are protected from unnecessary complaints, he gave examples where complaints were brought against farmers who had new development occur nearby and how the farmers had to spend time and money defending themselves. He explained his experience with city planning in Clackamas County and how that shaped his perspective that not enough information was provided upfront to address some issues he believes will come up because of this annexation process.

Councilor Fleck said that the City Attorney has looked at the proposed annexation and the attorney sees no legal reason that would prohibit the acceptance of this annexation. When the gentlemen decide to build, there will be lots of eyes assuring that the project complies with City standards as part of the development process, he said. The voters have supported this annexation. He recalled, as Fire Chief, sitting through the meetings where the decisions were made that the power to grant annexations be removed from the Council and referred to the voters, which was later reflected in the City Charter. Since the City has chosen to support this annexation, by their vote, he is going to vote in favor of it.

Mayor Otte addressed the definition of the word “contiguous” which is causing some confusion. Mayor Otte wanted to share his personal opinion and how he came to his definition of “contiguous”. He referenced the 48 contiguous states of the United States of America where some states are surrounded on all sides by other states, but many do not share a common border. He said that there is no question that the property must touch the city limits, but takes issue with the idea that the property must be completely surrounded. He referenced an annexation to the north of the City that was completed several years ago, which was also not completely surrounded by the City, but was annexed into the city limits. Mayor Otte also wanted the concerned parties to know that he is reading their letters and hearing what is being said. He affirmed that there are some very legitimate concerns, but believes that those concerns will be addressed as part of the development process. He understands some of the concerns living on the edge of town, having lived there himself and will work to see those issues addressed. Mayor Otte also shared that part of his responsibility as Mayor is to look at the financial aspects of the City. He spent some time figuring out what this project would mean financially to the City and shared the economic projections he calculated. Using very conservative projections, he estimated there will be a minimum tax revenue increase of \$38,000 from this project, which for the City of Mt. Angel would be a significant increase in the budget. He also addressed the revenue

projections for the schools, figuring just tax revenue, would bring in nearly \$42,000 plus the \$7,000 per child from the state. If there were 60 homes that housed 2 children each, that would be an additional \$840,000 to the school district. He said that there are many issues to be addressed concerning this property, but they will be handled during the development process.

Councilor Beyer stated that his concern is that the mink farm and other farms are protected. He said that is something the developers will need to take into account as they plan the development.

Julie Smith, a neighboring property owner, whose property will be made an island, asked who they will be able to talk to about their rights as property owners. Mayor Otte stated that is a good question. Manager Stein reminded the audience that the Council was considering the first reading of the ordinance regarding the annexation tonight, they are not considering anything more than that and there will be a second reading at the next meeting before the property is officially annexed. Manager Stein said after the ordinance is passed and the property is annexed into the City, the property then comes under the full spectrum of the City's Development Code. A lot of the concerns that have been raised are things that the City will be looking at when there is an application for development. Manager Stein said there are more recent state laws that protect property owner's rights, in the event that an island is created. There are specific provisions in state law that guide the process, should an island property ever be considered for annexation by the City. Mrs. Smith wanted to have access to the state language and how long those laws have been in place because the property had already been subject to an action by the City in the past for an access, and at the time, the City had threatened to condemn the property. She would like to understand her rights and avoid that kind of situation. Mayor Otte asked that the information be provided to Mrs. Smith. Manager Stein reassured Mrs. Smith that there are existing islands within the City that the Council and the City are content to leave such properties as islands at this time. She also explained that sometimes a City needs to procure an easement on a property, condemning a portion of the property is one way that may be accomplished, but the full property is rarely subject to condemnation. She wanted to make sure that there was no confusion about a voluntary annexation, an involuntary annexation, and the forced acquisition of property by eminent domain as those processes are all very different and have different purposes. She stated that even in an eminent domain process, there is a financial transaction. If there is disagreement on value, a judge sets the value of the property, so there are some protections and compensation that are a part of that process.

Councilor Wall said there are very strict laws that govern property transactions and what cities are allowed to do. There are protections for property owners and government cannot just do as they wish on a whim. He also shared that he has been involved with many cities over his career and every city has islands, there is no compelling reason to rid the City of all island properties, unless there is a situation such as a health hazard.

Manager Stein said that the Oregon State Legislature has time and again supported the rights of the property owners, even as city associations have moved toward minimizing island properties. The League of Oregon Cities, from time to time, tries to encourage cities to annex island properties to make the land use process more uniform, but the state supports the property owner. She stated that there is a very strong policy preference in the state legislature to support the rights of property owners and feels that legislation passed in recent years will overwhelmingly support the ability to refrain from incorporating into the City.

John Gooley, Mt. Angel, OR asked if the lots are going to be available to local builders or are the owners planning to build them themselves or perhaps higher a big builder. He suggested that there are a lot of builders in the area that are familiar with the needs of the City. Mr. Kirkbride said they just had a meeting regarding this. He assured the public that they are very concerned about utilizing local businesses and supporting the community. They plan to work with local builders as much as possible. Mr. Wachter said that this small development would not be financially attractive to the big box builders, even if they considered that an option, which they do not. Again, Mr. Kirkbride expressed that they want to support local communities by providing jobs.

Marlene Ruef, Mt. Angel, OR, one of the neighboring farmers, addressed the Council. They are concerned about the impact of the development. They farm mink and their farm often has flies. She also added that they were threatened in the past when they were approached about selling 75 acres to the city as part of the sewer treatment plant. She explained that is one of the reasons the neighbors are attending these meetings very interested and concerned with what is happening with this annexation and the development plans. She is afraid the City will try to take another 75 acres if this development creates the need for increased space at the sewer plant. If that happens, their family business will be shut down.

Linda Bentz, Mt. Angel, OR, is concerned about the farmers. One of her neighbors was “shafted” by previous subdivisions. A farmer’s pastureland was turned into swampland by the drainage from the development creating three distinct lakes on his pastureland. When he went to sell, a newspaper reporter claimed it was a wetland needing protection, when it had been pastureland all along. She is very concerned that the development will cause problems for farmers and no one will protect the farmers and their land. She is also concerned about traffic patterns and people going too fast around the edges of town. Manager Stein addressed the question of storm-water runoff. She explained there are recent, very strict laws that govern the runoff of storm water from one property to another, that will be one of the issues addressed in the development process.

Councilor Wall reiterated what Mayor Otte said, that the concerns that have been addressed to the Council have been heard. Each concern will be addressed in the course of the development process. The Planning Commission will be looking at each of these issues as part of the planning process, if people feel that the Planning Commission did not handle the application properly, the Council can look at the application, and there is an appeal process beyond the Council if needed.

Manager Stein stated that the Charter dictates the Ordinance may be passed tonight, if there is a unanimous vote, they may also have the second reading tonight as all procedural requirements have been met. Mayor Otte stated he preferred to spread the vote over two meetings. Councilor Fleck stated he thought that was wise in case some other information came forward.

Councilor Bischoff moved to conduct a first reading of AN ORDINANCE DECLARING TERRITORY ANNEXED TO THE CITY OF MT. ANGEL AND AMENDING THE MT. ANGEL ZONING MAP. Councilor Grassman seconded the motion.

<b>Beyer:</b>	<b>AYE</b>	<b>Otte:</b>	<b>AYE</b>
<b>Bischoff:</b>	<b>AYE</b>	<b>Grassman:</b>	<b>AYE</b>
<b>Eder:</b>	<b>AYE</b>	<b>Wall:</b>	<b>AYE</b>
<b>Fleck:</b>	<b>AYE</b>		

The motion passed.

Manager Stein addressing the audience, explained that this was just a first reading which means it will be considered again in the February regular meeting. At this point, the annexation has not been approved, just to avoid confusion.

Mr. Kirkbride asked if there are any citizens interested in the project, if they might give their information to Justin and they will be put on a mailing list. The stakeholders are interested in community feedback and willing to take into account citizen concerns.

**b. Ordinance Regarding Recreational Vehicle Parking**

Mayor Otte asked if this ordinance had met the procedural requirements to pass this ordinance in one meeting. Manager Stein stated that the requirements had been met.

Councilor Wall said that the Council had discussed having a longer period of exemption than is written in the Ordinance. He was concerned by passing something that needs to be addressed every year, it is creating a situation where the task is overlooked. The Council decided that this would be addressed in a resolution.

Councilor Eder moved to conduct a first reading of AN ORDINANCE AMENDING THE MT. ANGEL MUNICIPAL CODE CHAPTER 70 “TRAFFIC AND PARKING REGULATIONS,” ADOPTING A DEFINITION OF RECREATIONAL VEHICLE; ADOPTING A RECREATIONAL VEHICLE PARKING RESTRICTION, AND AUTHORIZING THE COUNCIL THE DISCRETION TO ADOPT A TEMPORARY EXEMPTION. Councilor Wall seconded the motion.

<b>Beyer:</b>	<b>AYE</b>	<b>Otte:</b>	<b>AYE</b>
<b>Bischoff:</b>	<b>AYE</b>	<b>Grassman:</b>	<b>AYE</b>
<b>Eder:</b>	<b>AYE</b>	<b>Wall:</b>	<b>AYE</b>
<b>Fleck:</b>	<b>AYE</b>		

The motion passed.

Councilor Fleck moved to conduct a second reading and adopt AN ORDINANCE AMENDING THE MT. ANGEL MUNICIPAL CODE CHAPTER 70 “TRAFFIC AND PARKING REGULATIONS,” ADOPTING A DEFINITION OF RECREATIONAL VEHICLE; ADOPTING A RECREATIONAL VEHICLE PARKING RESTRICTION, AND AUTHORIZING THE COUNCIL THE DISCRETION TO ADOPT A TEMPORARY EXEMPTION. Councilor Bischoff seconded the motion.

<b>Beyer:</b>	<b>AYE</b>	<b>Otte:</b>	<b>AYE</b>
<b>Bischoff:</b>	<b>AYE</b>	<b>Grassman:</b>	<b>AYE</b>
<b>Eder:</b>	<b>AYE</b>	<b>Wall:</b>	<b>AYE</b>
<b>Fleck:</b>	<b>AYE</b>		

The motion passed.

**12. CITY MANAGER'S REPORT:**

City Manager Stein said that there was no executive session tonight as they are still working out some contract wording with the Mt. Angel Police Association contract. The plan is to have an executive session before the February meeting. She also reminded the Council of the goal setting session on Saturday, January 9<sup>th</sup>, from 9:00am – 2:30pm. Packets are available in Council Dropboxes and a paper packet will be available at the meeting. The session will be facilitated by Jennie Messmer, Deputy Director, Mid-Willamette Valley Council of Governments, at no charge. The meeting will take place at the Fire Hall.

**13. COUNCILOR/COMMITTEE REPORTS:**

Councilor Eder stated he will not be here February 1<sup>st</sup>. He also asked if they would be meeting in two weeks. Manager Stein said that meeting will not be necessary. He also thanked Mayor Otte and Councilor Fleck for how they addressed the citizens tonight. He felt that they were well spoken. He also asked Public Works Superintendent Bernt if there was anything that could be done about the water accumulation at Paul's Motors. Public Works Superintendent Bernt reported this is a problem area in the city. All the water from Abbey Hill drains right through that location and overwhelms it. He maintains communication with the owner to try and work with him as weather conditions cause the system to being overwhelmed.

Councilor Grassman also thanked the Mayor and Councilor Fleck for what they shared. She commented that the citizens felt they were heard and she greatly appreciated it.

Councilor Beyer said he would like to cut down the second meeting, he is feeling a strain being away from his family. He said he knows the Infrastructure Task Force is important, but he is aware of the financial strain of the city. He is concerned that spending \$1,100 in one meeting is a lot of money. Councilor Fleck said that, he understands that concern, but he feels the information that is provided and the direction that Steve Ward is providing is well worth the investment. He feels that the long term savings will cover these expenditures. Councilor Wall concurred and said that he is normally wary of engineering bills, but this has been a help in setting a course for this committee and the recommendations they will make. Councilor Fleck said he did feel that watching those expenses would be prudent.

Councilor Eder said that he feels Councilor Beyer's concern is valid and he would like to explore ways that we could address that. Councilor Grassman concurred and said there will be several months that she will not be available.

**14. MAYOR'S REPORT:**

Mayor Otte wanted thank Library Director Caster for the success of the Santa event at the library. He also complimented Superintendent Bernt and Chief Healy on the great job on handling a tree that fell over a road recently. By the time the Fire District got there, City staff was already there working on the problem

**15. ADJOURNMENT:**

Mayor Otte adjourned the meeting at 8:28 p.m.

Respectfully submitted by:

\_\_\_\_\_  
Justin Hogue, Assistant to the City Manager

Attested by:

\_\_\_\_\_  
Andrew Otte, Mayor

**City of Mt. Angel**  
**Budget Calendar**  
**FY 2016-17**

<b>Action</b>	<b>Proposed Date</b>
City Council goal setting session	Saturday, January 09, 2016
Department head Kick Off budget meeting	Tuesday, January 19, 2016
Worksheets due back to finance department	Wednesday February 10, 2016
Joint CC and BC Goal/Pre Meeting	Tuesday February 16, 2016
City prepares Draft budget	February through April
Publish legal notices in newspaper, in newsletter, on website and social media with key dates and opportunities for public input as part of budget process.	Per state budget law requirements
Proposed budget document available at City Hall and posted online	Monday, April 11, 2016
Budget Committee meeting #1 – orientation, budget message and public hearings	Monday, April 18, 2016
Budget Committee meetings * <u>additional meetings as needed and announced</u> to review funds, discuss amendments and make a recommendation on the budget and tax rate/levy	Through May 11, 2016
Publishing on line and to paper by (for 26 <sup>th</sup> publishing)	Thursday, May 19, 2016
City Council adopts budget, makes appropriations, imposes and categorizes property tax NOTE: Must be completed by June 30, 2016	Monday, June 06, 2016
Staff submits tax certification documents to County Assessor	By July 15, 2016

- *Suggested additional dates: Thursday 4/21 , Monday 4/25, Thursday 4/28*

## BUDGET CALENDAR FY 2016-17

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

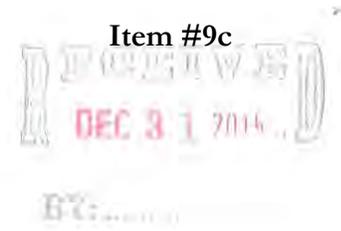
March						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Dept heads working on projections Jan 19th -Feb 10th
- Individual department head meetin Feb 22nd - March 4th
- Proposed budget document due April 11th
- Budget committee meetings April **18th** - May 11th Additional suggested date options (Thurs **4/21**, Mon **4/25**, Thurs **4/28**)
- Budget hearing with city council June 6th
- Staff vacations
- Holidays



City of Mt Angel  
MT ANGEL  
PO Box 960  
Mt Angel, OR 97362

**RENEWAL NOTIFICATION PROCESS**

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **3/31/2016**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

---

\$25.00 Renewal Fee for ON-PREMISES      \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.  
**PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT**

---

**HOW TO MAKE A RECOMMENDATION**

**You have until 3/3/2016 to make your recommendation. Below are your options for renewals:**

**RECOMMEND APPROVAL**

1. **DO NOTHING.** If you do not submit a recommendation by **3/3/2016**, the OLCC will process the renewal application as a favorable recommendation.

**RECOMMEND DENIAL (see additional information on page 2)**

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**

Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to [OLCC.Renewals@oregon.gov](mailto:OLCC.Renewals@oregon.gov) or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 5138.

**REASONS WE MAY DENY OR RESTRICT A LICENSE**  
**ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322**  
**845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations  
public drunkenness  
fights or altercations  
harassment  
unlawful drug sales  
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking  
increase in traffic  
too many licenses in a specific area (saturation)  
entertainment type - nude dancing, gambling, live bands, etc.  
increased noise  
zoning issues

Visit [www.oregon.gov/olcc/](http://www.oregon.gov/olcc/) to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

## District 2 Renewals

MT ANGEL

Page 1

License No./ Premises No.	Tradenname/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 218103 Prem. 47057	<b>BIERHAUS</b> ALL TAP LLC O - OFF-PREMISES SALES	315 N MAIN ST MT ANGEL, OR 97362 503-845-4211	
Lic. 218113 Prem. 47057	<b>BIERHAUS</b> ALL TAP LLC L - LIMITED ON-PREMISES SALES	315 N MAIN ST MT ANGEL, OR 97362 503-845-4211	
Lic. 218152 Prem. 47057	<b>BIERHAUS</b> ALL TAP LLC F-COM - FULL ON-PREMISES SALES	315 N MAIN ST MT ANGEL, OR 97362 503-845-4211	
Lic. 218962 Prem. 51233	<b>CHONILLOS TAQUERIA</b> VERONICA RAYGOZA O - OFF-PREMISES SALES	225 N MAIN ST MT ANGEL, OR 97362 503-845-2168	1072 MOONDANCER LN SE SALEM, OR 97317
Lic. 217339 Prem. 50829	<b>DRUNKEN GERMAN</b> DRUNKEN GERMAN INC F-COM - FULL ON-PREMISES SALES	115 SE CHURCH ST MT ANGEL, OR 97362 503-845-6509	6322 SCISM RD NE SILVERTON, OR 97381
Lic. 217025 Prem. 2960	<b>FRANK N' STEINS PUB</b> EET LLC F-COM - FULL ON-PREMISES SALES	185 E CHARLES ST MT ANGEL, OR 97362 503-845-2633	PO BOX 215 MT ANGEL, OR 97362
Lic. 217017 Prem. 41953	<b>GLOCKENSPIEL RESTAURANT</b> GLOCKENSPIEL RESTAURANT LLC O - OFF-PREMISES SALES	190 E CHARLES ST MT ANGEL, OR 97362 503-845-6222	
Lic. 217555 Prem. 41954	<b>GLOCKENSPIEL RESTAURANT</b> GLOCKENSPIEL RESTAURANT LLC F-COM - FULL ON-PREMISES SALES	190 E CHARLES ST MT ANGEL, OR 97362 503-845-6222	
Lic. 218073 Prem. 53968	<b>MAM &amp; D</b> MAM & D LLC O - OFF-PREMISES SALES	395 N MAIN ST MT ANGEL, OR 97362 503-845-9601	1038 BROADWAY ST NE SALEM, OR 97301
Lic. 215771 Prem. 38244	<b>MT ANGEL SPECIALTY FOODS / MT</b> GREAT AMERICAN YOGURT & FOOD F-COM - FULL ON-PREMISES SALES	105 S GARFIELD MT ANGEL, OR 97362 503-845-2322	PO BOX 1067 MT ANGEL, OR 97362
Lic. 215779 Prem. 38244	<b>MT ANGEL SPECIALTY FOODS / MT</b> GREAT AMERICAN YOGURT & FOOD O - OFF-PREMISES SALES	105 S GARFIELD MT ANGEL, OR 97362 503-845-2322	PO BOX 1067 MT ANGEL, OR 97362
Lic. 216840 Prem. 36286	<b>OREGON BEVERAGE SERVICE</b> UNRUH MANAGEMENT & CONSULTING F-PL - FULL ON-PREMISES SALES	500 WILCO HWY MT ANGEL, OR 97362 503-480-5485	PO BOX 2234 SALEM, OR 97308
Lic. 215121 Prem. 42225	<b>RD'S WEINSTUBCHEN</b> DIANA C. APPEL L - LIMITED ON-PREMISES SALES	170 N GARFIELD ST MT ANGEL, OR 97362 503-608-8182	
Lic. 215278 Prem. 42224	<b>RD'S WEINSTUBCHEN</b> DIANA APPEL O - OFF-PREMISES SALES	170 N GARFIELD ST MT ANGEL, OR 97362 503-608-8182	
Lic. 218705 Prem. 2959	<b>TINY'S TAVERN</b> TP VENTURES INC L - LIMITED ON-PREMISES SALES	155 MAIN MT ANGEL, OR 97362 503-845-9247	PO BOX 836 MT ANGEL, OR 97362

District 2 Renewals

MT ANGEL

Page 2

License No./ Premises No.		Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic.	218706	<b>TINY'S TAVERN</b>	155 MAIN	PO BOX 836
Prem.	2959	TP VENTURES INC F-COM - FULL ON-PREMISES SALES	MT ANGEL, OR 97362 503-845-9247	MT ANGEL, OR 97362
Lic.	218950	<b>TINY'S TAVERN</b>	155 MAIN	PO BOX 836
Prem.	2959	TP VENTURES INC O - OFF-PREMISES SALES	MT ANGEL, OR 97362 503-845-9247	MT ANGEL, OR 97362

Count for MT ANGEL

17

**CITY OF MT. ANGEL**  
**REQUEST FOR COUNCIL ACTION**

<b>DATE ACTION REQUESTED: February 1, 2016</b>			
<b>Ordinance</b> <input checked="" type="checkbox"/>	<b>Resolution</b> <input type="checkbox"/>	<b>Motion</b> <input type="checkbox"/>	<b>Information</b> <input type="checkbox"/>
<b>Date Prepared: January 7, 2015</b>		<b>Dept.: Administration</b>	
<b>Subject: Ordinance on 20 Acre Annexation (ANX 2015-01)</b>		<b>Contact Person for this Item: Justin Hogue, Assistant to the City Manager, jhogue@ci.mt-angel.or.us, 503-845-9291</b>	

**RECOMMENDATION:**

Conduct a second reading and approve an ordinance annexing 20 acres into the Mt. Angel city limits.

**BACKGROUND:**

On May 4, 2015, Frank Kirkbride, an approved agent of property owners Ronald Wachter, Jeanette Neuburger, and Mary Ann Fobert, submitted an application on their behalf to the City of Mt. Angel for the annexation of a 20 acre lot located on the west side of town between West Marquam Street and West Church Street.

The City Council held a public hearing on July 6, 2015 to consider the request of annexing 20 acres of land into the city limits. Chapter I Section 3 of the City of Mt. Angel Charter states that, "...annexation to the City of Mt. Angel may only be approved by a majority of those voting in a City election." At the conclusion of the public hearing, the City Council voted to refer the annexation request to the electorate during the next available state election. On November 3, 2015, the election was held and Measure 24-387 was approved by 52% of voters who participated in that election.

Annexation Questions

Following the election, a number of questions and concerns have arisen with regard to the annexation such as whether the Council can still refuse to annex the property, whether the property can be adequately served by city infrastructure, the impact on schools and what will develop on the site.

**Can the Council still refuse to adopt the annexation ordinance?** The primary role of the Council in the annexation process arises prior to referring the question to the voters. At that point in the process, the Council needs to determine that all applicable criteria is/can be addressed and discuss associated policy concerns/direction. The Council should forward the question to the voters only if: 1) the Council wishes to approve the annexation, if voter approved, as a matter of policy; AND the territory qualifies for annexation by meeting all applicable criteria. If approved by the voters, the only remaining role for the Council is to confirm compliance with the criteria and annexation process, and adopt the ordinance. The only situation where the Council wouldn't annex the parcel once the voters have approved the annexation likely would involve a sudden, unanticipated loss of public services – lack of water resources, catastrophic loss of treatment plant capacity or lines, etc. Staff has concluded that the subject parcel is capable of being served through an orderly, efficient and timely extension of urban facilities and services.

**Can the property be adequately served by city infrastructure and is it contiguous to the city limits?** The City Engineer provided comments stating the city has the capacity to provide adequate access, sewer, water, and storm drainage services for the future development of the site, and the extension and development of needed facilities and services as required by the Mt. Angel Development Code (MADC), Mt. Angel Subdivision Ordinance (MASO), and the Public Works Design Standards (PWDS) at the time land is divided or developed.

As indicated in the staff report presented at the annexation public hearing, notice of the pending annexation was provided to private utility companies, including NW Natural Gas, PGE, Mt. Angel Phone, Wave Broadband, City Police and Fire Protection Services and Marion County Public Works, as well as the Mt. Angel School District. The City did not receive any comments denoting an inability to serve the development of the 20 acre parcel.

Additional criteria that is to be addressed for annexation is contiguity of the subject property with city limits. The following headnotes summarize LUBA case law regarding annexation of “contiguous” territory.

1. **39.3 Boundary Changes – Annexation.** A city decision to annex a Y-shaped parcel is not an impermissible “cherry stem” annexation, because the property (1) is contiguous to city limits in two places; (2) is located within the city urban growth boundary, and (3) is developed with an urban street interchange that serves the city and its environs. *West Side Rural F.P.D v. City of Hood River*, 43 Or LUBA 546 (2003).
2. **39.3 Boundary Changes – Annexation.** Findings that address a city requirement that a proposed annexation must be a “natural extension” of city limits are adequate, where the findings explain that the area to be annexed will provide contiguity between existing city boundaries and commercially zoned property located outside city limits that will require annexation and the extension of urban services when they are developed. *West Side Rural F.P.D v. City of Hood River*, 46 Or LUBA 451 (2004).
3. **39.3 Boundary Changes – Annexation.** Under ORS 222.111(1) a city may annex territory that is (1) contiguous to the city or (2) separated from the city only by a public right of way or body of water. Where the city annexes both territory and a public right of way that connects the city and the territory, that annexation territory as a whole is “contiguous” to the city and therefore the city need not rely on the “separated by a public right of way” element of ORS 222.111. *Link v. City of Florence*, 58 Or LUBA 348 (2009).

**Will the annex over-burden Mt. Angel schools?** Staff has reached out to the School District to obtain data on enrollment activity. Mt. Angel School District enrollment trends (Attachment A) provided by Mt. Angel School District Superintendent Troy Stoops, indicates that peak enrollment occurred during the same period of time G Cam LTD. Annexed the property that is now the Maryhill Park subdivision. The graph indicates that enrollment has decreased since the G Cam LTD. annexation occurred and has remained low since. Superintendent Stoops also provided data indicating that only 85% of total School District facilities are being utilized.

**What will develop on the site? Will it be low income housing?** The property is designated Low-Density Residential on the Mt. Angel Comprehensive Plan Map. Table 19-1 in the MADDC states that the equivalent Mt. Angel Zone District for the Low-Density Residential Designation on the Comprehensive Plan Map is Residential Single-Family (RS). Upon annexation of the property, the County zoning designation of Urban Transition – 20 Acre Density (UT-20) will be removed automatically and the City zoning designation of RS will be applied.

A zone change requires a Type III review process. To change the zoning, the Planning Commission is required to hold a public hearing and forward its decision, including the findings of fact indicating how the criteria, as listed in the Development Code has been satisfied, to the City Council. The City Council will then hold a public hearing on the zone change. The final action required for a zone change is the adoption of an ordinance by the City Council approving the rezoning. In other words, to change the zoning from Residential Single-Family to another zoning classification will require approval by the City Council.

Under the Development Code multi-family structures are not allowed outright within the RS zone. However, manufactured home parks and planned unit developments are allowed as a conditional use and must obtain approval from the Planning Commission. Lots must meet the square footage requirements, which is 7,000 square feet for interior lots and 8,000 square feet for corner lots. The conceptual drawing submitted with the annexation application indicated that lots would be 8,000 square feet in size, which is comparable to the lot sizes in Maryhill Park. If the applicant submits a subdivision application the applicant will go through a Type II process, which includes a public hearing and approval by the Planning Commission. The developer, at their expense, must meet or exceed street and public utility improvements as outlined in Ordinance No. 462, Subdivision Ordinance, Section 52. Please note, how the property will develop is not a criteria on which annexation approval is based, but other requirements will come into play at that point, including the Development Code and Public Works Design Standards.

Finally, market forces will dictate what type of housing product develops on the site. Presumably, the property will be subdivided upon annexation, meaning public improvements (sewer, water, streets, stormwater) will be required as part of the subdivision approval. As individual lots are sold and developed, system development charges will be imposed to provide the system capacity to serve the new development. These costs will be added to lot and/or home prices. Typically, housing products that absorb these costs end up being priced at levels above which serve median income or higher, so that the developer's costs are recouped and/or a profit is made. The decision to build housing that serves low income populations is typically made deliberately through decisions such as increasing density, waiving system development charges or other infrastructure costs, all of which are discretionary decisions by the City Council. In other words, the City Council will be well aware and involved in, any decision that would involve the development of low income housing on the property.

**PROPOSED MOTIONS:**

*“I move to conduct a second reading and approve: AN ORDINANCE DECLARING TERRITORY ANNEXED TO THE CITY OF MT. ANGEL AND AMENDING THE MT. ANGEL ZONING MAP.”*

**ATTACHMENTS**    **A:** Mt. Angel School District Enrollment  
                          **B:** Ordinance

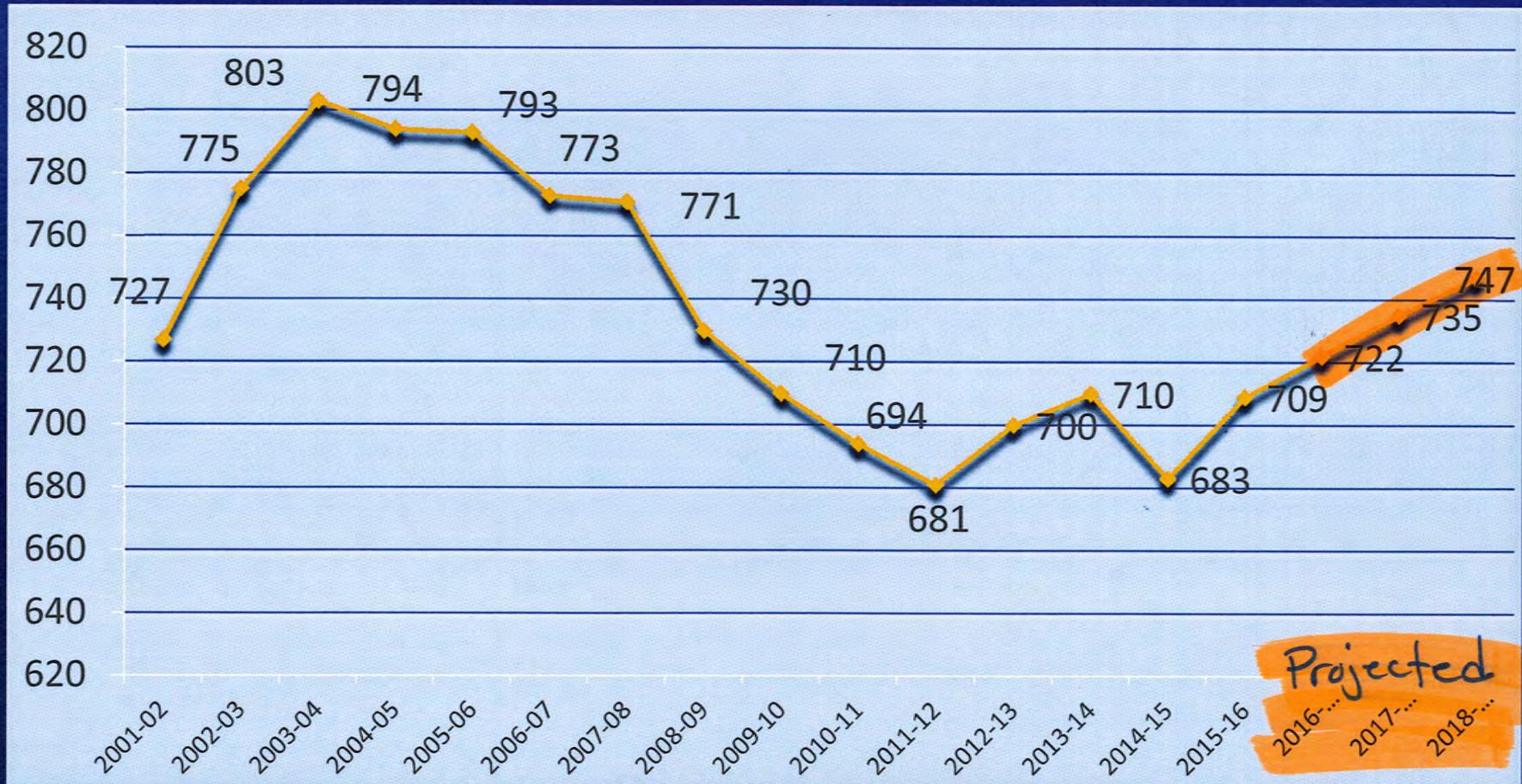


# Mt. Angel School District



*Educating capable, caring and responsible citizens.*

## District Enrollment Trends



**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE DECLARING TERRITORY ANNEXED TO THE CITY OF MT. ANGEL, AND AMENDING THE MT. ANGEL ZONING MAP.**

**WHEREAS**, the City of Mt. Angel received a request to annex, and rezone a 20 acre property, identified as Tax Lot 600 on Marion County Tax Map 061W09AA, as more specifically described on the attached Exhibit A (Property); and

**WHEREAS**, as part of applicant’s application, City received written consent from all property owners of record to the annexation of said territory and area, which is on file with the City of Mt Angel; and

**WHEREAS**, the subject Property is: (1) located within the Mt. Angel Urban Growth Boundary; (2) located within the Mt. Angel fire and school districts; (3) designated as Low Density Residential on the Mt. Angel Comprehensive Plan Map; and (4) zoned Urban Transition – 20 Acre Density (UT-20) by Marion County; and

**WHEREAS**, the request is to: (1) annex the Property into the City of Mt. Angel; (2) not withdraw the Property from the Mt. Angel fire and school districts; (3) retain the City Low Density Residential designation; and (4) change the zoning for the Property to Single-Family Residential; and

**WHEREAS**, the Property is contiguous to the City of Mt. Angel; and

**WHEREAS**, the City Council conducted a properly noticed public hearing to consider the requests on July 6, 2015, at which time the public was given full opportunity to be present and heard on the matter; and

**WHEREAS**, at the close of the public hearing, the City Council determined that the evidence and argument presented in the public hearing and on the record showed that the application request was in compliance with applicable criteria and adopted a resolution calling to submit the question of annexing Property into the City limits to the electors of the City; and

**WHEREAS**, the annexation request was approved by a majority of city voters at an election held on November 3, 2015;

**NOW, THEREFORE, THE CITY OF MT. ANGEL ORDAINS AS FOLLOWS:**

**SECTION 1. Annexation.** The territory described on Exhibit A, attached hereto and incorporated herein by this reference, is hereby declared annexed to the City of Mt. Angel.

**SECTION 2. Zoning.** Ordinance 722, adopting the City of Mt. Angel Zoning Map, is hereby amended to change the annexed Property from the County zoning of Urban Transition – 20 Acre Density (UT-20) to Mt. Angel zoning of Single-Family Residential (RS).

**SECTION 3. Findings.** The Findings attached as Exhibit B showing compliance with all annexation criteria as set forth in Mt. Angel Development Regulations Section 19.3 are hereby adopted in support of the annexation, zoning and redesignation effected by this Ordinance.

**SECTION 4. Recordation.** The Recorder of the City of Mt. Angel is hereby authorized and directed to: 1) make and submit to the Secretary of State of Oregon, the Assessor of Marion County, the County Clerk of Marion County, and the Department of Revenue, State of Oregon, a certified copy of this Ordinance; and 2) provide notice of the final adoption of this annexation Ordinance to the subject parcel property owners, resident electors, anyone who participated in the public hearings, and anyone who requested notice of this decision, in the form attached as Exhibit C.

**SECTION 5.** The Ordinance shall take effect 30 days after second reading and final passage; second reading to occur only after the applicant has paid the full cost of annexation and associated election to the City.

**1st Reading:** Conducted and approved by the City Council this 4<sup>th</sup> day of January, 2016.

**2<sup>nd</sup> Reading:** Conducted and approved by the City Council this \_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

**AYES:**

**NAYS:**

APPROVED BY THE MAYOR this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Andrew Otte, Mayor

ATTESTED BY:

\_\_\_\_\_  
Eileen Stein, City Manager

Filed in the office of the City Recorder this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**EXHIBIT A**

COMMENCING AT A POINT EAST 10.505 CHAINS FROM THE NORTHWEST CORNER OF THE DONATION LAND CLAIM OF BENJAMIN CLEAVER AND WIFE, SAID COMMENCING POINT BEING IN THE CENTER OF THE COUNTY ROAD AND ON THE LINE BETWEEN SECTIONS 4 AND 9 IN TOWNSHIP 6 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN IN MARION COUNTY, OREGON; THENCE EAST 10.195 CHAINS TO THE NORTHWEST CORNER OF THE JOSEPH SCHULTZ TRACT; THENCE SOUTH 19.617 CHAINS TO THE CENTER OF THE COUNTY ROAD; THENCE WEST 10.195 CHAINS TO THE PLACE OF BEGINNING, SITUATED IN THE NORTHEAST QUARTER OF SECTION 9 IN TOWNSHIP 6 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, MARION COUNTY, OREGON.



**CITY OF MT. ANGEL**  
**REQUEST FOR COUNCIL ACTION**

<b>DATE ACTION REQUESTED: February 1, 2016</b>			
<b>Ordinance</b> <input type="checkbox"/>	<b>Resolution</b> <input checked="" type="checkbox"/>	<b>Motion</b> <input type="checkbox"/>	<b>Information</b> <input type="checkbox"/>
<b>Date Prepared: January 26, 2016</b>		<b>Dept.: Administration</b>	
<b>Subject: Council Rules for 2016-17</b>		<b>Contact Person for this Item: Justin Hogue, Assistant to the City Manager, 503.845.9291 or jhogue@ci.mt-angel.or.us</b>	

**RECOMMENDATION:** Approve a resolution adopting the 2016-17 Council Rules.

**BACKGROUND:** The Mt. Angel City Charter calls for the adoption of rules for the government of the Council and its proceedings. The current Council Rules call for review of the rules in February of every even numbered year.

At the January 9, 2016 City Council goal setting session, the Council reviewed the 2014-15 rules. There was discussion affirming the authority of the mayor to rearrange the order of agenda items during Council meetings and a request by the City Manager to pre-order the types of meetings.

The Council did not propose any changes to the Council Rules, however. The attached resolution will re-adopt the rules in conformance with the Mt. Angel City Charter and Council Rules.

**RECOMMENDED MOTION:** *“I move to approve a resolution repealing Resolution No. 1419 and readopting rules governing the proceedings and conduct of the City Council.”*

**ATTACHMENT A:** Resolution adopting Mt. Angel City Council Rules for 2016-17

**CITY OF MT. ANGEL  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION REPEALING RESOLUTION NO. 1419 AND READOPTING RULES  
GOVERNING PROCEEDINGS AND CONDUCT OF THE CITY COUNCIL**

**WHEREAS**, the City of Mt. Angel Charter states that the Council shall adopt rules for the government of its Members and proceedings; and

**WHEREAS**, the current City Council Rules call for the review of the Council Rules every even year; and

**WHEREAS**, the City Council conducted its review of the Council Rules on January 9, 2016, and determined to make no significant changes.

**THEREFORE BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF MT. ANGEL:**

**SECTION 1.** The Council rules and procedures set forth in Exhibit A shall govern the proceeding of the Mt. Angel City Council and shall hereby be observed unless amended or suspended as provided herein.

**SECTION 2.** This resolution shall be effective immediately upon its passage.

Passed by the City Council this 1<sup>st</sup> day of February, 2016, by the following vote:

**AYES:**

**NAYS:**

APPROVED BY THE MAYOR this \_\_\_\_\_ day of February, 2016.

\_\_\_\_\_  
Andrew Otte, Mayor

ATTESTED BY:

\_\_\_\_\_  
Eileen Stein, City Manager



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# City of Mt. Angel

## City Council Rules 2016-2017

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## **I. AUTHORITY**

The City of Mt. Angel City Charter of 2014 (Section 10) provides that the Council will adopt rules to govern the meetings and proceedings of the City Council. It is the intent that the Council will have clear and simple procedures for considering agenda matters.

The Council should review its rules at the Council's first meeting in the February of every even numbered year. Amendments to the Council Rules should be made by majority vote. Council rules are not intended to replace or supersede applicable federal or state laws and regulations or ordinances and provisions of the City Charter.

The Council will elect a Council President at the Council's first meeting of every odd-numbered year. Ballots will be cast by paper and the vote tabulated by staff.

## **II. DEFINITIONS**

As used in these Rules, the following mean:

### **A. The Functions of Mayor**

As defined by the City of Mt. Angel Charter of 2014 (Section 12) the Mayor shall:

1. Act as Presiding Officer of Council meetings and presides over deliberations of the Council.
2. Preserve order.
3. Enforce Council rules.
4. Determine the order of business before the Council.

### **B. Council**

As defined by the City of Mt. Angel Charter of 2014 (Section 7) the Council shall be composed of a Mayor and six (6) Council members.

### **C. Presiding Officer**

The Mayor or in absence of the Mayor, the Council President or other councilor presiding over the meeting. All references to Mayor will be construed as Presiding Officer throughout the rest of the document.

### **D. Council Committees**

All city committees, commissions, task forces, and advisory bodies.

### **E. City Manager**

The chief administrative officer of the City pursuant to the Mt. Angel Charter of 2014.

### **F. City Attorney**

The chief legal officer of the City pursuant to the Mt. Angel Charter of 2014.

### **G. Consensus**

An opinion or position reached by the Council as a whole.

### **H. Censure**

A process by which a formal reprimand is privately issued to an individual by an authoritative body.

### **III. COUNCIL MEETINGS**

#### **A. Regular Meetings**

Regular meetings to conduct Council business will be held on the first Monday of each month unless cancelled for good cause by the Mayor. If necessary, a second meeting may be called. If Monday falls on a legal holiday and the City offices are closed, the meeting will be held on the Tuesday following the holiday unless otherwise rescheduled by a motion of the Council. The public and media will be given reasonable notice as required by law.

#### **B. Special Meetings**

Special meetings may be called by the Mayor, Council President in the absence of the Mayor, by request of the City Manager, or by a majority of the Council. At least 24 hour notice is required.

#### **C. Executive Sessions**

Executive Sessions will be held in accordance with Oregon Public Meetings law.

#### **D. Emergency Meetings**

In the case of an actual emergency, the Mayor, or in the absence of the Mayor, the President of the Council may call an emergency meeting on less than 24 hours' notice. (ORS 192.640(3)) An attempt must be made to contact the media and other interested parties to inform them of the meeting. Such contacts may be made by telephone, email, facsimile, website posting and social media. The content of the meeting must relate to the stated emergency. The minutes of the meeting will describe the emergency justifying less than 24 hour notice.

#### **E. Public Hearings**

The format of public hearings is adopted as part of these Council Rules. See Exhibit B. It will be revised as State law requires. Public hearings will be noticed in accordance with Oregon Public Meeting Law.

#### **F. Workshops/Work Sessions**

Workshops or work sessions may be held as needed to gather information and informally discuss specific issues or questions or to develop City policy. The location, date, and time will be determined at regular Council meetings. The public may attend workshops and work sessions, but participation is by invitation of the Council only. Notice consistent with regular meetings will be given.

### **IV. ATTENDANCE**

#### **A. Council Members**

Councilors are expected to make every effort to attend all meetings. In the event that a Council member is unable to attend, the Council member will inform the Mayor and/or the City Manager of their absence. Council members should leave contact information with the City Manager in the event that they need to be summoned to achieve a quorum.

**B. Attendance by the City Manager**

The City Manager is required at all Council meetings unless excused by the Mayor. The City Manager should inform all Council members that he/she will not be present at a Council meeting.

**C. City Staff**

Members of the City staff will attend when requested by the City Manager.

**D. City Attorney**

The City Attorney will attend when his/her presence is requested by the Council through the City Manager, by the City Manager, or by the Mayor in order to advise the Council on legal issues.

**V. SERGEANT-AT-ARMS**

A law enforcement officer of the City may be Sergeant-at-Arms at Council meetings. The Sergeant-At-Arms will carry out all orders and instructions given by the Mayor for the purposes of maintaining order and decorum at the Council meeting. If the Sergeant-At-Arms determines that the actions of any person who violates the order and decorum of the meeting constitutes a violation of any City Ordinance, the Sergeant-At-Arms may place such person under arrest and cause such person to be prosecuted under the provisions of the Municipal Code.

**A. Removal Action.** The Mayor will warn any person whose conduct is described above before taking action to have such person(s) removed.

**B. Vacating Council Chambers.** If a meeting is disrupted by members of the audience, the Presiding Officer or a majority of the councilors present may order the Council Chambers or other meeting place to be cleared.

**VI. AGENDA**

**A. Regular Meeting**

The agenda may be adjusted by the Mayor, by a majority vote of the Council, or by the City Manager with the consent of the Mayor. The agenda headings and normal order of regular Council meetings are as follows.

- A. EXECUTIVE SESSION
  - 1. CALL TO ORDER
  - 2. FLAG SALUTE
  - 3. ROLL CALL
  - 4. PRESENTATIONS/GUESTS/ANNOUNCEMENTS
  - 5. APPEARANCE OF INTERESTED CITIZENS
  - 6. REVIEW CORRESPONDENCE
  - 7. REVIEW WRITTEN STAFF REPORTS
  - 8. REVIEW ACCOUNTS PAYABLE
  - 9. CONSENT AGENDA
  - 10. UNFINISHED BUSINESS

11. NEW BUSINESS
12. CITY MANAGER'S REPORT
13. COUNCILOR/COMMITTEE REPORTS
14. MAYOR'S REPORT
15. ADJOURNMENT

**B. Agenda Items**

Items may be placed on or removed from Council agendas by any of the following methods:

- By the Mayor
- A majority vote of the Council
- Consensus of the Council
- By a Councilor advising the Mayor or City Manager
- By the City Manager
- By the City Attorney

**C. Other Meetings**

Agendas for all other meetings will be developed by the City Manager in consultation with the members of the City Council.

**D. General Information**

1. Preparation and scheduling of agenda items for regular Council meetings will be approved by the City Manager and Mayor. Council members may make agenda suggestions at any Council meeting or by communication with the City Manager. Council members will make their best effort to reach a consensus on agenda items and are encouraged to obtain staff input before requesting an agenda item.
2. Agendas will generally be set to allow meetings to end no later than 9:30 p.m. If the Council is still in session at 9:30 p.m., the Council will decide whether to continue with the agenda or move items to a future agenda.
3. Meeting agendas will be posted at least three days prior to the meeting time. An information packet will be delivered to the Council the Wednesday prior to the meeting if possible. Members of the public and the media may request to receive the packet information via email.

**VII. MECHANICS OF MEETINGS.**

**A. Quorum**

The Mayor will call the meeting to order at the hour designated for the meeting. The City Charter defines a quorum as the majority of the members of the Council. If a quorum is not present, the City Manager will immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent members do not appear, the members present will adjourn the meeting until a specific time or until the next regular meeting.

**B. Rules of Order**

Unless otherwise provided by law or by these rules, the procedure for Council meetings will be governed by Robert's Rules of Order. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming

before it. Therefore the rules of order should be liberally construed to that purpose. The Mayor will determine all points of order, subject to the right of any member to appeal to the Council.

1. **Main Motion**

Only one main motion may be considered at any given time. The main motion is debatable, may be amended, may be reconsidered, and may be rescinded. The main motion may take the form of a resolution and, if presented to the Council for consideration, it must be handled like any other main motion. Council members have the right to know at all times what the motion immediately pending is and to have it re-stated before a vote is taken. See Exhibit "A" for a description of motion types and permissible actions prescribed as generally acceptable open meeting form.

2. **General**

- a) Council member motions will be clearly and concisely stated. The Mayor will state the name of the councilor who made the motion and the councilor who made the second. The Mayor should then repeat the motion prior to voting.
- b) Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, and a point of order do not require a second.
- c) Discussion of a motion is open to all Council members who wish to address the motion. Each Council member should have the opportunity to speak on the motion at hand.
- d) The Mayor will ask for a roll call vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified for some reason. A Council member who does not vote must state the basis for any conflicts of interest or other disqualification. The City Recorder will maintain a record of the votes.

**C. Council Decorum**

The Mayor will preserve decorum and decide all points of order, subject to appeal by a member of the Council. The Councilors will assist the Mayor in preserving decorum and will not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the lawful directions of the Mayor or these Council Rules. Council members will at all times conduct themselves in a manner appropriate to the dignity of their office.

A Council member desiring to question a city employee will direct their question to the City Manager who will be entitled to either answer the inquiry or designate a staff member to do so.

**D. Audience Decorum**

- 1. The Oregon Public Meeting Law requires that meetings be held in public; however, it does not include the right to participate. Any member of the audience may request to speak by filling out a "Request to Speak" form prior to the beginning of the meeting. Generally, there will be opportunity to comment during a time for Appearance of Interested Citizens or regarding a specific agenda item. Once recognized, the speaker should limit their comments to about three (3) minutes. A member of the audience may request to speak at other times only when recognized by the Mayor. A citizen wishing

to speak will state their name and city of residence for the record. For privacy reasons, the citizens address will be not be published in the written minutes of the meeting. The council retains the right to limit public comment, except where specified by Oregon Public Meeting Law.

2. Any person in the audience who makes personal, impertinent, slanderous remarks or who becomes boisterous while addressing the Council or while attending a Council meeting may be removed from the room, after fair warning, if the Mayor so directs. In case the Mayor should fail to act, any Councilor may obtain the floor and move to require enforcement of this rule. Upon affirmative vote of the majority of councilors present, the person or persons will be removed as if the Mayor so directed.

### **E. Minutes**

Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the City Council will comply with the provisions of ORS 192.650 by containing the following information at a minimum.

- The name of council members and staff present.
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- The result of all votes, including ayes and nays and the names of the council members who voted.
- The substance of the discussion on any matter.
- Reference to any document discussed at the meeting.

The Council may request amendments to the minutes. Council members should make every attempt to submit any changes, additions, or corrections to the minutes to the City Recorder prior to the Council meeting so that a corrected copy may be submitted for approval by the Council. Other corrections may be made by authorization of the Council.

### **F. Audio taping/Videotaping of Meetings**

1. The City Recorder will make an audio recording of all Council meetings. Audio recordings are available by contacting City Hall and submitting a "Request for Public Information" form. All recordings requested are subject to the City's current fee schedule. Audio recordings of Council meetings will be retained for 7 years. Recordings of Executive Sessions are excluded from public disclosure and are retained subject to the State of Oregon Archives laws or longer at the direction of the Council.
2. Audio taping and videotaping of Council meetings, with the exception of executive sessions, made by members of the public, is permitted as long as such actions in no way disrupt the meeting. Equipment will be placed where it is out of the way of other audience members and may not be moved about while the meeting is in session.

### **G. Adjournment**

1. Upon motion and majority vote of the Council members present, any meeting may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regularly scheduled meeting.

2. A recess: upon motion and majority vote of the Council members present, a short recess may be taken during a Council meeting, or at the discretion of the Mayor.
3. A motion to adjourn will be in order at any time except as follows:
  - When made as an interruption of a member while speaking.
  - While a vote is being taken.

## **VIII. Guidelines and Procedures for City Councilors**

### **A. Agenda Items**

In the interest of full disclosure and if a decision is desired, background material will be provided to the City Manager one week prior to the Council meeting for placement in the Council packets. An agenda item may be postponed to the following meeting at the request of two councilors or by the councilor who placed the item on the agenda. Further postponement requires a majority vote of the Council members present.

### **B. General**

Any Councilor may attend committee meetings at which the Council is represented, but only the designated Councilors have the right to vote.

1. Councilors requesting information or who have questions should contact staff prior to the Council meeting to request the necessary information. All written information requested by an individual councilor will be submitted by staff to the entire council noting the Council member who made the request.
2. The Mayor and Council will be addressed by title when acting in official capacity during meetings and other official functions.
3. Councilors should speak for themselves only. A Council member may speak on behalf of the Council only when appointed by a majority vote of the Council.
4. Discussion should remain issue-oriented and should avoid personalization of issues.
5. Unless a City policy has been created by vote of the Council, a Council member should avoid creating or inferring change to City policy. If a Councilor has a concern about a City policy, it is appropriate to discuss the concern with the City Manager.
6. During public meetings, councilors should not attempt to significantly edit or rewrite prepared ordinances or resolutions because of potential impact on other issues. If amendments are necessary, the Council may direct staff to amend and reintroduce the ordinance or resolution. It is appropriate to contact the City Manager with concerns.

**C. Conflict of Interest**

1. Generally, conflicts of interest arise in situations where a councilor has an actual or potential conflict of interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that “would” be to the private financial benefit of the councilor, a relative or a business with which the councilor is associated. A potential conflict of interest is one that “could” be to the private financial benefit of the councilor, a relative, or business with which the councilor is associated. A relative is defined as the spouse, children, parents, or siblings of the public official and the spouses of those relatives and/or those residing with the public official. A councilor must publicly announce potential and actual conflicts of interest and in the case of an actual conflict of interest must refrain from participating in debate on the issue and abstain from voting on the issue. The councilor’s statement of conflict of interest and actions taken will be recorded in the minutes.
2. Councilors may obtain advice on conflicts of interest from the Oregon Government Ethics Commission. The official guidebook of the commission is also considered official advice. The City Attorney may help to clarify a potential or actual conflict of interest for a Council member. A written legal opinion or advice may be sought through the City Manager or if the City Attorney is present at a Council meeting. The attorney advice for the Council member shall be recorded in the minutes of the meeting.

**D. Ethics**

Councilors are advised to be familiar with Oregon ethics laws, ORS Chapter 244.

**E. Legal Advice**

Requests to the City Attorney for advice requiring legal research will not be made by a Councilor except with the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a councilor should make requests of the City Attorney through the City Manager. Exceptions to this are issues related to the performance of the City Manager and unique and sensitive personnel, but City-related requests. The City Attorney will in either case provide any written response to the full Council and City Manager.

**F. Communication with Staff**

1. City staff is under the direction of the City Manager who functions on behalf of the Council as the City’s chief administrative officer.
2. Nevertheless, in the course of City business, Council and staff will have communication with one another. All such communication should be conducted in a spirit of mutual cooperation and support.
3. Councilors may not attempt to influence or coerce the City Manager or a Department Head concerning, personnel, purchasing, awarding contracts, selection of consultants, processing of development applications, or the granting of City licenses or permits.

4. All formal inquires and requests for information from staff should be addressed to the City Manager or his/her designee and allow sufficient time for response. All written information given to one councilor will be distributed to all councilors. The purpose is for all councilors to have access to the same information. Discussions, opinions, and deliberations are to be held in open public meetings.
5. Limiting individual contacts with City officers and employees so as not to influence staff decisions and recommendations, to interfere with their work performance, to undermine the authority of supervisors, or to prevent the full Council from having benefit of any information received, is advised.
6. Respect the roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages. Staff will have the same respect for the roles and responsibilities of Council members.

### **G. Confidentiality**

The Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council Members, the City Manager, or the City Attorney.

1. If the Council in executive session provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether relating to property acquisition or disposal, pending or likely claims or litigation, or employee negotiations, all contact with other parties will be made by designated staff or representatives handling the negotiations or litigation. Council Members will not have any contact or discussion with any other party or its representatives nor communicate any executive session discussion.
2. All public statements, information, or press releases relating to a confidential matter will be handled by the City Manager's office or a designated Council Member.
3. The Council may censure a member who discloses a confidential matter.

### **H. Expenses and Reimbursement**

Council members will follow the same rules and procedures for travel and accommodations as those that apply to City employees, as established by City policy. Councilor expenditures for other than routine reimbursable expenses (e.g. conference registration, travel, etc.) may require advanced Council approval according to the purchasing rules which apply City wide.

1. Council members who will be traveling on City business may make his or her own reservations for travel and lodging in accordance with City policy. Upon request of the City Manager, travel accommodations will be made by staff.
2. The City does not reimburse Council members for expenses incurred by their spouses. (Oregon Government Standards and Practices Advisory Opinion 93A-1007)

## **I. City E-mail**

Council Members should use the City e-mail provided to them to conduct City business. This e-mail meets the requirements for Oregon Public Records retention laws. Most e-mails between Council members or with staff are considered public record. Care should be taken to avoid engaging in communications that would be construed as a public meeting. Communications between the City Attorney and the Council, City Manager, and/or City Staff are not public records and are not subject to public disclosure under Attorney-Client privilege.

The Attorney General has opined that *“Communications between or among a quorum of members of a governing body convening on electronically linked personal computers are subject to the Public Meetings Law, if, the communications constitute a decision or deliberation toward a decision for which a quorum is required or a gathering of information on which to deliberate.”* Public Records and Meetings Manual, p. 118 (2008)

## **J. Bias and Disqualification (Land Use)**

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member’s bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted upon by the Council. Such challenges and the Council’s decision will be incorporated into the record of the hearing.
2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether he/she can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and leave the Council table.
3. If the Council believes that the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. Should the Council require a legal opinion on the challenge of bias of one of its members, the City Attorney’s written legal opinion shall be provided to the full Council and relied upon to accept or deny such challenge. The written legal opinion will be incorporated into the record of the public hearing unless it is deemed confidential under attorney client privilege. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.

**K. Ex Parte Contacts and Disqualifications (Land Use)**

1. For quasi-judicial hearings, Council members should refrain from having ex parte contacts relating to any issue of the hearing. Ex parte contacts are those contacts by a party in relation to a fact or an issue and under circumstances that do not involve all parties to the proceeding. Ex parte contacts may be either oral statements when other interested parties are not present or written information that other interested parties do not receive.
2. If a Council member has ex parte contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The Council member must describe the substance of the contact and the Mayor will announce the right of interested persons to rebut the substance of the communication. The Council members also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether he/she will participate or abstain.
3. For quasi-judicial hearings, a Council member who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the Council member reviews all the evidence and testimony received and incorporated into the record of the Public Hearing.

**IX. Standing Committees/Commissions/Boards.**

1. The Budget Committee, required by state law, will be a standing committee. It will be subject to Local Budget Law, ORS 294.311-294.565.
2. The Planning Commission, required by state law, will be a standing commission.
3. The Library Board, required by state law, will be a standing commission.
4. The Council may appoint and dissolve additional standing committees at its discretion.

**X. Ad Hoc and Advisory Committees.**

The Council may establish, appoint and dissolve ad hoc and/or advisory committees as needed.

**XI. Amendments and Suspension**

1. Any part of these Council rules may be temporarily suspended by majority vote of the Council members in attendance.
2. The Council Rules may be permanently amended at any meeting at which prior notice of the proposed change was provided to each Council member. A majority vote of the Council members present will be required to effect an amendment or addition to these operating procedures.

**CITY OF MT. ANGEL**  
**REQUEST FOR COUNCIL ACTION**

<b>DATE ACTION REQUESTED: February 1, 2016</b>			
<b>Ordinance</b> <input type="checkbox"/>	<b>Resolution</b> <input type="checkbox"/>	<b>Motion</b> <input checked="" type="checkbox"/>	<b>Information</b> <input type="checkbox"/>
<b>Date Prepared: January 22, 2016</b>		<b>Department: Administration</b>	
<b>SUBJECT: 2016 City of Mt. Angel Vision, Mission, Goals and Work Plan</b>		<b>Contact Person for this Item: Eileen Stein, City Manager, <a href="mailto:estein@ci.mt-angel.or.us">estein@ci.mt-angel.or.us</a>, (503) 845-9291</b>	

**RECOMMENDATION:** Adopt goals and a work plan for 2016 and authorize staff to begin the implementation activities immediately.

**BACKGROUND:** Every year the City Council sets goals for the coming year. These goals guide the development of the city budget, particularly when a budget appropriation is needed to implement them; and so goal setting is the first step in the budget preparation process. This year's goal setting session was held on January 9, 2016.

During that session, the Council modified the City's vision statement to reflect a new target date of 2035 and to highlight the city's spirit of volunteerism. The Council also set goals for 2016 to continue build a solid foundation for the city:

1. Continue to evaluate new General Fund revenue sources to promote community livability (walkability, beautiful parks, library, and police protection) to make progress toward the city's 2035 vision.
2. Continue the process of analyzing costs and revenue sources for maintaining city, and possibly county infrastructure inside city limits, through the Infrastructure Task Force.
3. Implement Phase II of the Mt. Angel Development Code update project.
4. Continue planning and community outreach efforts on solutions for City Hall and the Police Department facilities.

The changes made appear in **bold** in the attached 2016 Vision, Mission, Goals and Work Plan. They reflect the new timeline for the vision, capturing the city's spirit of volunteerism, and the new goals for 2016. The work plan outlines the steps and processes to achieve these goals. The suggested timelines are tentative and may change due to unforeseen events and priorities.

**RECOMMENDED MOTION:** *"I move to approve the 2016 City of Mt. Angel Vision, Mission, Goals and Work Plan and authorize the City Manager to move forward with these activities and incorporate them into the FY 16-17 Budget."*

**ATTACHMENT A:** City of Mt. Angel 2016 Vision, Mission, Goals and Work Plan

# City of Mt. Angel

## *Vision, Mission, Goals and Work Plan*

### *FY 2016-17*

#### Vision

In the year **2035**, Mt. Angel is a tight knit, rural community that is proud of its heritage. The community supports annual events that bring visitors from neighboring communities and around the world. Mt. Angel is a proud home for residents and a beautiful destination for visitors, with such attractions as:

- Mount Angel Abbey
- Queen of Angels Monastery
- Alvar Aalto Library at the Abbey
- St. Mary Church
- Glockenspiel
- Mount Angel Festhalle

The community prides itself on **its spirit of volunteerism**, strategic thinking, detailed planning, and fiscally sound practices that provide for growth, and the improvement and maintenance of the city infrastructure.

Downtown is revitalized and thriving, the industrial park is a vibrant employment center and the tax base has grown and improved to fund community improvements such as a visitor's center, a new city hall and recreational opportunities.

#### Mission

Our mission is to provide a safe, clean living environment bestowing hospitality and supporting a high quality of life for residents, guests and for welcoming visitors traveling in and around Mt. Angel. The mission is achieved by strategically planning for the future, providing efficient and fiscally sound services and being responsive to citizens and customers.

#### Goals

In 2016, the City will focus on the following activities in support of the City's vision and mission:

1. **Continue to evaluate new General Fund revenue sources to promote community livability (walkability, beautiful parks, library, and police protection) to make progress toward the city's 2035 vision.**
2. **Continue the process of analyzing costs and revenue sources for maintaining city, and possibly county infrastructure inside city limits, through the Infrastructure Task Force.**
3. **Implement Phase II of the Mt. Angel Development Code update project.**
4. **Continue planning and community outreach efforts on solutions for City Hall and the Police Department facilities.**

## Work Plan

1. Continue to evaluate new General Fund revenue sources to promote community livability (walkability, beautiful parks, library, and police protection) and make progress toward the city's 2035 vision. *(February to June)*
  - a. Continue to identify options for new revenue sources and estimated revenue amounts
  - b. Continue to consider service enhancements as appropriate and/or prioritize service enhancement(s)
  - c. Pursue new revenue sources as approved by City Council
  
2. Continue the process of analyzing costs and revenue sources for maintaining city, and possibly county infrastructure inside city limits, through the Infrastructure Task Force. *(January to June)*
  - a. Continue to work with the Infrastructure Task Force on system needs
  - b. Explore/negotiate jurisdictional transfer with Marion County
  - c. Identify potential revenue sources and estimated revenue amounts
  - d. Pursue new revenue sources as approved by City Council
  
3. Update the Mt. Angel Development Code *(January to October)*
  - a. Complete Phase I code assessment and schedule for Council approval
  - b. Secure Phase II TGM grant to update code
  - c. Issue notice to DLCDC of new code and conduct public hearing
  - d. Council adoption of ordinance approving new code
  
4. Continue planning and community outreach efforts on solutions for City Hall and the Police Department facilities. *(January to December)*
  - a. Engage architect/engineer to assess structural condition and repair needs of current City Hall and make decision about ability to invest in/reconfigure space for future needs
  - b. Identify a short and long range plan for City Hall and the Police Department
  - c. Identify project budget needs for each
  - d. Identify revenue sources and options
  - e. Prepare funding plan

**Mt. Angel City Council**  
**Agenda Calendar**  
1/11/16

February 16 WS      FY 16-17 Budget Strategy/Goal Setting Session (w/ Budget Committee)

March 7 RM            Development Code Update (w/ Angelo Planning Group)  
Master Fee Resolution Annual Review

March 21 WS

To Schedule:

Review Façade Improvement Program (Ph 2) Applications

Review Park Tree Board

Repeal of Marijuana Taxation Ordinance (1<sup>st</sup>)

Canby/Mt. Angel Telephone Franchise Renewal

Franchise Agreements – Expiration Dates

**Republic Services** 6 year rolling agreement which began January 2006

**Mt. Angel Telephone** agreement **expires July 2016**

**N.W. Natural Gas** agreement expires October 2020

**PGE** agreement expires December 2023

**Wave Broadband** agreement expires July 2020

**Woodburn Ambulance Service Inc.** agreement expires December 2017