



# City of Mt. Angel

City Council Packet

November 7, 2016

# MT. ANGEL CITY COUNCIL MEETING AGENDA

290 East Charles Street - Community Meeting Room

Monday, November 7, 2016

## **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.*
- 6. Review Correspondence**
- 7. Review Written Staff Reports**
- 8. Review Accounts Payable**
- 9. Consent Agenda**
  - a. Approve City Council Workshop Minutes for September 27, 2016
  - b. Approve City Council Meeting Minutes for October 3, 2016
- 10. Unfinished Business**
- 11. New Business**
  - a. Patrol Vehicle Replacement
  - b. Park/Tree Board
  - c. Discussion of Future Agenda Items
- 12. City Manager's Report**
- 13. Councilor/Committee Reports**
- 14. Mayor's Report**
- 15. Adjournment**

*Mt. Angel Community Meeting Room is handicapped accessible. If special accommodations are required please contact City Hall at least one business day in advance at 503-845-9291. Hearing Impaired may call TTY (800) 648—3458. Interpretive services may be available with sufficient prior notice of need.*

CITY OF MT. ANGEL

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November 2016

# Department Reports

*Amber Mathiesen*  
City Manager  
amathiesen@ci.mt-angel.or.us  
503-845-9291

## ADMINISTRATION

### **Utility Account Update**

There were 6 utility customers shut-off due to not completing updated utility account applications. All customers shut-off have since submitted updated utility account applications and have had their service turned back on.

### **New City Manager**

Amber Mathiesen started in her new role as Mt. Angel's City Manager on November 1<sup>st</sup>.

We will be working this week to transfer bank signatures, to remove Interim City Manager Mike Healy and install Amber Mathiesen as a new signer.

### **School District Strategic Planning**

On October 18<sup>th</sup> City Staff participated in a strategic planning process with the School District to provide feedback on core values, mission, vision, objectives, strategy and implementation, and monitoring of plans.

### **Caselle Software**

Caselle online timekeeping is up and running with part-time employees. As staff becomes more familiar with the system and works out the kinks, it will be rolled out to other employees.

On October 6<sup>th</sup>, staff participated in a training session for the Caselle business license module. This module will begin to be utilized when we start collecting business license applications, which will be mailed out the first of December.

Caselle service orders are now being used by City Hall staff and a meeting with Public Works is being scheduled in the coming weeks in order to gather input on any perceived changes.

Regarding the Caselle the accounts receivable module, staff is working with Caselle to scheduling a training.

*Justin Hogue*  
*Assistant to the City Manager*  
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503-845-9291

## COMMUNITY DEVELOPMENT

### **SCA Grant**

The City was awarded the SCA for improving a portion of College Street. Staff will meet with Westech on Thursday November 3<sup>rd</sup> to discuss the scope of the project and get it moving forward.

### **Permits**

The City received a building application for a triplex to be located at 555 N. Main Street. This is the next step in the process following the appeal granted by the City Council during the public hearing held June 6, 2016.

### **Façade Improvement Program**

The performing arts center removed and replaced the siding on the front of the structure as part of their participation in the Façade Improvement Program. The next step entails painting and adding some level of detail to create a Bavarian appearance.

### **Heritage Trail Committee**

As we reported last month, the Committee met with a grant evaluator with the Oregon Community Foundation. We have since been informed that the Oregon Community Foundation Board will meet November 3<sup>rd</sup> to make grant decisions.

### **Grandview Development**

The majority of the public improvements have been completed for the project. We communicated with PGE about street lighting in the area and they will be installing three new street lights along the portion of completed road extending from Linden Lane. The rate for each streets light is \$39.24 per month.

Carrie Alexandria Caster  
 Library Director  
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 503-845-6401

# LIBRARY

## **Ready to Read grant awarded for 2017**

We received notice that we will be awarded our annual \$1000 in Ready to Read grant funding from the Oregon State Library for our Summer Reading Program 2017. These amount of funding is fixed based on population served.

## **October programs**

We had a very busy and successful slate of program in October, with our most popular events being our Dia de los Muertos Sugar Skull Crafting, with 42 attendees, and our Family Halloween Party, with 102 attendees. Thanks to the many volunteers who helped us present these fun programs--we could not do it without your help. Thanks also the Friends of the Library for funding the delicious treats for the Halloween party!

## **Holiday plans--programs, upcoming closures**

Our new Nov/Dec program guides for youth and teen have been published. We have a very busy and fun slate of programs coming up during the holidays, including a holiday party with Santa Claus, a Winter Film Festival, Charlie Brown Thanksgiving feast, an after-dark Storytime, Science Time and more. We are letting patrons know also that will be CLOSED for Veterans Day on November 11th, for Thanksgiving on November 24th and 25th, and on Christmas Eve on December 24th.

## **Food for Fines**

Our popular annual Food for Fines program will take place the week of November 15-19th, during all open hours. . Once again, all canned/non-perishable items donated to us by patrons will be donated to local food banks/shelters (St. Joseph Shelter and Mount Angel Senior Center). We'll report on total fines forgiven and food collected next month.

## **RFID planning**

Planning continues for the upcoming RFID tagging project as all CCRLS libraries convert to radio frequency ID systems. We are looking at options for tagging all the materials in our library and are visiting other libraries in the midst of the tagging process. It appears that the best option for a library of our collection and staff size is to close to the public for a week or so to complete the process. I am working with CCRLS to find the least-disruptive dates for us to consider such a closure. Every item in the collection has to be tagged and scanned during this process, so we will also need volunteer assistance to complete this task. So far, only 1 CCRLS has completed this process, and libraries will be working on this for the next year at least. My goal is to complete this conversion outside the busy summer reading season! I'll continue to work to find the best option for our patrons and materials, and will report back with more information soon.

## **Lost books report**

We recently completed our bi-annual CCRLS lost books report for books which may have been lost by patrons or in transit, and which are reimbursable to us by CCRLS. We expect to receive about \$150 in reimbursement this cycle.

**Teacher cards/ school strategic planning focus group**

We are working out details to begin to offer to teacher cards to local educators to help support the schools in our area, and should be able to start issuing these soon. We appreciated the chance to participate in the strategic planning process for the local school district and will continue to strengthen ties with the schools in our area.

**TAB volunteers**

Our new TAB (Teen Advisory Board) members have started volunteering at the library to help take care of a dedicated area of the Children's Area, as well as to begin creating displays in both the teen and children's areas. We have a great group again this year and have many fun and interesting activities planned for them

**State Library Report highlights**

A few brief highlights from the statistical report I recently completed about our library this past year:

- Number of registered library users went from 1523 last year to 1836 this year
- Library visits are up from 12,897 last year to 16,459 this year
- Circulation is up from 30,545 last year to 38,532 this year
- Number of programs for children went from 82 last year to 195 this year
- Number of teens attending programs went from 26 last year to 160 this year
- Attendance at programs went from 1651 last year to 3249 this year

We expect next year's numbers to be even higher! We continue to see higher attendance and circulation.

**New mission statement**

During our last Library Advisory Board meeting, we considered a number of possible mission statements, as a part of continuing work on creating and updating collection development, library policy, and procedural documents. Having a mission statement in place will allow us to apply for additional grants, as well as help direct our future goals and focus.. After reviewing a number of different options, the board unanimously voted to adopt the following as our library's mission statement, in accordance with Carrie's recommendation and research:

**Empowering our community to learn, explore, create and connect.**

**Circulation/patron visits stats**

Items circulated in **October 2016: 2602** (October 2015: 2593)

**September 2016: 2453** (September 2015: 2297)

**August 2016: 3273** (August 2015: 2297)

Patron visits in October 2016: *will be reported next month*

Patron visits in September 2016: **939** (September 2015: 988)

Patron visits in August 2016: **1181** (August 2015: 1043)

Michael D. Healy  
Chief of Police  
mhealy@ci.mt-angel.or.us  
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# POLICE

## **Oktoberfest Final Billing**

The Oktoberfest bills are in and all wrapped up for another year. Our final billing was \$41,506.00 as opposed to the budgeted sum of \$55,425.00. The variance is primarily due to not being able to fill out all of our shifts with outside officers. This seems to be an increasing challenge each year. I have a few ideas for next year that I hope will improve our ability to attract outside officers to help out.

## **Holding Cell Damage**

As I reported last month the department's holding cell was damaged by a detainee arrested during the Oktoberfest celebration. The repairs cost approximately \$200.00. In looking at the damage at the time, I expected a much higher figure but the contractor was creative in his approach and has made it more secure than ever.

## **Police Officer Recruitment**

After conducting numerous interviews I have decided to move forward with one candidate in the hiring process. He will be meeting with the new City Manager in the next week and then hopefully onto the background investigation and the final medical and psychological assessments. This candidate will also bolster our foreign language resources in the Russian and Ukrainian languages.

## **Halloween**

Mt. Angel's Halloween celebration was very quiet this year. Some minor calls and no significant "tricks" (damage) were reported.

## **Patrol Vehicle Replacement**

I have begun the process of completing a lease/purchase of a new patrol car to replace one of the Ford Crown Victoria's. This topic will be on the November 7<sup>th</sup> Council meeting agenda seeking authorization to move ahead in the process. If the authorization is received the outfitted patrol car will be ready for us in February. We are planning on purchasing another Ford Explorer just like the two we have now.

Dan Bernt  
 Public Works Superintendent  
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 503-845-6260

## PUBLIC WORKS

### Water Department

- We did water service line retaps on E. College St. and Oak St.
- We did a flow test and replaced the water meter at 310 R.R. Ave.
- We met with the City Engineer to plot the layout of the new water line project in the John St., Marquam St., Main St., and Monroe St. area. We also did pre project design survey locates in that area. We talked with 2 property owners to discuss easement requirements for this project.
- We sent water flow rate information to the design engineer for the High School sports complex sprinkler system.
- The new circuit board was installed at well #7 for the well depth telemetry. All is working properly now.
- The crew completed routine bi monthly meter reading and rereads. We also did delinquency and administrative shut offs, and numerous special reads, starts, and stops.
- We collected 4 routine water samples.
- We witnessed the pressure tests on the new public water line at the Grandview Estates project.
- With assistance from Darlene at City Hall we got our annual water usage report completed and sent in to the state.
- We replaced several stopped water meters.
- Daniel attended a Cross Connection Specialist training session.

### Sewer Department

- Several members of our crew and the City Engineer met with DEQ to discuss our operating permit renewal. They ( DEQ ) also conducted a compliance inspection at the WWTP.
- We did a valve switch over at the WWTP in preparation of discharge season commencing Nov. 1st.
- Trapping continues at the WWTP with heavy nutria activity noted.
- Berm and dike maintenance continues at the WWTP.
- We addressed an issue between neighbors with the sanitary sewer, and responded to a couple of other sanitary sewer lateral concerns. ( Jetted a line to remove grease build up ).
- Collection system monitoring continues.
- We uncovered a sanitary sewer manhole cover on Humpert Lane that was covered during the County's chip sealing operations this past summer.
- Cascade Earth Sciences was out to resample lagoon perimeter monitoring well #3 due to the previous sample testing positive for e-coli.
- Allen continues WWTP Lab Work training with John.
- John, Allen, & Colby did some tree removal from along the east side of the lagoon as per DEQ request during our compliance inspection earlier this month.

### Parks Department

- Mowing continues in all park areas as conditions allow.
- We have started on intensive bush trimming at Fisher Park.
- We are doing a lot of leaf pick up in the parks.

- We removed a severely damaged tree from the overflow parking area east of Ebner Park. We also have been working on routine tree trimming in the parks.
- We installed new nets at the basketball courts in all parks.

### **Streets Department**

- The street sweeper was out 8 times in October in an effort to keep up with and ahead of the heavy leaf fall.
- The crew has been busy doing basin cleaning and line jetting.
- We did tree trimming along the sweeper route and some right of way areas.
- We picked up a lot of debris from a couple of high wind events, put new side brooms on the street sweeper, reset a couple of sign posts, checked on an issue with the catch basin in the Depot parking lot, brought in another contractor to get bid #s on some sidewalk ramp areas, and did some gravel street rock work.
- We monitored the pre curb and paving proof rolls and the paving of the public street portion of the Grandview Estates project.

### **Other**

- Changed smoke detector batteries in the Library.
- Rehabbed ceiling panels and fixed toilet in MAPD.
- Got contractor started on repair work in the Senior Center.
- Ordered and received 2 totes of cold patch asphalt mix.
- We did miscellaneous vehicle and equipment maintenance.

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>A to Z Party Rental</b>						
12929	A to Z Party Rental	389252-3	Table & chair rental	09/19/2016	459.52	01-07-62420 Supplies & Services
Total A to Z Party Rental:					459.52	
<b>A. E. NELSON LEATHER CO.</b>						
1185	A. E. NELSON LEATHER CO.	24332	Badge ID wallet	07/14/2016	103.20	01-02-62575 Uniforms
Total A. E. NELSON LEATHER CO.:					103.20	
<b>ABIQUA LANDSCAPE PRODUCTS</b>						
12699	ABIQUA LANDSCAPE PRODUC	7110	Stock sand for sand bags	10/13/2016	84.00	11-11-62730 Maintenance & Supplies
Total ABIQUA LANDSCAPE PRODUCTS:					84.00	
<b>ACCESS</b>						
12971	ACCESS	2	Shredding services/monthly	10/10/2016	18.55	01-01-62420 Supplies & Services
12971	ACCESS	2	shredding services	10/10/2016	18.55	01-02-62420 Supplies & Services
Total ACCESS:					37.10	
<b>AIRGAS USA, INC</b>						
1225	AIRGAS USA, INC	9939733205	Cylinder rental @ WWTP	09/30/2016	114.89	26-26-62730 Maintenance & Supplies
1225	AIRGAS USA, INC	9939733205	Cylinder rental/water dept	09/30/2016	15.05	25-25-62730 Maintenance & Supplies
Total AIRGAS USA, INC:					129.94	
<b>ALDER STREET DEVELOPEMENT</b>						
12949	ALDER STREET DEVELOPEME	OCT2016	Refund/utility construction account/215 Alder	10/24/2016	49.84	26-26-10800 Sewer Deposits
Total ALDER STREET DEVELOPEMENT:					49.84	
<b>Aspen Wildlife Services, LLC</b>						
1545	Aspen Wildlife Services, LLC	47	Wildlife mgmt program/monthly	10/05/2016	375.00	26-26-62730 Maintenance & Supplies

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total Aspen Wildlife Services, LLC:					375.00	
<b>AT&amp;T</b>						
1580	AT&T	40	modems/police vehicles	10/05/2016	167.56	01-02-62532 Communication Services
1580	AT&T	991520235X10	modems/police vehicles	10/09/2016	168.16	01-02-62532 Communication Services
Total AT&T:					335.72	
<b>Baker &amp; Taylor Books</b>						
1710	Baker & Taylor Books	4011701699	Books	09/06/2016	284.94	01-05-62461 New Books
1710	Baker & Taylor Books	4011703276	Books	09/08/2016	92.23	01-05-62461 New Books
1710	Baker & Taylor Books	4011715809	Books	09/22/2016	146.22	01-05-62461 New Books
1710	Baker & Taylor Books	4011716918	Books	09/23/2016	629.90	01-05-62461 New Books
1710	Baker & Taylor Books	4011726830	Books	10/04/2016	313.68	01-05-62461 New Books
Total Baker & Taylor Books:					1,466.97	
<b>BISHOP, DARLENE</b>						
12941	BISHOP, DARLENE	2016OCT	Reimbursement mileage/OACA conference	10/24/2016	279.72	01-03-62535 Travel, Training,Certificatio
12941	BISHOP, DARLENE	OCT2016	Sancks & water for council/planning meeting	10/06/2016	43.02	01-01-62510 City Council Expense
Total BISHOP, DARLENE:					322.74	
<b>Bochsler Hardware</b>						
2090	Bochsler Hardware	OCT2016	Shoe polish, buckets, duct tape, key chain	09/30/2016	36.69	01-02-62815 Expendable Supplies
2090	Bochsler Hardware	OCT2016	Shoe polish, buckets, duct tape, key chain	09/30/2016	13.79	01-02-62420 Supplies & Services
2090	Bochsler Hardware	OCT2016	Whisk broom & dust pan set	09/30/2016	8.00	01-01-62420 Supplies & Services
2090	Bochsler Hardware	OCT2016	Padlocks, pipe fittings, batteries	09/30/2016	117.32	25-25-62730 Maintenance & Supplies
2090	Bochsler Hardware	OCT2016	Ammonia, distilled water, tools, hardware, bug zapper	09/30/2016	76.26	26-26-62730 Maintenance & Supplies
2090	Bochsler Hardware	OCT2016	Paint, gloves, fuses, bulbs, cord	09/30/2016	72.66	11-11-62730 Maintenance & Supplies
2090	Bochsler Hardware	OCT2016	Lightbulbs, pickup stick, hardware, hose nozzles	09/30/2016	58.85	01-06-62730 Maintenance & Supplies
Total Bochsler Hardware:					383.57	
<b>BRETTTHAUER OIL COMPANY</b>						
12947	BRETTTHAUER OIL COMPANY	CL48556	Police Dept fuel	09/30/2016	670.39	01-02-62790 Vehicle Operation
12947	BRETTTHAUER OIL COMPANY	CL48556	Public works fuel by dept.	09/30/2016	102.42	01-06-62790 Vehicle Operation
12947	BRETTTHAUER OIL COMPANY	CL48556	Public works fuel by dept.	09/30/2016	164.18	26-26-62790 Vehicle Operation
12947	BRETTTHAUER OIL COMPANY	CL48556	Public works fuel by dept.	09/30/2016	164.62	25-25-62790 Vehicle Operation
12947	BRETTTHAUER OIL COMPANY	CL48556	Public works fuel by dept.	09/30/2016	204.16	11-11-62790 Vehicle Operation

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total BRETTHAUER OIL COMPANY:					1,305.77	
<b>CARROLL CONSULTING LLC</b>						
12982	CARROLL CONSULTING LLC	16-071	Background-Griep	10/14/2016	496.75	01-02-62572 Hiring Expense
12982	CARROLL CONSULTING LLC	16-073	Background-Seifried	10/17/2016	531.75	01-02-62572 Hiring Expense
Total CARROLL CONSULTING LLC:					1,028.50	
<b>Cascade Earth Sciences, Ltd</b>						
2660	Cascade Earth Sciences, Ltd	48108	Lagoon bi-annual monitoring contract work	10/14/2016	2,698.16	26-26-62916 Consultant Services
Total Cascade Earth Sciences, Ltd:					2,698.16	
<b>Cascade Tire</b>						
2710	Cascade Tire	0370955	New tires for patrol vehicle	10/10/2016	505.80	01-02-62550 Vehicle Repairs
Total Cascade Tire:					505.80	
<b>Caselle, Inc.</b>						
2720	Caselle, Inc.	76258	Service Order module/split	10/07/2016	306.00	25-25-62470 Computer Supplies & Servi
2720	Caselle, Inc.	76258	Service Order module/split	10/07/2016	306.00	26-26-62470 Computer Supplies & Servi
Total Caselle, Inc.:					612.00	
<b>CASTER, CARRIE A</b>						
12849	CASTER, CARRIE A	OCT2016	Supplies	10/05/2016	35.99	01-05-62420 Supplies & Services
12849	CASTER, CARRIE A	OCT2016	books	10/05/2016	74.95	01-05-62461 New Books
12849	CASTER, CARRIE A	OCT2016	Audiobook	10/05/2016	11.99	01-05-62474 Audio Visuals and CD's
Total CASTER, CARRIE A:					122.93	
<b>CATHOLIC COMMUNITY SERVICES</b>						
7750	CATHOLIC COMMUNITY SERVI	54	Public restrooms/monthly	10/05/2016	270.00	11-11-62730 Maintenance & Supplies
Total CATHOLIC COMMUNITY SERVICES:					270.00	
<b>CENTURY LINK</b>						
12583	CENTURY LINK	154	503-845-2720/WWTP long dis.	10/05/2016	.00	26-26-62430 Telephone
12583	CENTURY LINK	154	845-6260,2852,PWorks	10/05/2016	.36	25-25-62430 Telephone
12583	CENTURY LINK	154	lines,9291,9292,6261	10/05/2016	11.05	01-01-62430 Telephone

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
12583	CENTURY LINK	154	845-6401/library long dist.	10/05/2016	.37	01-05-62430 Telephone
12583	CENTURY LINK	154	40009294,9848, Pdept long dist	10/05/2016	14.07	01-02-62430 Telephone
Total CENTURY LINK:					<u>25.85</u>	
<b>Charpilloz, Jeff</b>						
2770	Charpilloz, Jeff	OCT2016	Replacement battery, pads for AED unit	10/13/2016	213.99	01-02-62798 Equipment
Total Charpilloz, Jeff:					<u>213.99</u>	
<b>Chemeketa Community College</b>						
2790	Chemeketa Community College	S0967108	CCRLS envisionware/courier charges	10/16/2016	128.61	01-05-62711 Chemek Comm Reg Lib S
Total Chemeketa Community College:					<u>128.61</u>	
<b>City of Silverton</b>						
2960	City of Silverton	63	PD dispatch services	10/05/2016	23.12	01-02-62530 Dispatch Services
Total City of Silverton:					<u>23.12</u>	
<b>City of Woodburn</b>						
2990	City of Woodburn	2017-096	Pdept records management system/mobile data system quartly billing(1st quarter)	10/03/2016	3,100.25	01-02-62470 Computer Supplies & Servi
2990	City of Woodburn	2017-115	IT services/software upgrades, remote access	10/13/2016	225.00	01-01-62470 Computer Supplies & Servi
2990	City of Woodburn	2017-115	IT services/computer fan & monitor issues	10/13/2016	112.50	01-02-62470 Computer Supplies & Servi
Total City of Woodburn:					<u>3,437.75</u>	
<b>Cliff's Engine Center</b>						
3070	Cliff's Engine Center	0025943	12 pack of 2 cylinder engine mix oil	09/08/2016	23.88	11-11-62730 Maintenance & Supplies
Total Cliff's Engine Center:					<u>23.88</u>	
<b>Cooke Stationery Co.</b>						
3300	Cooke Stationery Co.	497572-01,02	Clipboards, dividers, clips	09/30/2016	86.33	01-02-62420 Supplies & Services
Total Cooke Stationery Co.:					<u>86.33</u>	
<b>COUKOULIS, LORI</b>						
12844	COUKOULIS, LORI	OCT2016	Judge services/Oct municipal court	10/12/2016	275.00	01-03-62525 Judge

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total COUKOULIS, LORI:					275.00	
<b>DAS STATE PROCUREMENT OFFICE</b>						
3550	DAS STATE PROCUREMENT O	ARQ16185	ORCPP MEMBERSHIP/Procurement program	09/09/2016	25.00	01-01-62490 Membership and Dues
3550	DAS STATE PROCUREMENT O	ARQ16185	ORCPP MEMBERSHIP/Procurement program	09/09/2016	25.00	01-02-62490 Membership and Dues
Total DAS STATE PROCUREMENT OFFICE:					50.00	
<b>Enviro-Clean Equipment, Inc.</b>						
4440	Enviro-Clean Equipment, Inc.	S16-092711	Leader hose for jet truck	09/27/2016	203.16	26-26-62730 Maintenance & Supplies
4440	Enviro-Clean Equipment, Inc.	S16-102002	Replacement street sweeper side brooms	10/20/2016	556.40	11-11-62730 Maintenance & Supplies
Total Enviro-Clean Equipment, Inc.:					759.56	
<b>Ernst, Maureen</b>						
4480	Ernst, Maureen	OCT2016	Refund/community room rental deposit	10/13/2016	25.00	01-06-62528 Park Reservation Return D
Total Ernst, Maureen:					25.00	
<b>EZ Rental &amp; Services</b>						
4570	EZ Rental & Services	12942	Barricades for O'fest, one lost barricade	09/19/2016	825.00	01-07-62420 Supplies & Services
Total EZ Rental & Services:					825.00	
<b>FARMERS TOILET CO.</b>						
4610	FARMERS TOILET CO.	50	Portable toilets/Parks	10/05/2016	249.00	01-06-62760 Utilities
Total FARMERS TOILET CO.:					249.00	
<b>Fleck, Don R</b>						
4740	Fleck, Don R	2016-10	Refill 5 lb ABC general fire extinguisher	10/08/2016	25.50	01-02-62798 Equipment
Total Fleck, Don R:					25.50	
<b>FOURSOM</b>						
12709	FOURSOM	74916	Golf carts/O'fest	09/13/2016	800.40	01-07-62420 Supplies & Services
Total FOURSOM:					800.40	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Hall, Michele Lynn						
5350	Hall, Michele Lynn	4	Consultant svcs/minutes	10/10/2016	139.50	01-01-62525 Consultant Services
Total Hall, Michele Lynn:					139.50	
<b>HD SUPPLY WATERWORKS, LTD</b>						
5470	HD SUPPLY WATERWORKS, LT	G177628	Stock water meters & pvc pipe	10/10/2016	1,808.00	25-25-62730 Maintenance & Supplies
Total HD SUPPLY WATERWORKS, LTD:					1,808.00	
<b>HEALY, MICHAEL</b>						
5477	HEALY, MICHAEL	OCT2016	Duty boot replacements	10/25/2016	141.97	01-02-62575 Uniforms
5477	HEALY, MICHAEL	OCT2016	Reimbursement for misc meetings, errands	10/25/2016	52.91	01-02-62535 Travel,Training,Certificatio
5477	HEALY, MICHAEL	OCT2016	Lunch with new CM/Amber	10/25/2016	27.00	01-02-62535 Travel,Training,Certificatio
Total HEALY, MICHAEL:					221.88	
<b>Hi-School Pharmacy</b>						
5660	Hi-School Pharmacy	OCT2016	Misc.waterpipefittings	09/26/2016	70.76	25-25-62730 Maintenance & Supplies
Total Hi-School Pharmacy:					70.76	
<b>HOGUE, JUSTIN</b>						
12848	HOGUE, JUSTIN	OCT2016	Reimbursement for LOC conference	10/04/2016	86.74	01-01-62535 Travel,Training,Certificatio
12848	HOGUE, JUSTIN	OCT2016	Reimbursement for LOC conference	10/04/2016	10.00	01-04-62535 Travel,Training,Certificatio
Total HOGUE, JUSTIN:					96.74	
<b>IDEXX LABORATORIES</b>						
5880	IDEXX LABORATORIES	3008158090	Lab testing supplies for WWTP	10/11/2016	289.45	26-26-62730 Maintenance & Supplies
Total IDEXX LABORATORIES:					289.45	
<b>Laborers' Local 483</b>						
6510	Laborers' Local 483	44	PW union dues,monthly/emp.paid	10/10/2016	433.96	01-00-20635 Accrued Union Dues
Total Laborers' Local 483:					433.96	
<b>M/D Control Systems, Inc.</b>						
6930	M/D Control Systems, Inc.	5422-5305	3 service calls to troubleshoot well #7 telemetry and install one new circuit board	10/06/2016	6,120.10	25-25-62730 Maintenance & Supplies

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total M/D Control Systems, Inc.:					6,120.10	
<b>Marion County Building Inspect</b>						
6970	Marion County Building Inspect	10032016MA	BUILDING PERMIT FEES/SEPT2016	09/30/2016	1,621.18	01-04-62527 Bldg Permits Marion Count
Total Marion County Building Inspect:					1,621.18	
<b>Marion County Treasurer</b>						
7050	Marion County Treasurer	5	Court assessments/monthly	10/05/2016	48.00	01-03-62520 Assessments
Total Marion County Treasurer:					48.00	
<b>MARTINEZ, NOE</b>						
12984	MARTINEZ, NOE	OCT2016	Annual allowance reimbursement/duty boots	10/19/2016	200.00	01-02-62575 Uniforms
Total MARTINEZ, NOE:					200.00	
<b>MERINA &amp; COMPANY, LLP</b>						
12864	MERINA & COMPANY, LLP	10592	FY 15-16 Audit services	09/30/2016	585.00	11-11-62770 Auditing Fee
12864	MERINA & COMPANY, LLP	10592	FY 15-16 Audit services	09/30/2016	1,260.00	01-01-62770 Auditing Fees
12864	MERINA & COMPANY, LLP	10592	FY 15-16 Audit services	09/30/2016	1,260.00	25-25-62770 Auditing Fee
12864	MERINA & COMPANY, LLP	10592	FY 15-16 Audit services	09/30/2016	1,395.00	26-26-62770 Auditing Fees
Total MERINA & COMPANY, LLP:					4,500.00	
<b>METCOM 9-1-1</b>						
12715	METCOM 9-1-1	138568026		09/14/2016	15.40	01-02-62530 Dispatch Services
12715	METCOM 9-1-1	2	Dispatch services/vestibule	10/10/2016	17.51	01-02-62530 Dispatch Services
12715	METCOM 9-1-1	2016OFEST	O'fest dispatch services	10/07/2016	2,728.00	01-07-62530 Dispatch Services
Total METCOM 9-1-1:					2,760.91	
<b>Mid-Willamette Council of Gov</b>						
7440	Mid-Willamette Council of Gov	1617103	City manager recruitment	09/12/2016	3,078.78	01-01-62525 Consultant Services
7440	Mid-Willamette Council of Gov	1617118	Regular planning services/Sept 2016	10/06/2016	79.00	01-04-62515 Planning Fees
Total Mid-Willamette Council of Gov:					3,157.78	
<b>Moonlight Maintenance, Inc.</b>						
7590	Moonlight Maintenance, Inc.	155	City Hall cleaning	10/05/2016	156.00	01-01-62460 Building Maintenance

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
7590	Moonlight Maintenance, Inc.	156	Police Dept. cleaning/monthly	10/05/2016	196.00	01-02-62460 Building Maintenance
7590	Moonlight Maintenance, Inc.	157	Library cleaning/monthly	10/10/2016	777.00	01-05-62460 Building Maintenance
Total Moonlight Maintenance, Inc.:					1,129.00	
<b>Mt Angel Police Association</b>						
12582	Mt Angel Police Association	42	Union dues/emp paid/monthly	10/10/2016	330.00	01-00-20635 Accrued Union Dues
Total Mt Angel Police Association:					330.00	
<b>Mt Angel Telephone Company</b>						
7820	Mt Angel Telephone Company	457	WWTP 2 lines+internet	10/05/2016	123.20	26-26-62430 Telephone
7820	Mt Angel Telephone Company	458	City Well	10/05/2016	59.16	25-25-62430 Telephone
7820	Mt Angel Telephone Company	459	PWShops 2 lines+internet/split	10/05/2016	94.18	25-25-62430 Telephone
7820	Mt Angel Telephone Company	459	PWShops 2 lines+internet/split	10/05/2016	23.55	11-11-62430 Telephone
7820	Mt Angel Telephone Company	460	City Hall Fax	10/05/2016	48.16	01-01-62430 Telephone
7820	Mt Angel Telephone Company	461	Library phone	10/05/2016	37.42	01-05-62430 Telephone
7820	Mt Angel Telephone Company	462	Pdept 911 line	10/10/2016	33.69	01-02-62530 Dispatch Services
7820	Mt Angel Telephone Company	463	City Hall, 2 lines	10/05/2016	107.87	01-01-62430 Telephone
7820	Mt Angel Telephone Company	464	Police Dept lines	10/05/2016	155.28	01-02-62430 Telephone
Total Mt Angel Telephone Company:					682.51	
<b>NAPA Auto Parts</b>						
7910	NAPA Auto Parts	304756	Lightbulb	09/09/2016	8.91	01-02-62550 Vehicle Repairs
7910	NAPA Auto Parts	304756	Oil & filter for chevy silverado	09/09/2016	35.85	25-25-62790 Vehicle Operation
7910	NAPA Auto Parts	304756	Tape/service part for paint truck	09/09/2016	24.68	11-11-62790 Vehicle Operation
7910	NAPA Auto Parts	304756	Lubricant, tire sealant, fastener	09/09/2016	44.89	26-26-62790 Vehicle Operation
Total NAPA Auto Parts:					114.33	
<b>Northwest Natural Gas Co.</b>						
8210	Northwest Natural Gas Co.	100	Library building	10/10/2016	15.72	01-05-62760 Utilities
8210	Northwest Natural Gas Co.	99	City Hall bldg,split w/pdept	10/05/2016	26.90	01-01-62760 Utilities
8210	Northwest Natural Gas Co.	99	City Hall bldg,split w/pdept	10/05/2016	26.90	01-02-62760 Utilities
Total Northwest Natural Gas Co.:					69.52	
<b>One Call Concepts, Inc</b>						
8460	One Call Concepts, Inc	6090437	Utility locating notification fees/monthly	09/30/2016	27.72	25-25-62730 Maintenance & Supplies

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total One Call Concepts, Inc:					27.72	
<b>Oregon Department of Revenue</b>						
8610	Oregon Department of Revenue	5	State of OR court assessments	10/05/2016	235.00	01-03-62520 Assessments
Total Oregon Department of Revenue:					235.00	
<b>Oregon Dept of Environmental Quality</b>						
3760	Oregon Dept of Environmental Qu	OCT2016	Wasterwater operator certification renewal	10/18/2016	160.00	26-26-62535 Travel,Training,Certificatio
Total Oregon Dept of Environmental Quality:					160.00	
<b>Oregon Sewer &amp; Drain</b>						
8800	Oregon Sewer & Drain	19471	Preschool sani-sewer line jetting	12/08/2015	165.00	01-06-62730 Maintenance & Supplies
Total Oregon Sewer & Drain:					165.00	
<b>PETER HALL CONSTRUCTION</b>						
13033	PETER HALL CONSTRUCTION	1061	Cell repair-door	10/16/2016	140.00	01-02-62460 Building Maintenance
Total PETER HALL CONSTRUCTION:					140.00	
<b>PGE</b>						
9220	PGE	859	195 Main/decor lites	10/25/2016	20.00	11-11-62910 Street Lighting Contract
9220	PGE	863	905 W. Marquam/PW shops, split	10/25/2016	39.30	11-11-62760 Utilities
9220	PGE	863	905 W. Marquam/PW shops, split	10/25/2016	73.62	25-25-62760 Utilities
9220	PGE	863	905 W. Marquam/PW shops, split	10/25/2016	73.62	26-26-62760 Utilities
9220	PGE	864	200 GarfieldGazeb/decor lites	10/25/2016	20.55	11-11-62760 Utilities
9220	PGE	871	204 Humpert/Reservoir telemetry	10/25/2016	17.14	25-25-62760 Utilities
9220	PGE	872	460 E. Marquam/Well #7	10/25/2016	940.24	25-25-62760 Utilities
9220	PGE	873	290 E. Charles/Library bldg.	10/25/2016	331.60	01-05-62760 Utilities
9220	PGE	874	12334 Mt.Angel-Gervais/WWTP	10/25/2016	870.09	26-26-62760 Utilities
9220	PGE	875	615 May St/Fisher Park	10/25/2016	17.80	01-06-62760 Utilities
9220	PGE	876	700 Spruce/Ebner Park	10/25/2016	55.29	01-06-62760 Utilities
9220	PGE	879	105 Church/Blinking Xwalk @214	10/25/2016	18.57	11-11-62910 Street Lighting Contract
9220	PGE	880	Well #6	10/25/2016	4,278.51	25-25-62760 Utilities
9220	PGE	881	10991 Saratoga/res. telemetry	10/25/2016	34.83	26-26-62760 Utilities
9220	PGE	882	Street Lights Contract	10/25/2016	1,632.42	11-11-62910 Street Lighting Contract
9220	PGE	883	120 Main/Fountain area	10/25/2016	34.95	11-11-62760 Utilities
9220	PGE	884	95 Gar./CH bldg,split w/pdept.	10/25/2016	277.39	01-01-62760 Utilities

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
9220	PGE	884	95 Gar./CH bldg,split w/pdept.	10/25/2016	277.38	01-02-62760 Utilities
Total PGE:					9,013.30	
<b>POLK COUNTY SHERIFF'S OFFICE</b>						
13032	POLK COUNTY SHERIFF'S OFFI	091601	Mobile trailer	09/22/2016	58.49	01-07-62420 Supplies & Services
Total POLK COUNTY SHERIFF'S OFFICE:					58.49	
<b>Quill Corporation</b>						
9600	Quill Corporation	9831782	Laser labels and cleaning supplies	10/07/2016	123.92	01-05-62420 Supplies & Services
Total Quill Corporation:					123.92	
<b>Republic Services #456</b>						
1310	Republic Services #456	54	Garbage services/monthly	10/05/2016	92.20	25-25-62760 Utilities
Total Republic Services #456:					92.20	
<b>RICOH USA, INC.</b>						
12717	RICOH USA, INC.	5044414501	Pd quarterly copies	09/08/2016	109.40	01-02-62470 Computer Supplies & Servi
12717	RICOH USA, INC.	5044890532	City hall area quarterly copies/split	10/04/2016	78.19	01-01-62420 Supplies & Services
12717	RICOH USA, INC.	5044890532	City hall area quarterly copies/split	10/04/2016	78.19	25-25-62420 Supplies & Services
12717	RICOH USA, INC.	5044890532	City hall area quarterly copies/split	10/04/2016	78.20	26-26-62420 Supplies & Services
Total RICOH USA, INC.:					343.98	
<b>RODRIGUEZ, ROBERT</b>						
9940	RODRIGUEZ, ROBERT	OCT2016	PARK DEPOSIT REFUND/ball team	10/05/2016	100.00	01-06-62528 Park Reservation Return D
Total RODRIGUEZ, ROBERT:					100.00	
<b>Silverton Sand and Gravel</b>						
10680	Silverton Sand and Gravel	55962	Project rock	10/01/2016	410.00	25-25-62730 Maintenance & Supplies
Total Silverton Sand and Gravel:					410.00	
<b>SPEER HOYT, LLC</b>						
10795	SPEER HOYT, LLC	37594-98	Health ins. negotiations w/labor unions	09/30/2016	503.95	26-26-62500 Attorney Fees
10795	SPEER HOYT, LLC	37594-98	Health ins. negotiations w/labor unions	09/30/2016	503.95	25-25-62500 Attorney Fees
10795	SPEER HOYT, LLC	37594-98	Health ins. negotiations w/labor unions	09/30/2016	144.00	11-11-62500 Attorney Fees

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
10795	SPEER HOYT, LLC	37594-98	Health ins. negotiations w/labor unions	09/30/2016	144.00	01-02-62500 Attorney Fees
10795	SPEER HOYT, LLC	37594-98	Health ins. negotiations w/labor unions	09/30/2016	144.00	01-01-62500 Attorney Fees
10795	SPEER HOYT, LLC	37594-98	MATC franchise/ROW, cm employment agreemtn, stormwater fee	09/30/2016	2,674.10	01-01-62500 Attorney Fees
Total SPEER HOYT, LLC:					4,114.00	
<b>SUPPLYWORKS</b>						
1380	SUPPLYWORKS	379015720	Sloan control stop	09/21/2016	47.56	01-06-62730 Maintenance & Supplies
Total SUPPLYWORKS:					47.56	
<b>THE LIBRARY STORE, INC.</b>						
11330	THE LIBRARY STORE, INC.	228647	Label protectors	10/06/2016	73.83	01-05-62420 Supplies & Services
Total THE LIBRARY STORE, INC.:					73.83	
<b>Traeger, Joe</b>						
11545	Traeger, Joe	OCT2016	Building rental/O'fest	09/30/2016	500.00	01-07-62420 Supplies & Services
Total Traeger, Joe :					500.00	
<b>United States Postal Service</b>						
11770	United States Postal Service	OCT2016	Permit #3 fee renewal	10/20/2016	107.50	25-25-62440 Postage
11770	United States Postal Service	OCT2016	Permit #3 fee renewal	10/20/2016	107.50	26-26-62440 Postage
Total United States Postal Service:					215.00	
<b>US Bancorp Service Center</b>						
11810	US Bancorp Service Center	OCT2016	Multiple vendors: DVD's/audio visuals	09/26/2016	135.86	01-05-62474 Audio Visuals and CD's
11810	US Bancorp Service Center	OCT2016	Multiple vendors: Supplies	09/26/2016	259.20	01-05-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	Multiple vendors: children's programs	09/26/2016	140.99	01-05-62595 Childrens Program
11810	US Bancorp Service Center	OCT2016	Multiple vendors:Books	09/26/2016	31.12	01-05-62461 New Books
11810	US Bancorp Service Center	OCT2016	Multiple vendors: Librarys directors meeting	09/26/2016	20.00	01-05-62535 Travel, Training, Certificatio
11810	US Bancorp Service Center	OCT2016	Multiple vendors: postage	09/26/2016	2.64	01-05-62440 Postage
11810	US Bancorp Service Center	OCT2016	Multiple vendors: Lego club legos(Ofest grant)	09/26/2016	402.23	01-00-40654 LIBRARY Ofest Lego Gran
11810	US Bancorp Service Center	OCT2016	Oregon Garden: City mgr interviewer(stay)	09/26/2016	126.31	01-01-62510 City Council Expense
11810	US Bancorp Service Center	OCT2016	Positive Promotions: Trick/treat bags	09/26/2016	200.95	01-02-62815 Expendable Supplies
11810	US Bancorp Service Center	OCT2016	O'fest food/drinks	09/26/2016	402.06	01-07-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	Multi-health systems: Reports	09/26/2016	250.00	01-02-62572 Hiring Expense
11810	US Bancorp Service Center	OCT2016	Roths: Car wash	09/26/2016	32.00	01-02-62550 Vehicle Repairs
11810	US Bancorp Service Center	OCT2016	Lowes:Lamps for decorative street lights	09/26/2016	112.88	11-11-62730 Maintenance & Supplies

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
11810	US Bancorp Service Center	OCT2016	Home Depot: Spray gun & tips for street painting	09/26/2016	214.88	11-11-62730 Maintenance & Supplies
11810	US Bancorp Service Center	OCT2016	Home Depot: Irrigation supplies for Ebner Park	09/26/2016	406.98	01-06-62730 Maintenance & Supplies
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	31.88	01-01-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	31.87	01-03-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	31.87	01-04-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	95.62	01-05-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	95.62	01-02-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	31.87	25-25-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	31.87	26-26-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Go Daddy: Renew SSL certificate/email server	09/26/2016	31.87	11-11-62470 Computer Supplies & Servi
11810	US Bancorp Service Center	OCT2016	Costco: Toilet paper	09/26/2016	19.99	01-01-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	Office Max: Copy paper for stock	09/26/2016	44.99	01-01-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	Office Max: Colored paper(salmon)	09/26/2016	11.99	01-01-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	Office Max: Paper, staples, rubber bands, post-it notes	09/26/2016	15.85	01-01-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	Amazon: 2 Drawer locking file cabinet/court	09/26/2016	64.89	01-03-62420 Supplies & Services
11810	US Bancorp Service Center	OCT2016	OGFOA: Fall conference/Tara	09/26/2016	325.00	01-01-62535 Travel, Training, Certificatio
11810	US Bancorp Service Center	OCT2016	OGFOA: Membership/Tara	09/26/2016	105.00	01-01-62490 Membership and Dues
Total US Bancorp Service Center:					3,708.28	
<b>USA Bluebook</b>						
11870	USA Bluebook	059296	Lab supplies for WWTP	09/13/2016	57.42	26-26-62730 Maintenance & Supplies
11870	USA Bluebook	082605	Lab supplies for WWTP	10/11/2016	272.33	26-26-62730 Maintenance & Supplies
Total USA Bluebook:					329.75	
<b>Village Print Shop</b>						
12040	Village Print Shop	OCT2016	Business cards	09/21/2016	50.50	01-02-62420 Supplies & Services
Total Village Print Shop:					50.50	
<b>Waterlab Corporation</b>						
12150	Waterlab Corporation	44	Routine testing/monthly	10/05/2016	120.00	25-25-62755 Laboratory Testing
Total Waterlab Corporation:					120.00	
<b>Westech Engineering, Inc.</b>						
12260	Westech Engineering, Inc.	21771	P2015-01/CUP2015-03,04,SDR2015-03,4	09/30/2016	497.00	01-04-62516 Engineering Fees
12260	Westech Engineering, Inc.	21771	DARP 2016-02(Reg)	09/30/2016	63.00	01-04-62516 Engineering Fees
12260	Westech Engineering, Inc.	21771	Monroe/Marquam waterline prep meeting	09/30/2016	134.00	27-27-64058 Monroe/Marquam Waterli
12260	Westech Engineering, Inc.	21772	CIPP project bidding services	09/30/2016	332.50	26-26-64040 Collection Improve-l&l Proj

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total Westech Engineering, Inc.:					1,026.50	
<b>Wilco Farmers</b>						
12310	Wilco Farmers	613787	Misc. stock water fittings	09/20/2016	64.61	25-25-62730 Maintenance & Supplies
Total Wilco Farmers:					64.61	
Grand Totals:					62,153.01	

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

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Paid and unpaid invoices included.

City of Mt. Angel  
City Council Meeting Minutes

**CITY COUNCIL**

**September 27, 2016**

**6:30 PM**

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

- 1. **CALL TO ORDER:** The joint session of the City Council and Planning Commission was called to order at 6:30 p.m. by Mayor Otte.
- 2. **FLAG SALUTE:** Michael Savage led the salute to the flag.
- 3. **ROLL CALL:**

**COUNCIL**

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

**STAFF**

Mike Healy, Interim City Manager  
 Justin Hogue, Assistant to the City Manager

**PLANNING COMMISSION**

David Sylvia, Commissioner  
 Ryan Kleinschmidt, Commissioner  
 Craig Emch, Commissioner  
 Henry Schacher, Commissioner  
 Greg Savage, Commissioner

**ABSENT**

Ray Eder, Councilor

**4. Joint Meeting with Planning Commission to review Development Code Update**

The joint meeting with the Planning Commission was continued from the work session of September 6<sup>th</sup>. Cathy Corliss, a principal partner with Angelo Planning Group, suggested that they work from their September 6th packets and confirmed that all of the participants had these materials. She noted that the direction provided would guide the hearing draft, but that the Planning Commission and City Council could make other changes as needed after taking testimony at their respective public hearings. The participants worked through the discussion points noted in the materials as follows.

- There was general support to leave the pre-application meeting as a requirement as shown in the draft code amendments.

- There were no changes suggested to the proposed new notification language.
- There was a discussion of side setbacks for residential development when the units are oriented so that the side yard is functioning as the backyard. The PC/CC suggested that the setbacks for residential only projects in the RC zone be subject to the same setback standards as the RM zone.
- There was a request to simplify the explanation of which uses are permitted in the Downtown Core Overlay zone by simply referencing the base zone and to make industrial uses in the light industrial zone conditional, but allow more commercial uses on industrially zoned land in the Overlay.
- The 25% building expansion is acceptable but it needs to be clear that it is 25% of the square footage of the existing building and how it will be measured.
- There was general support for the exceptions to the maximum setback
- The recommendation was to delete the requirements for weather protection.
- There were concerns about ensuring adequate parking especially for larger employers. Parking requirements should apply to uses and buildings that have more than 10 employees.
- There was general support to expand the single family standards to apply to the whole city, but to reduce the restrictiveness of the standards from the current infill overlay.
- The requirement that garages not be closer to the front lot line met with mixed reviews. General support to allow this to be measured from the roofline of a covered porch.
- There was support for having menu approach to the building elements, but most felt that tying it to the width of the garage was overly complicated and suggested deleting that section and simply requiring five elements.
- The dwelling height standard was seen as overly complicated and restrictive. There was general support to delete that section.
- There was general support for the townhouse standards, but participants felt that the open space requirements should specify that the open space was contiguous.
- There was a question about why the infill overlay was going to remain in the code if all of the design standards were being applied citywide. Cathy said she would double check this issue.

Ms. Corliss noted that she would make the suggested changes and prepare a draft for Department of Land Conservation and Development notice and that Assistant to the City Manager Justin Hogue would schedule the Planning Commission hearing followed by the City Council hearing.

## 5. **ADJOURNMENT:**

Mayor Otte adjourned the meeting at 8:15 p.m.

Respectfully submitted by:

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

Attested by:

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

**City of Mt. Angel**  
City Council Meeting Minutes

**CITY COUNCIL****October 3, 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 7:06 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  
 Ray Eder, Councilor  
 Pete Wall, Councilor  
 Karl Bischoff, Councilor  
 Noe Jines, Student Councilor

**STAFF**

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

**ABSENT**

Don Fleck, Councilor

4. **PRESENTATIONS, GUESTS, AND ANNOUNCEMENTS:**

- a. **Proclamation recognizing October 2016 as Domestic Violence Awareness Month**

Walt Beglau, Marion County District Attorney, addressed the Council about National Domestic Violence Awareness Month. He thanked the Council for officially recognizing Domestic Violence Month. He spoke about how prevalent domestic violence is in Marion County and across the Country. Eleven cases ended in murder within the past 5 years in Marion County alone. The challenges are overwhelming and the County is trying to address this within Marion County communities as it is such a tragedy for families and communities. He is trying to establish a district attorney's office that is adequately trained and available to address this issue. He feels that the support from smaller communities is especially important in addressing this terrible problem. He stated that county-wide options for domestic violence survivors, as well as a strong criminal justice system that is willing and capable of holding offenders accountable, are key components to making progress on this issue that so tragically effects lives and communities. Mr. Beglau wanted to leave a message of hope in the midst of the solemn topic; his office and domestic violence advocacy agencies are hoping to empower the county's citizens to learn more about domestic violence so that we can provide an army of protection for families that are suffering from abuse.

Kim Larson, Director of Victim Assistance for the Marion County District Attorney's Office shared that she believes there is hope even though domestic violence is very grim. She said that educated citizens who are able to reach out and help victims are one of the greatest assets. Believing victims, reporting things that seem dangerous, educating ourselves of the resources available for safety and help for the victims and families are excellent ways for community members to contribute to defeating this problem. Her office and the Center for Hope and Safety can offer support for people who believe they know of a domestic violence situation but are unsure of what to do; and may be afraid for their own safety.

Jane Downing, Director of the Center for Hope and Safety, addressed the Council. She said that the County is very fortunate to have a district attorney's office that has such a great relationship with law enforcement and community organizations that work to provide a safety net for victims. Her agency does serve Mt. Angel and they are the only agency that has shelter assistance for families in all of Marion County. They meet with victims, either at the office or in a safe place, and help transport them to safety. In addition to the shelter, the Center offers support, counseling; they also provide food, clothing, school supplies, and other tangible resources for victims and their families. The shelter is open 365 days a year and houses 200-500 people at any given time. They case manage families and try to help them make the necessary changes so they can become independent and self-sufficient. As a result of their partnership with other community agencies, 92% of their clients go on to receive permanent housing outside of their abusive situation. In addition, the Center provides education to community groups and schools to try and educate students before they get into a domestic violence scenario. The main goal is providing a place for people to go where there is help for them and they do not have to feel trapped and alone. Ms. Downing thanked the Council for allowing them to share about the resources available so that the word can continue to reach throughout the community and into domestic violence situations, that there is help available.

Councilor Wall asked how the program is funded. Ms. Downing stated that the program has several funding sources including the Federal Victim Crime Act, state general fund, some county funding, offender's repayment money, private community funds, and even some monies from marriage license tax.

Mayor Otte said he is grateful that these programs are available.

Councilor Grassman thanked the guests for their work. She has had some experience with each agency and is appreciative of the services they provide.

Mayor Otte read the proclamation officially recognizing October 2016 as Domestic Violence Awareness Month on behalf of the City of Mt. Angel.

**b. Law Enforcement Intentional Use of Deadly Force Response Plan**

Chief Healy explained that the Law Enforcement Intentional Use of Deadly Force Response Plan was developed by a joint committee comprised of County law enforcement agencies pursuant to a 2008

mandate for each county to formulate a response plan. The plan was recently updated with some word changes and the addition of a section called Intentional Use of Deadly Force. He said the plan has been used effectively in instances where a weapon was discharged. Everything in the plan is a prescribed and orderly process for how events should unfold following an incident. Chief Healy wanted the Council to be aware of the updates and provided a copy for their review.

Mayor Otte introduced Noe Jines, who has been appointed as a Student Advisor to the City Council. This is a new program that was just recently and is anticipated to be a rewarding partnership between the City and the School District, by providing a liaison and educational opportunities for both entities.

**5. APPEARANCE OF INTERESTED CITIZENS:**

None

**6. REVIEW CORRESPONDENCE:**

None

**7. REVIEW WRITTEN STAFF REPORTS:**

Councilor Beyer asked about the utility customers that have not complied with the request to update utility service account information, he asked how staff is trying to reach these people. Interim City Manager Healy said they have tried calling and sending several letters. Assistant to the City Manager Hogue said that shut-off notices were mailed out and that shut-offs are scheduled for October 18<sup>th</sup>. Interim City Manager Healy said staff has worked to accommodate people through this process and are still ready and willing to assist people, particularly if they have trouble with the registration.

Councilor Grassman reported that she continues to get great reviews on the library. She is pleased by new programs that Library Director, Carrie Caster, brings to the library. She added that the programs are very well received by the community. She also visited the Police Department and observed the holding cell damage that the City is seeking repair bids for. She also reported that she went on a ride-along.

Councilor Beyer also asked if there was any news on the Heritage Trail grant. Assistant to the City Manager Hogue said that the announcement of the grant recipients should be coming in the next month.

Mayor Otte wanted to address the issue of the difficult visitors during Oktoberfest. He and the Police Chief are working to address the issue. Chief Healy said that he and staff are working on some ideas that may not prevent their presence, but should limit the behavior. Councilor Grassman said that the loudspeaker they used was disruptive and irritating to other guests.

Councilor Eder asked about progress on repairing the back door to City Hall. Assistant to the City Manager Hogue reported that staff have met with four contractors to solicit bids for the project. He said they had received one bid from a local company for approximately \$20,000 which offered a unique solution to the problem. They are expecting to receive the other bids shortly.

**8. REVIEW ACCOUNTS PAYABLE:**

None

**9. CONSENT AGENDA:**

- a. Approve City Council Workshop Minutes for September 6, 2016
- b. Approve City Council Regular Meeting Minutes for September 6, 2016

Councilor Beyer moved to approve the consent agenda; Councilor Wall seconded.

<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>ABSENT</b>		
 <b>Jines</b>	 <b>AYE</b>		

The motion passed.

**10. UNFINISHED BUSINESS**

- a. **Republic Services request for rate increase.**

Mayor Otte reminded the Council that the Council had asked staff to bring back a resolution to address the rate increase requested by Republic Services made at the last regular Council meeting. He introduced Matt Cofer who would be available to answer any Council questions. Councilor Bischoff recused himself from the discussion and vote regarding this topic as he works for Republic Services. Councilor Grassman asked for a recap of the reason that the rate increase was being requested. Mr. Cofer explained that the request was due to cost increases adopted by Marion County for solid waste disposal, a significant increase of approximately 30%. Republic Services treats solid waste disposal costs as a pass-through, which is why the company is asking for the rate increase. The Council thanked Mr. Cofer for his patience and explaining the situation.

Councilor Beyer moved to approve a resolution granting a rate increase of 11.8% to Republic Services of Marion County, Oregon (formerly Allied Waste of Marion County, Oregon) in accordance with the franchise approved as Ordinance 704; Councilor Eder seconded.

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

The motion passed.

**11. NEW BUSINESS:**

- a. **Repeal Marijuana Tax Ordinance**

Assistant to the City Manager Hogue explained that the City originally adopted this ordinance, as the new marijuana law came into being, in order to protect the City’s right to assess a tax. Some subsequent legislative rules made the Ordinance imposing a 10 % tax non-enforceable by setting a maximum tax cap at 3%. Therefore, the City needs to repeal this ordinance and remove the law from the City code. The 3% tax was referred to the voters.

Councilor Grassman moved to conduct a first and second reading of an ordinance repealing Ordinance 741 establishing a tax on the sale of marijuana and marijuana infused products in the city of Mt. Angel and repealing Chapter 116 of the Mt. Angel Municipal Code; Councilor Bischoff seconded.

<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>ABSENT</b>		
<b>Jines:</b>	<b>AYE</b>		

The motion passed.

**b. Business License Ordinance**

Councilor Grassman stated that she strongly supports a business license was very happy that it is was close to becoming a reality.

Assistant to the City Manager Hogue pointed out some language related to non-profits that he wanted the Council to clarify. The language is common in other city business licenses and he wanted to make sure the language was agreeable to the Council considering the large number of non-profit organizations in town. After discussion, the Council thought the language and exemptions were acceptable.

Councilor Grassman asked about the enforcement method. She wanted to know if they would actively pursue people for a business license. Interim City Manager Healy said that is what the ordinance says, but some of the policy direction will be up to the Council.

Councilor Eder asked if the City would be mailing out applications. Assistant to the City Manager Hogue said that staff is working on applications and the putting the processes in place. Councilor Grassman said that a potential remedy for seeking an exemption could be for the business owner to make a request to the Council. Assistant to the City Manager Hogue said there is some discretion given to the City Manager.

Councilor Wall pointed out there is a punitive component for those not obtaining a business license. Some discussion took place on how that would be enforced. Councilor Wall explained that it means that violators would appear before the court. Councilor Bischoff asked if the \$750 fine was excessive and if there was a way to limit it to \$150 or \$200. Assistant to the City Manager Hogue explained that the penalty section corresponds with the penalty for the Transient Merchant permit for consistency. Councilor Grassman felt that the \$50 fee was insignificant and if the fee was paid they would avoid the penalty. Councilor Bischoff said that there may be some people who would wonder why the City needed this data. Chief of Police Healy said that it is helpful for the Police Department to know what kind of business they may be responding to. Councilor Grassman said there are certain businesses such as hair dressers, painters, or other businesses with chemicals where the information might be useful that if there was a fire.

Businesses may be run out of homes may not meet City Code. Chief of Police Healy said that the Chamber might be interested in some of the information. Councilor Wall said the Chamber does support this at this time. In previous years, there was not support for a business license, which was one of the reasons it previously failed to be adopted. Councilor Grassman said that the information would be good for the City to have, maybe even for the purpose of attracting new business or for informing a potential new business owner if there is already a high number of the same type of business located in town.

Councilor Grassman moved to conduct a first and second reading of an ordinance providing for licenses upon trade, shops, occupations, professions, businesses, and callings for the purpose of revenue and regulation, providing for a method of issuing licenses, providing penalties for violation thereof; Councilor Beyer seconded.

<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>ABSENT</b>		

**Jines:**       **AYE**

The motion passed.

**c. City Manager Contract**

Councilor Wall moved to approve the employment agreement with Amber Mathieson and authorize the Mayor to sign the agreement on behalf of the City; Councilor Bischoff seconded.

<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>ABSENT</b>		

**Jines:**       **AYE**

The motion passed.

**d. Addendum to IGA for Municipal Judge**

Assistant to City Manager Hogue explained that the City Manager of Gervais contacted the City seeking a Municipal Judge. Since Mt. Angel’s agreement for a Municipal Judge is with multiple cities, she requested an addendum to the intergovernmental agreement be considered to include the City of Gevais. The proposed motion is to update the current intergovernmental agreement to add the City of Gervais.

Councilor Grassman moved to approve an addendum as presented by the City of Gervais to the intergovernmental agreement for Municipal Judge; Councilor Beyer seconded.

<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>

**Fleck: ABSENT**

**Jines: AYE**

The motion passed.

**e. Healthcare for Represented Employees**

Interim City Manager Healy explained the new healthcare options that have been offered and negotiated with the labor unions since the healthcare options were changed by the insurance companies through City/County Insurance. The Council was presented with a paper copy of the new plan options.

Councilor Grassman moved to approve the memorandum of understanding between the City of Mt. Angel and the Mt. Angel Police Association and Laborer’s Union 483 with respect to the new healthcare package; Councilor Wall seconded.

**Beyer: AYE**  
**Bischoff: AYE**  
**Eder: AYE**  
**Fleck: ABSENT**

**Otte: AYE**  
**Grassman: AYE**  
**Wall: AYE**

**Jines: AYE**

The motion passed.

**f. Discussion of Future Agenda Items**

Interim City Manager Healy said that they have accomplished the remaining future agenda items over the past several months. New items will be brought forth, but are not identified as of now.

Mayor Otte asked the staff to prepare a discussion about the Park/Tree Board for the November meeting.

**12.CITY MANAGER’S REPORT:**

Interim City Manager Healy said that an issue brought to staff’s attention, concerning branches located over a section of sidewalk, has been resolved.

He wanted direction regarding the outside city utility customer seeking a waiver for the stormwater fee. The City Attorney highly recommended not granting an exception for just one customer, she said that applying the waiver across the board would be a better approach. Interim City Manager Healy asked if the Council would like for him to pursue this approach with the attorney and have her draft a waiver or if they preferred to discontinue consideration of waivers. The consensus of the Council was to not pursue any further action.

Recently, Mt. Angel Telephone did not pay for a permit application for work in the right-of-way. Interim City Manager Healy reported that Mt. Angel Telephone Company’s attorney contacted the City saying the work in the right-of-way permit was a courtesy and that they were exempt per their franchise agreement. The City Attorney said that the franchise agreement did not exempt them from paying the permit fee. Interim City Manager Healy stated there were several options conceived by staff for addressing concerns conveyed by Mt. Angel Telephone, such as an annual permit, or the City can continue applying the fee as it

does presently. Councilor Bischoff asked if the telephone company cuts into the road a lot. Public Works Superintendent Bernt said that they do from time to time. He would support an annual permit as long as they send an application for each project so that Public Works can ensure the City's interests are protected and City property is restored to its prior condition. Councilor Grassman said she is in favor of maintaining the City's past practice of charging \$50 for each work in the right-of-way permit. Councilor Eder said that there is a need to recoup the administrative costs to the City. Councilor Beyer asked how much Mt. Angel pays for the annual Marion County right-of-way permit. Public Works Superintendent Bernt said that the City pays \$100. Councilor Grassman said Mt. Angel Telephone Company should pay the \$50 fee and if there is a significant amount of projects and they have an issue, they can address the Council directly.

**13. COUNCILOR/COMMITTEE REPORTS:**

Councilor Beyer asked about the food trucks located in the city. He has heard mixed comments about them. Interim City Manager and Assistant to the City Manager Hogue said that all the proper City permits, health code/food handling licensing, and ODOT comments have been adhered to. Some Councilors have heard complaints. Councilor Wall said that some of the specific complaints include concerns over the food trucks complying with the Bavarian theme. Other businesses feel the food carts are undercutting their establishments since they do not share the same overhead, as they do not contribute to the city in the way of property taxes. Mayor Otte said that the only position that the City is able take issue with is compliance with the Bavarian theme.

Public Works Superintendent Bernt said that it does necessitate more supervision by Public Works staff, especially in regards to how gray water and waste disposal is handled. Mayor Otte said that should be covered under the Transient Business Permit and they are at risk of having their permit revoked if they do not comply. Councilor Grassman said that in the future, the Council may need address a permitting process specifically for food trucks.

Councilor Grassman said that she went on a ride-a-long with Officer Snell. She went for just a couple hours. She was impressed with how he handled some community policing issues.

Student Councilor Jines presented a report on items of interest at the local schools. He invited the City Council to participate in an upcoming work session being held by the School District, Strategic Planning Committee. There is a larger student population this year then there has been in previous years. The sports teams are doing quite well and the middle school is enjoying their new soccer team. John F. Kennedy High School was recently awarded the Oregonian Cup which recognizes sports, academics, and sportsmanship. The School District has adopted a new math curriculum, Avid, that it hopes it will help students better prepare for college and future success.

**14. MAYOR'S REPORT:**

Mayor Otte had no report this evening.

**15. ADJOURNMENT:**

Mayor Otte adjourned the meeting at 8:32 p.m.

Respectfully submitted by: \_\_\_\_\_

Justin Hogue, Assistant to the City Manager

Attested by: \_\_\_\_\_

Andrew Otte, Mayor

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

<b>DATE ACTION REQUESTED: November 7, 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: November 1, 2016</b>		<b>Dept.: Police Department</b>	
<b>SUBJECT: Patrol Vehicle Replacement</b>		<b>Contact Person(s) for this Item: Mike Healy, Interim City Manager, mhealy@ci.mt-angel.or.us, (503) 845-9294</b>	

**RECOMMENDATION:**

Reaffirm the City Council's decision, as reflected in the FY 2016-17 Mt. Angel City Budget, to replace one police patrol vehicle through a lease/purchase program and authorize the City Manager and Chief of Police to execute the vehicle acquisition in the amount of \$11,502.00 from the Police Vehicle Replacement Fund

**BACKGROUND:**

In the FY 2016-17 budget adopted by the Council, \$33,000.00 was approved in the Police Capital Replacement program for the replacement of one of our four patrol vehicles. \$11,000 of that was slated for the lease/purchase payment for the vehicle that was obtained in the 2014-15 fiscal year. \$11,600 was allotted for the first year's lease/purchase for a vehicle we will obtain this fiscal year. No new vehicles were lease/purchased in the 2015-16 fiscal year.

The lease/purchase option entails making the same payment for four years and the vehicle is then owned by the City with a final payment of \$1.00. The cost of obtaining a new fully equipped vehicle this year will be approximately \$11,502.00 for the first year and then \$11,152.00 per year for three more years for a total of \$44,958.00. As stated earlier, the funds for the acquisition are budgeted in the Police Capital/Vehicles Replacement budget and that fund currently has \$33,000.00 which is sufficient to cover the cost.

The new patrol vehicle would replace one of the two remaining Ford Crown Victoria's the Police Department still has on-line.

**RECOMMENDED MOTION:**

*"I moved to reaffirm the City Council's decision, as reflected in the FY 2016-17 Mt. Angel City Budget, to replace one police patrol vehicle through a lease/purchase program and authorize the City Manager and Chief of Police to execute the vehicle acquisition in the amount of \$11,502.00 from the Police Vehicle Replacement Fund."*

**ATTACHMENT A:** Municipal Lease Purchase Quote

# Leasing Specialists, LLC

Item #11a Attachment A

MUNICIPAL LEASING

MUNICIPAL RENTAL

## MUNICIPAL LEASE PURCHASE RATE QUOTE FOR FINANCING

DATE: 10/3/2016  
 Tom Meniza  
 QUOTE: 2760  
 LESSEE: City of Mt. Angel  
 FOR: Police Department  
 STATE: OR  
 LEASED PROPERTY: One (1) New 2017 Ford Interceptor SUV w/ Police Equipment

FROM: Ed Anderson  
 PHONE: 719-313-9161  
 CELL: 719-439-8907  
 FAX: 800-918-3761

Leased Property Cost	Other Adjustments To Net Equipment	Total Amount Financed	Total # of Pmts/Pmts per Year	Payment	# Pmts in Adv	Doc Fee
\$40,152.56		\$40,152.56	4/1	\$11,152.00	1	\$350.00

Numbers contingent upon credit approval and the signing and prompt return of all required documentation.

A Municipal Lease Purchase Agreement has standard non-appropriation protections for the Lessee and provides the Lessee with an option to purchase the leased property for \$1.00 after the timely making of all lease payments.

Quote valid for 30 days.

<sup>1</sup> Other Adjustments include any : down payment to vendor, buyout of prior lease, sales taxes and credit for trade-in.

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

<b>DATE ACTION REQUESTED: November 7, 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 checked="" type="checkbox"/>
<b>Date Prepared: October 18, 2016</b>		<b>Dept.: Administration</b>	
<b>SUBJECT: Park/Tree Board</b>		<b>Contact Person(s) for this Item: Justin Hogue, Assistant to the City Manager, jhogue@ci.mt-angel.or.us, (503) 845-9294</b>	

**RECOMMENDATION:** Review the duties of the Park/Tree Board as established in Resolution 1341 and consider the Board's future value to the city.

**BACKGROUND:** In reviewing City records, it appears that the Park/Tree Board has been modified a number of times since its inception in way of composition and function. The first mention of a variation of this Board was discovered in Ordinance 559 § 3, adopted by the Mt. Angel City Council April 3, 1989, denoting the responsibilities of what was referred to as the Park Board, which was to administer a plan for the care and development of street and park trees. A City Tree Board was established by Ordinance 706 on May 1, 2006 to regulate, "...the planting, maintenance, and removal of trees, shrubs, and other woody plants in the City of Mt. Angel" (Mt. Angel, Oregon, Municipal Code Title IX, § 94.01).

The Tree Board was then eliminated on March 3, 2010 by Ordinance 723, to allow for the formation of a combined Park/Tree Board by way of resolution. The purpose of merging and restructuring the two Board's into the Park and Tree Board was to establish an advisory body to better attend to the needs of the City as identified during the 2006 Goal Setting session, which was to plant more trees in City Parks and in the downtown area. Accordingly, Resolution 1327 was adopted April 5, 2010 establishing the Park/Tree Board for the purpose of advising the City Council on Park development and tree policies within the city.

The most recent actions taken by the Council on this matter consist of minor modifications to the Board's composition. On September 7, 2010, Resolution 1341 was adopted to create an additional student representative position on the Board. Finally, Resolution 1398, adopted January of 2013, provided that Board appointments begin July 1<sup>st</sup>.

Presently, there are no members on the Park/Tree Board. However, one citizen, Vic Hoffer, has applied for appointment to the Board. The City has not received any additional interest for appointment to the remaining vacant positions.

**RECOMMENDED MOTION:**

**Option A:** If it is the pleasure of the Council to retain the Park/Tree Board in its current form and functionality, appoint Vic Hoffer to the Board. *"I move to appoint Vic Hoffer to the Park/Tree Board for the remainder of a four (4) year term ending on June 30, 2019."*

**Option B:** If the Council wishes to modify the Park/Tree Board's purpose and/or composition, instruct staff to return with a resolution amending the Park/Tree Board as deemed appropriate by the Council.

**Option C:** If the Council wishes to discontinue the Park/Tree Board, instruct staff to return with a resolution repealing the resolution establishing the Park/Tree Board.

**ATTACHMENT A:** Ordinance 723

**ATTACHMENT B:** Resolution 1341

**ATTACHMENT C:** Advisory Board Application

ORDINANCE NO. 723

**AN ORDINANCE OF THE CITY OF MT. ANGEL REPEALING AND REPLACING ORDINANCE NO. 706, AMENDING THE MT. ANGEL CODE OF ORDINANCES, CHAPTER 94, PROVIDING FOR THE CARE OF CITY TREES.**

WHEREAS, the City Council and Citizens in the 2006 Goal Setting session identified that they would like to see more trees planted in City Parks, and in the downtown area; and

WHEREAS, the City Council concluded that a combined Park and Tree Board would better serve the needs of the City, thereby necessitating a change to the existing Ordinance No. 706 and causing the new Park and Tree Board to be formed under an independent resolution of the City Council; and

WHEREAS, the City Council wishes to continue to provide for the care of City trees;

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

**Section 1. Purpose and Definitions**

It is the purpose of this ordinance to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting, maintenance, and removal of trees, shrubs, and other woody plants in the City of Mt. Angel

Street Trees: Street trees are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the City.

Park Trees: Park trees are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks having individual names, and all areas owned by the city, or to which the public has free access as a park.

**Section 2. Tree Planting**

2.1 Tree Species to be Planted: The City Council's Advisory board on trees will develop and maintain a list of desirable trees for planting along streets in three size classes based on mature height: small (under 30 feet), medium (30 to 50 feet) and large (over 50 feet). Lists of trees not suitable for planting will also be created by the Tree Board.

2.2 Spacing: The spacing of street trees will be in accordance with the three species size classes listed in Section 2.1 of this ordinance, and no trees may be planted closer together than the following: small trees, 20 feet; medium trees, 30 feet; and large trees, 40 feet; except in special plantings designed or approved by a landscape architect or urban forester.

2.3 Distance between Curb and Sidewalk: The distance trees may be planted from curbs or curblines and sidewalks will be in accordance with the three species size classes listed in Section 2.1 of this ordinance, and no trees may be planted in tree lawn widths less than the following: small trees, 2 feet; medium trees, 4 feet; and large trees, 6 feet.

2.4 Distance from Street Corners and Fireplugs: No street tree shall be planted within 25 feet

of any street corner, measured from the point of nearest intersecting curbs or curblines. No street tree shall be planted within than 10 feet of any fireplug.

2.5 Utilities: No street trees other than those species listed as small trees in Section 2.1 of this ordinance may be planted under or within 10 feet of any overhead utility wire.

### Section 3. Public Tree Maintenance and Care

3.1 Tree Maintenance: The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The City may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners providing that the selection and location of said trees is in accordance with Section 2 of this ordinance.

3.2 Standards: All public trees must be pruned according to ANSI A-300 Tree Care Standards.

3.3 Pruning, Corner Clearance: Every owner of any tree overhanging any street or right-of-way within the city shall prune the branches so that such branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet (13') above street surface or eight feet (8') above the sidewalk surface. Said owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with visibility of any traffic control device or sign or sight triangle at intersections. Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements. A utility tree trimming policy must be reviewed by the utility company and City prior to any trimming by the utility company.

### Section 4. Tree Topping

It shall be unlawful as a normal practice for any person, firm, or city department to top any street tree, park tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this ordinance at the determination of the City Council's advisory committee on trees.

### Section 5. Dead, Dangerous or Diseased Tree Removal on Private Property

The city shall have the right to cause the pruning or removal of any dead or diseased trees on

private property within the city, when such trees constitute a hazard to life and property, or harbor insects or disease which constitutes a potential threat to other trees within the city. The City Tree Board may make recommendations to the City Administrator regarding potential trees which constitute a potential threat as described above. The City will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within 30 days after the date of service of notice. In the event of failure of owners to comply with such provisions, the city shall have the authority to remove such trees and assess the costs as a lien against the property.

**Section 6. Permits**

No person shall plant, prune, remove, fertilize, or excavate within 10 feet of a public tree without first obtaining from the city a permit for which no fee shall be charged.

**Section 7. Penalties**

Any person violating any provision of this ordinance constitutes a Class 3 Civil Infraction and shall be dealt with in accordance with the procedures established by Chapter 34 of the Mt. Angel Code of Ordinances.

If the violation of any provision of this ordinance results in the injury, mutilation, or death of a public tree, the cost of repair or replacement shall be borne by the party in violation. The replacement value of public trees shall be determined in accordance with the latest revision of the Council of Tree and Landscape Appraisers evaluation method.

**Section 9. Effective Date**

This ordinance shall take effect thirty (30) days after passage by Council.

Passed by the City Council this 1st day of March, 2010.

*First Reading:*                      AYES:    6                      NAYS:    0

Passed by the City Council this 1<sup>st</sup> day of March 2010.

*Second Reading:*                      AYES:    6                      NAYS:    0

APPROVED BY THE MAYOR this 3<sup>rd</sup> day of March, 2010.

  
\_\_\_\_\_  
Rick Schiedler, Mayor

ATTESTED BY:

  
\_\_\_\_\_  
Pete Wall, Interim City Administrator

Filed in the office of the City Recorder this 4<sup>th</sup> day of March, 2010.

**CITY OF MT. ANGEL  
RESOLUTION NO. 1341**

**A RESOLUTION ESTABLISHING A PARK/TREE BOARD FOR THE CITY OF MT. ANGEL, REPLACING RESOLUTION 1327.**

**WHEREAS**, the City of Mt. Angel had an established Tree Board that was eliminated by Ordinance Number 723; and

**WHEREAS**, the City of Mt. Angel does not have an established a Park Board; and

**WHEREAS**, the Mt. Angel City Council desires to establish a combined Park/Tree Board to advise the City Council on Park plans, improvements and issues related to trees; and

**WHEREAS**, the Mt. Angel City Council approved Resolution No. 1327 establishing the Park/Tree Board and wants to add additional youth representation;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mt. Angel:

**SECTION 1.** Duties. There is established a Park/Tree Board for the City of Mt. Angel to advise and make recommendations to the City Council regarding park development and tree policies within the city. Specific duties for the Park/Tree Board are outlined in Exhibit A. Exhibit A may be amended as determined by the City Council.

**SECTION 2.** Membership. The Park/Tree Board will consist of five (5) members who are legal residents of the City of Mt. Angel. In addition, there will be two ex-officio (non-voting) student members. There will also be a non-voting City Council liaison. All members shall be appointed by the Mayor with the consent of the City Council.

**SECTION 3.** Terms. Two members of the Board shall initially be appointed for a two year term and three members shall be appointed for a four year term. One student member will be appointed for one year and one for two years. Excluding the student members, once the initial appointments are made, Board members shall be appointed for a four year term. The City Council liaison will be a two year term.

**SECTION 4.** Officers. The Board shall elect a Chair and a Vice-Chair at its first meeting after formation. Thereafter it shall elect a Chair and a Vice-Chair at its first meeting of every calendar year.

**SECTION 5.** Meetings. The Board shall meet at such times as it deems necessary. Meetings shall be conducted in conformance with the Oregon Public Meetings Law.

**SECTION 6.** Staff Assistance. The City Administrator may advise and assist the Board when necessary. The Board shall not preempt any departmental or administrative function as established by the City Charter, City Code or the City Council.

**SECTION 7.** Effective Date. This Resolution shall be effective immediately upon its passage by the City Council.

PASSED AND APPROVED BY THE City Council this 7<sup>th</sup> day of September 2010, by the following vote:

Ayes: 6      Nays: 0

Approved by the Mayor this 7<sup>th</sup> day of September 2010.

  
\_\_\_\_\_  
Rick Schiedler, Mayor

ATTESTED BY:

  
\_\_\_\_\_  
Susan Muir, City Administrator

Filed in the office of the City Recorder this 7<sup>th</sup> day of September, 2010.

**EXHIBIT A  
PARK/TREE BOARD DUTIES**

The Duties of the Mt. Angel Park/Tree Board shall be as follows:

*In relation to Parks:*

1. Keep informed about current trends in park planning and development.
2. Study growth and needs in the City and its vicinity for park services.
3. Develop long-range plans for park services and facilities, consistent with City priorities.
4. Recommend types of park services for the City and its vicinity, including marketing such services.
5. Investigate sources of funding for park services and facilities in cooperation with City staff.
6. Recommending policies for the acceptance and use of land gifts for park purposes.
7. Recommend to City staff needs of the park services and facilities that may need to be considered in the City Budget.
8. Recommend policies and procedures conducive to efficient and effective operation of parks.
9. Review the City Parks Master Plan and recommend priorities for implementation.
10. Encourage widespread public support and use of park facilities.
11. Work cooperatively with City staff to recruit and maintain volunteers for special park projects. (Subject to the City's volunteer policy.)

*In Relation to Trees:*

1. Study, investigate, develop, and update periodically a written plan for the care, preservation, pruning, planting, replanting, removal, and disposition of all street and park trees.
2. As part of the plan, a list of acceptable species will be developed and maintained for planting as street trees. The species will be divided into three size classes: small, medium, and large. A list of tree species not suitable for planting will also be developed.
3. The plan developed by the Park/Tree Board will be presented to the City Council. Upon Council acceptance and approval the plan shall constitute the official comprehensive tree plan for the City.

4. The plan will be reviewed completely at least once every three year period after the initial approval.
  
5. The Park/Tree Board may also develop criteria for determining and standards for protecting “Heritage Trees” within the City. The purpose of the “Heritage Tree” designation is to recognize, foster appreciation of, and protect trees having significance to the community. Criteria may include such things as rarity of species, age, size, quality, association with historical events or persons, or scenic enhancement. The Park/Tree Board shall have the authority to determine, select and identify such trees that qualify as “Heritage Trees.”



# City of Mt. Angel

## APPLICATION FOR APPOINTMENT

RECEIVED

JUN 13 2016

BY: .....

**Full Name:** Hoffer Victor J.  
Last First Middle Initial

**Physical Address:** 510 W. Church St  
Street Address

**Mailing Address (if different):** P.O. Box 213

**Telephone number:** 503-845-9207  
Home Work / Other

**Email address:** vichoffer2@gmail.com

**Current Occupation:** Attorney / Paramedic

**Occupational Background (include volunteer experience):** City Council, Budget Comm

**Prior Governmental Experience (elected or appointed):** City Councilman,

**What skill sets or particular interests do you possess?** \_\_\_\_\_

**Please check the box of which boards you are interested in serving:**

<b>Planning Commission</b> <small>(2-year term)</small>	<b>Design Review Board</b> <small>(2-year term)</small>	<b>Library Board</b> <small>(4-year term)</small>	<b>Budget Committee</b> <small>(3-year term)</small>	<b>Park Tree Board</b> <input checked="" type="checkbox"/> <small>(4-year term) (2-year student term)</small>
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*(You may choose more than one; however, you may only serve on one board at a time.)*

*I certify that if appointed to the Budget Committee I will ensure that I am registered to vote at the time of my service on the Committee.*

**Signature:** Hoffer **Date:** 6/13/2016

*This application will be held for consideration for one year.  
 The City of Mt. Angel is an Equal Opportunity Employer and Provider.*

**Mt. Angel City Council**  
**Agenda Calendar**  
11/2/16

December 5                      Adoption of election results  
Resolution updating worker comp coverage for volunteers

January 3<sup>rd</sup>                      Oaths of Office  
(New Year's Day observed      Election of City Council President  
Monday, January 2<sup>nd</sup>)

To Schedule/Discuss:

Budget calendar adoption  
Council goal setting  
Audit report

Franchise Agreements – Expiration Dates

**Republic Services** 6 year rolling agreement which began January 2006  
**Mt. Angel Telephone** agreement expires July 2031 (Ord. No. 750 § 4.4)  
**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