City of Phoenix
Executive Session/City Council Meeting
Public Works Office
1000 S. "B" Street
Monday, October 17, 2016

CALL TO ORDER

Mayor Jeff Bellah called the executive session of the City Council to order on Monday, October 17, 2016 at 6:00 p.m. in the Public Works Office.

ROLL CALL

PRESENT: **Stan Bartell, Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah**

Staff Present: Janette Boothe, Finance Director/City Recorder

Mayor Bellah convened into a second executive session at 6:00 p.m. under ORS 192.660 (2)(a), which allows the City Council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent.

Discussion followed and no decisions were made. Mayor Bellah closed the executive session and convened into a general session at 6:25 p.m. Following the executive session, Mayor Bellah gave an overview of what was discussed.

The second executive session, under ORS 192.660 (2)(e), to discuss negotiations regarding sale of real property, was cancelled and discussed later in the open session of the City Council meeting.

CALL TO ORDER

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, October 17, 2016 at 6:30 p.m. in the Public Works Office.

ROLL CALL

PRESENT: **Stan Bartell, Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah**

Staff Present: Matt Brinkley, Interim City Manager
Janette Boothe, Finance Director/City Recorder
Derek Bowker, Chief of Police
Ray Dipasquale, Public Works Director
J. Ryan Kirchoff, City Attorney

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS:

Mayor Bellah noted there will be a ribbon cutting event for the Fern Valley Interchange this Thursday, October 20th, at 11:00 AM at the Shoppes at Exit 24.

SWEARING IN OF POLICE RESERVE OFFICERS

Three new reserve officers were sworn in by Chief Bowker. Shawn Deboer, Teddy Rose (TJ), and Kevin Miller are now all part of the reserve for the Phoenix Police Department.

UPDATES/REPORTS:

1) Acknowledgement of HS Principal and Staff Contribution to Parade

Mayor Bellah recognized both Breeze Chapman and Don Rugraff of Phoenix High School for their contributions to the success of the 2016 Homecoming Parade. A proclamation was read in their names and the day of October 22, 2016 proclaimed as Breeze Chapman and Don Rugraff day.

2) PHURA

Al Muelhoefer gave an update on the plaza building designs. The design committee has met twice in recent weeks to work towards a more completed design for the building. The plaza building will have a living room area, Council chamber, restrooms, and kitchen. The architectural style was chosen specifically because it fits in with buildings which already exist in downtown Phoenix. The property at 170 S. Main may have another offer on it.
The review sale of PHURA owned property was moved up in the agenda by Mayor Bellah. Mr. Brinkley referred to the PHURA board meeting last Wednesday, October 12, 2016, stating PHURA has received an offer on 170 S. Main St. from a developer that was originally priced out by Dollar General. The new developer is interested in the property and would like to work out a development agreement. The property would be mixed use: between 6,000 and 7,000 square feet would be for commercial use, with the remaining going toward multifamily residential and a coffee shop or wine bar. The multifamily residential portion would consist of 8-12 rental dwelling units. The developer also would like to work with the adjacent property owners to develop the land accordingly. At the direction of the PHURA board, Mr. Brinkley countered the developer's initial offer at $270,000 with the hope that the City may reduce SDC's and or help with the cost of the construction of the water main for the property, in an amount not to exceed $20,000. Mayor Bellah inquired as to the total SDC's for the project. Mr. Brinkley stated the SDC total is approximately $60,000. Councilor Luz emphasized an agreement ought to be drafted sooner than later and the property officially bought in order to avoid broker's fees, which would become effective at the end of October. Councilor C. Bartell noted $20,000 seemed like a reasonable amount to help the sale move forward. Mayor Bellah emphasized that if the developer can build for both commercial and multifamily housing at once the City would help. Further discussion followed. Council opted to wait on a resolution to solidify the $20,000 assistance in writing.

3) Parks and Greenway Commission

Councilor C. Bartell discussed the joint meeting with the Planning and Parks Commissions on October 10, 2016 regarding the Parks Master Plan. She noted there are no more Parks meetings

for the rest of 2016. Members of the Parks Commission brought pies as a thank you to Councilor C. Bartell's workplace, for which she publicly thanked them.

4) First Quarter Financial Report for FY 2016-2017

Ms. Boothe stated the financial report for the first quarter of fiscal year 2016-2017 is comparable to last year. The only anomalies are one-time, explained events. Mayor Bellah noted the water fund is up about $10,000 in revenues compared to last year.

CITIZEN'S COMMENTS

Kenneth Chard of Phoenix, Oregon, came to Council to discuss how well the City is prepared in case of an emergency. He noted some of his previous experiences and gave suggestions as to what composes a thorough emergency preparedness plan. He expressed concern that one was not readily available to the public, and that the City may not have a plan in place, however, later under the City Manager's report, Chief Bowker explained the City has a thorough emergency plan in place.

CONSENT CALENDAR:

1) Approval of Minutes from September 16, 2016 Special City Council Meeting/Executive Session
2) Approval of Minutes from October 3, 2016 Regular City Council Meeting
   MOVED BY LUZ, SECONDED BY C. BARTELL, TO APPROVE THE CONSENT CALENDAR AS PUBLISHED. There was no further discussion.

ROLL CALL VOTE AS FOLLOWS:
Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

UNFINISHED BUSINESS:

1) Review and Approve Offer to Hire City Manager

Two candidates were under consideration for the position of City Manager for the City of Phoenix: Jamie McCleod and Ryan Kirchoff. Background checks were conducted for both candidates, as well as interactions with staff, Council, and the public. Councilor Luz commented on Mr. Kirchoff's recommendations as well as Ms. McCleod's background in public service. **MOVED BY SOPHIE, SECONDED BY HELFRICH**, TO OFFER EMPLOYMENT TO JAMIE MCCLEOD AS THE CITY MANAGER.

ROLL CALL VOTE AS FOLLOWS:
Ayes: Sophie, C. Bartell, S. Bartell, Helfrich, and Snyder
Abstention: Luz
MOTION APPROVED WITH FIVE AYES AND ONE ABSTENTION

Mayor Bellah asked Council to approve an initial salary of $92,500 for the City Manager. Further discussion followed regarding the details of the contract and potential review schedules.

2) Strategic Goal Setting

Mr. Brinkley recommended Council schedule a study session in which to learn the program and how to best utilize it. Councilor C. Bartell suggested picking a date which would allow new Council members to attend as well since they will also be using the program. She requested staff be fully prepared and provide material to Council ahead of time to avoid the need for multiple training sessions.

NEW BUSINESS:

1) Discuss Lease of City Owned Property to Jackson County Fire District 5

Fire District 5 wants to consider a lease agreement rather than a purchase and sale agreement for the property at 116 W 2nd St. Mayor Bellah requested Attorney Kirchoff put together a draft of the lease before the next Council meeting. Councilor Sophie inquired as to feedback from the previous agreement. Attorney Kirchoff responded that Fire District 5 would like to continue using the space but prefers the flexibility of the lease agreement. Fire District 5 is willing to take on maintenance responsibilities for the property. The Mayor emphasized the need for a clear and direct lease agreement that outlines all terms satisfactorily. For example, if Fire District 5 stops using property as a fire station, it would revert back to the City.

2) Chamber of Commerce Request for Funds for Computer and Signage

Mr. Brinkley spoke on behalf of Melissa Wagy and noted the Chamber of Commerce would be glad to use a donated computer and therefore only need to request $150 for vinyl lettering for their canopy. **MOVED BY SOPHIE, SECONDED BY LUZ**, TO APPROVE THE CHAMBER OF COMMERCE REQUEST FOR FUNDS FOR SIGNAGE AND A DONATED COMPUTER.

ROLL CALL VOTE AS FOLLOWS:
Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

3) Discussion of Delinquent Transient Room Tax

A local business has fallen behind on their transient room tax. Current collections date back to January 2011, which amounts from $25,000 to $40,000 without interest or penalties. Councilor S. Bartell emphasized it is the role of the City Manager to keep Council aware of such issues. Mr. Brinkley noted the business has paid their transient room tax in recent years. Mayor Bellah pointed out that in 2013 they had several missing payments. Further discussion followed regarding strategies for encouraging the business owner to pay their transient tax.

4) Discussion of Lead and Copper Testing Results

So far, 15 results have returned from testing. The results represent drinking water from 12 homes and 3 parks within the City. Samples are still being tested from the same group of approximately 150 properties. Results indicate that the water within Phoenix is more than safe and well below EPA limits for lead and copper. Further discussion followed. Councilor Snyder asked why some households refuse testing. Theresa Syphers, of Public Works, clarified that it may be because they are not concerned about lead in their home.

5) Discussion of an Action Plan Regarding Evaluation of Main Street and Bear Creek Traffic Flow

Mayor Bellah would like the current Council to come up with a plan to hand to the new Council when they take office in regard to evaluating the traffic on Main St. There has been a lot of feedback from the community regarding the change from two lanes to one. In six months or a year, after the community has had a chance to use the new traffic pattern for a while, an evaluation would take place. Mr. Dipasquale, the Public Works Director, and Mr. Brinkley will work together to develop a proposed action plan by the second meeting in November, 2016. Further discussion followed.

STAFF REPORTS:

1) City Attorney's Report:

The attorney had nothing to report for the open meeting.

2) City Manager's Report:

Mr. Brinkley turned to Chief Bowker, the City of Phoenix Emergency Manager and Police Chief, who discussed the City's emergency plan. Five years ago, the County and all the cities got together and revamped each City's emergency plans. All of the police officers are currently trained in tactical first aid. The City of Phoenix works closely with the City of Talent to have a comprehensive local emergency plan. The emergency operations center would be based in the Public Works building. Chief Bowker invited any of the public to come by the police station if they would like more information regarding the emergency plan. Further discussion followed.

COUNCIL ITEMS, COMMENTS/REPORTS:

1) Councilor Snyder said there is a performance of Spoon River Anthology at RCC this Saturday and suggested people attend if they would like to see a show this weekend.

2) Councilor Sophie said there are upcoming meetings for RVCOG and MPO.

FIVE MINUTE RECESS

CALL TO ORDER

Mayor Jeff Bellah called the executive session of the City Council to order on Monday, October 17, 2016 at 8:00 p.m. in the Public Works Office.

ROLL CALL

PRESENT: **Stan Bartell, Bruce Sophie, Carolyn Bartell, Terry Helfrich, Chris Luz, Jim Snyder, Jeff Bellah**

Staff Present: Janette Boothe, Finance Director/City Recorder
Matt Brinkley, Interim City Manager

Mayor Bellah convened into a second executive session at 8:00 p.m. under ORS 192.660 (2)(d), which allows the City Council to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Discussion followed and no decisions were made. Mayor Bellah closed the executive session and convened into a general session at 8:30 p.m. Following the executive session, Mayor Bellah gave an overview of what was discussed.

The meeting adjourned at 9:00 P.M.

Respectfully submitted,

Sarah Lind
Executive Assistant

Attest:

Janette Boothe
Finance Director/City Recorder