

**City of Phoenix
City Council Meeting
Public Works Office
1000 S. "B" Street
Monday, October 3, 2016**

CALL TO ORDER

Mayor Jeff Bellah called the special meeting of the City Council to order on Monday, October 3, 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: Janette Boothe, Finance Director/City Recorder

Mayor Bellah convened into 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 6:29 p.m. Following the executive session, Mayor Bellah gave an overview of what was discussed.

CALL TO ORDER

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, October 3, 2016 at 6:30 p.m. in the Public Works Office.

ROLL CALL

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

ABSENT: Stan Bartell

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

PLEDGE OF ALLEGIANCE

SWEARING IN OF POLICE OFFICERS:

William Dekruger was sworn in by Chief Bowker. He was hired on as a reserve officer prior to being hired as a regular officer by the police department. At the next City Council meeting three more officers will be sworn in.

MAYOR'S COMMENTS:

Mayor Bellah noted that Council is going through a process of hiring a new City Manager. Further discussion on the details of the process will take place later in the meeting at the appropriate agenda item.

UPDATES/REPORTS:

- 1) **PHURA** – Al Muelhoefer announced the Home Power building is now fully rented out which will make it more appealing to potential buyers. Suite C, the last to be rented, is officially rented to a yoga instructor. PHURA is working toward selling the building. They will have a second meeting with Kistler, Small, and White for the plaza building on Monday, October 10, 2016. The first meeting took place on September 15, 2016. The real estate agent Jeff Rodgers will take over all the properties by October 29, 2016. PHURA is in discussion with some potential buyers for some of the properties. Mayor Bellah requested PHURA work towards a standardized agreement for the sale of any of their properties to a potential buyer. This would encourage continuity between purchasing and development agreements while allowing necessary adjustments to take place. Further discussion followed.
- 2) **Parks** – Councilor C. Bartell gave an update on the Parks Master Plan. There will be a joint meeting on October 10, 2016 with Council, Planning Commission, and Parks Committee to discuss the updated version and suggest any final changes. C. Bartell said the recent Homecoming Parade was a success with the help of staff, public, police, and many others. There was a lot of community involvement and representation from local schools. Councilor Luz publicly thanked Councilor C. Bartell for her effort and contribution to the success of the event. Mayor Bellah suggested bringing the new high school principal to a City Council meeting for recognition of his part in the parade. Further discussion followed.
- 3) **Strategic Planning** – Mr. Brinkley suggested Council aim to accomplish a couple of their objectives by the meeting on October 17, 2016. Strategic Planning is a website based form that compiles goals and tracks progress towards completion. It is accessible to all of Council and the City Manager so anybody can edit and add to it. Mr. Brinkley requested Council make sure the goals and tasks presented in Strategic Planning are accurate and if they have any recommendations for changes to email them to him. Strategic Planning may replace the Issue Tracking Log. Councilor Sophie asked if it is a subscription based service. Mr. Brinkley replied it is, but has more potential to be a good way track Council's goals and accomplishments compared to an excel spreadsheet for the Tracking Log. Further discussion followed.

- 4) Appoint Krista Peterson and Marcia Monceaux to Planning Commission – Krista Peterson will start on January 1, 2017 after she completes her participation on the Citizen Advisory Committee (CAC) which will be done in December of 2016. Her term on Planning Commission will then run through December 31, 2020. Marcia Monceaux will begin her term on Planning Commission October 24, 2016 and run through October 23, 2020. The Planning Director recommends both Ms. Monceaux and Ms. Peterson for the Planning Commission. **MOVED BY LUZ, SECONDED BY C. BARTELL, TO APPOINT KRISTA PETERSON AND MARCIA MONCEAUX TO THE PLANNING COMMISSION.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

PRESENTATIONS

- 1) Chamber of Commerce Request for Funds – Mayor Bellah inquired to Council whether they want to be on the banner for at the bottom of the Calendar for \$1,000. In addition, there is a cost of \$440 to include City events such as meetings on the calendar. He suggested trying it this year to see what the product is. Ms. Wagy clarified that calendars get sent out to all households. Councilor Sophie inquired as to where the funds will come from. The Chamber of Commerce has a set amount of money for the year in the Tourist Usage Fund. **MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE \$1,440 FOR THE CHAMBER TO INSERT EVENTS IN THE CALENDAR.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

Further discussion followed regarding funding for a computer for the Chamber of Commerce. Council opted to discuss this topic at the next meeting. Councilor Sophie requested clarification on the amount of funds remaining that are designated for the Chamber of Commerce. At the next meeting, the Finance Director will provide clarification on the amount of funds which remain this year for the Chamber.

UNFINISHED BUSINESS:

These items were moved up in the agenda for discussion.

- 1) Update on Status of City Manager Update – In the past month, Council has conducted executive sessions in the hopes of completing the search for a City Manager. There are two finalists: Jamie McCleod and Ryan Kirchoff. The Mayor and Council would like for staff and the public to do meet and greets with the candidates. Mayor Bellah clarified that neither group would be picking the City Manager, but that Council would welcome input and feedback. A date for a town hall meeting was set as Tuesday, October 11, 2016 from 6:00-7:30 at the Public Works office. Staff will set up a time to do a rotation of the candidates between the Police, Public Works, and Administrative offices.

- 2) Discussion of Real Estate Agreement Between the City of Phoenix and Fire District 5 to Purchase the Property at 116 W 2nd St. – Fire District 5 has opted to do a lease contract instead of purchasing the building at 116 W 2nd St. There was a clause in the initial contract drafted by the attorney for Fire District 5 regarding insurance claims in case of a fire at the location. The clause stated Fire District 5 would be able to use the insurance money to rebuild a structure either there or at another location. The attorney for the City did not think this was the best direction to go. Instead, an agreement will be drafted for a lease of the property. In addition, Fire District 5 will be responsible for the maintenance of the property. Council voted to have the attorneys start working on a lease agreement.

ROLL CALL VOTE AS FOLLOWS:

Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder

MOTION APPROVED WITH SIX AYES

CONSENT CALENDAR:

- 1) Approval of Minutes from September 19, 2016 Regular City Council Meeting
MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE CONSENT CALENDAR. 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

PUBLIC COMMENTS:

Ike Eisenhower, Phoenix, wanted to talk to Council about a sign along the road toward where he lives which says “Dead End.” He noted it would be better if it said “No Outlet” or another similar phrase. This is in part because truck drivers continue to use the area even though there is no turnaround for them. In addition, the residents of Bear Lake Mobile Home Estates do not want to see a sign that says “Dead End” every time they drive home.

Sarah Westover, Phoenix, announced that Wednesday at 6:30 at the library there will be a public forum with Peter Buckley and Pam Marsh for those interested in state and local issues. She also brought up the water testing that has been taking place lately. Mr. Brinkley noted the results of the water testing have been coming in and so far the tests have come back clear. Further discussion followed.

NEW BUSINESS:

- 1) Discussion of Policy for City Council Delegation of Authority to Leadership Team – Every Tuesday and Thursday the Mayor, Council President, and Council Vice President meet at City Hall to discuss issues that may have come up between Council meetings, what they would like to see on upcoming agendas, and what supporting documents may be needed. This item simply clarifies that the Leadership Team can guide staff in between Council meetings. **MOVED BY LUZ, SECONDED BY HELFRICH, TO APPROVE THE DELEGATION OF AUTHORITY TO THE LEADERSHIP TEAM DURING MEETINGS WITH THE CITY MANAGER.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

- 2) Review and Approve Updated Organizational Chart – The organizational chart accurately represents the current staff organization. A few changes have been made since the prior chart: the position of Administrative Coordinator has been added, the Finance Director and City Recorder positions have been combined, and it is worth noting that the responsibilities of human resources are distributed between the City Manager and Finance Director/City Recorder. **MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE THE UPDATED ORGANIZATIONAL CHART.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

- 3) Administrative Coordinator Hire – The Administrative Coordinator has a variety of responsibilities including but not limited to attending City Council meetings, writing minutes for City Council and Planning Commission meetings, payroll, accounts payable, and arranging banner installations with local businesses. The position has been posted within the City and no other applicants have come forth. Further discussion followed. Mr. Brinkley strongly recommended Sarah Lind for the position of Administrative Coordinator. In May, Ms. Lind began working for the City as a temporary employee, gradually taking on more responsibilities, including minutes and accounts payable. She will continue to be trained on payroll and assist staff as needed. **MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE DESCRIPTION FOR THE POSITION OF ADMINISTRATIVE COORDINATOR AND OFFER EMPLOYMENT TO SARAH LIND FOR THE POSITION OF ADMINISTRATIVE COORDINATOR FOR THE CITY OF PHOENIX.**

ROLL CALL VOTE AS FOLLOWS:

Ayes: Sophie, C. Bartell, S. Bartell, Luz, Helfrich, and Snyder
MOTION APPROVED WITH SIX AYES

STAFF REPORTS:

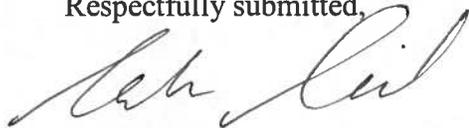
- 1) City Attorney's Report: The Attorney had nothing to report outside of Fire District 5 choosing to go with a lease agreement for the property at 116 W 2nd instead of a sale agreement.
- 2) City Manager's Report: Mr. Brinkley noted that Rite Aid is scheduled to begin construction on October 17, 2016.

COUNCIL ITEMS, COMMENTS/REPORTS:

Councilor Helfrich noted he is glad to have the Fern Valley Interchange near completion. Councilor Sophie brought up a patch of road near Petro on the other side of the interchange has not been updated while the area around it has.

The meeting adjourned at 8:00 P.M.

Respectfully submitted,



Sarah Lind
Executive Assistant

Attest:



Janette Boothe
Finance Director/City Recorder