

**City of Phoenix
City Council Meeting
Public Works Office
1000 S. "B" Street
Monday, May 16, 2016**

CALL TO ORDER

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, May 16, 2016 at 6:30 p.m. in the Public Works Office.

ROLL CALL

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

Staff Present: Matt Brinkley, Interim City Manager
Janette Boothe, City Recorder
Jeff Price, Police Lieutenant
Steve Weber, Finance Director
J. Ryan Kirchoff, City Attorney

PLEDGE OF ALLEGIANCE

MAYOR'S COMMENTS:

Mayor Bellah expressed he would hold his comments until the Council reports.

UPDATES/REPORTS:

- 1) PHURA – Al Muelhoefer presented an update on recent events. He noted that at the previous board meeting, the PHURA board requested Mr. Brinkley to go out for quotes on the plaza building project and they are planning to review the request at the June regularly scheduled meeting. Additionally, they anticipate making a motion to request funds for a project. Mayor Bellah inquired about the bid process. Mr. Brinkley replied that it has been decided to open up the bid. Mr. Muelhoefer added that PHURA could hold a special meeting if necessary to keep the project moving forward.

Mr. Muelhoefer additionally noted some property updates will be discussed at the meeting scheduled for tomorrow and the marketing package will be available for board review. He further added the board is holding an Executive Session to review real estate proposals. Mr. Muelhoefer also spoke about the PHURA budget meeting scheduled for tomorrow night, noting the budget is tight. He further added PHURA is continuing with Steve Weber as the financial manager for now. He concluded his presentation noting Genetta Hughes has been working diligently on updating files and doing a good job.

- 2) Parks and Greenway Commission – There will be two open houses: one on Wednesday, May 18th from 4:30 to 7:00 pm and one on June 4th at Blue Heron park to review presentations for the master parks plan. They will also meet with high school students on the same day to get input on the parks plan. Hard copy surveys have been sent to some addresses both in Phoenix and Medford, however, surveys should be sent to each household in Phoenix. Flyers were created in the Phoenix parks master plan. Dog Days will be discussed at the subcommittee meeting on July 7th and will take place this year.
- 3) City Council Issue Tracking Log
The Council went through the issue tracking log item by item. The Council decided that Matt Brinkley will update the tracking log from now on with Council suggestions from the meetings. Potential updates will be discussed at each council meeting and agreed upon before Mr. Brinkley updates the tracking log.

CONSENT CALENDAR:

- 1) Approval of Minutes – April 18th, 2016 Executive Session
- 2) Approval of Minutes – April 27th, 2016 Executive Session
- 3) Approval of Minutes - Workshop May 2nd, 2016 Executive Session
- 4) Approval of Minutes - May 9th City Council Meeting. Mayor Bellah requested these four items be discussed separately from the remaining item. **MOVED BY C. BARTELL, SECONDED BY SOPHIE**, TO APPROVE THE CONSENT CALENDAR. There was no further discussion.

ROLL CALL VOTE AS FOLLOWS:

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

MOTION APPROVED WITH FIVE AYES

- 5) Approval of an Application for a Liquor License by Biologic Brewing Supply, LLC
Biologic Brewing Supply wants to have an outdoor patio to serve alcohol. They are applying for a limited on premise liquor license. Mr. Brinkley brought up that with a liquor license, the business needs to make sure that they are staying below the occupant limit for the building and may not be able to allow minors in certain areas of their business. It was proposed the liquor license be approved upon the condition that building codes are satisfied and with no changes in occupancy. The council's consensus was to table this item until the building inspection is completed.

NEW BUSINESS:

- 1) April 2016 Financial Report

Steve Weber stated April financials were more back on track, while May financials will require some adjustments. Steve cautioned April will look better than May financials due to the severance package for Steve Dahl, previous city manager. In the general fund expenditures are slightly above the target of 83%. Overall total revenues have increased. Water sales are below expected. Councilor Luz inquired about the PERS increase and Steve noted we've made changes to lower materials and services costs. He explained the CBA negotiations are coming up and the city can absorb the impact through carryover or

increasing fees in materials and services. Mayor Bellah thanked Steve for his work with the city.

2) Approve Public Works Job Description

The council members liked the job description. Mayor Bellah suggested a salary range for the position between \$65,000 and \$80,000. He also suggested contacting Bob Britton and having him be a part of the process. It was proposed that the job description be sent out via the League of Oregon Cities and related avenues to see if there are any qualified applicants at this time. Mr. Brinkley, in his weekly report, will keep the council updated on the status of announcement of the position. Further discussion about the details of the position, salary, and qualifications ensued.

ROLL CALL VOTE AS FOLLOWS:

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

MOTION APPROVED WITH FIVE AYES

3) Approve Resolution for Wetland Restoration Services Contract

Mark Kellenbeck's property at 3850 Fern Valley Drive has a portion designated as wetland which was filled in approximately 15 years ago. As part of the city's long term plan, Mr. Kellenbeck has agreed to help fund the city's wetland project and restore one quarter acre along Bear Creek. Kellenbeck will pay the city to conduct maintenance and restoration on the area for five years. Matt Brinkley explained that the city would be paid to perform the project and the work wouldn't be done until the city is paid up front. **MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE THE RESOLUTION FOR WETLAND RESTORATION SERVICES CONTRACT.**

ROLL CALL VOTE AS FOLLOWS:

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

MOTION APPROVED WITH FIVE AYES

4) Appoint Matt Brinkley as the Acting Executive Director for the Phoenix Urban Renewal Agency

Urban renewal has been without an executive director for some time. Mr. Brinkley wanted to clarify roles with Urban Renewal. The MOU allows for a city employee to take on responsibilities from another department. Councilor Luz asked if the councilors had to authorize it for him to be Executive Director of PHURA. The city attorney replied that MOU is effective so it would not be necessary. Finally, Mayor Bellah requested that the monthly invoice to PHURA also be sent to the council to remain updated. Further discussion followed.

5) Approve a Resolution Establishing City Officials for the Purpose of Signing on Behalf of the City of Phoenix for City Funds

This is a routine process which enables the interim city manager to sign checks on behalf of the City of Phoenix. **MOVED BY SOPHIE, SECONDED BY C. BARTELL, TO APPROVE THE RESOLUTION FOR WETLAND RESTORATION SERVICES CONTRACT.**

ROLL CALL VOTE AS FOLLOWS:

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

STAFF REPORTS:

1) City Attorney's Report:

a) Attorney Kirchoff had nothing to report.

2) Police Department Code Enforcement:

a) Tim Muck, Jeff Price

Code enforcement has been reasonably successful lately. There are fifty cases in total, twenty seven of which are closed and of the remaining twenty three, many will close. Tim Muck stated that his department has received a lot of positive feedback lately. Boy Scouts helped clean up an area of construction debris around the railroad on Fourth Street. The mayor requested a thank you letter be sent to Chris Randall with the Boy Scouts. Mayor Bellah asked Jeff Price if the speed monitors slowed down traffic and Price said yes, they are effective. He also stated he has heard fewer complaints about the one lane traffic and perception will improve when construction is complete. There have been no traffic accidents related to the road changes. Councilor Sophie suggested police recognition for their service to the city, particularly those officers that are moving on to Jackson County.

2) City Manager's Report:

a) Mr. Brinkley gave thanks to the staff moving from City of Phoenix to other employment.

b) Public works installed irrigation and the city should have trees planted along the main street in the next couple of weeks.

c) It was stated that taking a look at the condition of OR99 resurfacing and considering the Oregon Asphalt Paving Association instead of using a slurry seal and restriping as an option may be beneficial. Options will be weighed to determine what the best long term investment for the road is. In addition, the impact of further construction on the community was discussed.

d) Councilor Sophie inquired about banner poles. Matt Brinkley explained there's an issue with using a pulley system to install banners. He will research using a cherry picker instead.

COUNCIL ITEMS, COMMENTS/REPORTS:

Councilor S. Bartell – thanks to the finance director. Councilor S. Bartell gave thanks to Steve Weber for making the budget easy to interpret and his service for the City of Phoenix.

Councilors Helfrich, Bartell, and Luz also thanked Steve Weber for his work with the city.

Councilor C. Bartell discussed that the city may help host a barbeque in addition to snacks after the workshop for the parks master plan on June 4th. The amount of people, food, and other such logistics were discussed. Councilor Sophie said this month's MPO meeting is cancelled. He also thanked Steve Weber for his work and added he will be missed.

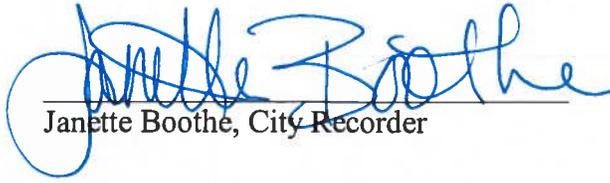
The meeting adjourned at 8:45 PM

Respectfully submitted,

ATTEST:

A handwritten signature in blue ink, appearing to read "Sarah Lind".

Sarah Lind
Executive Assistant

A handwritten signature in blue ink, appearing to read "Janette Boothe".

Janette Boothe, City Recorder