

# CITY OF ROGUE RIVER

# City Council Minutes

THURSDAY, AUGUST 24, 2023

CITY HALL COUNCIL CHAMBERS

CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON

**CALL TO ORDER** The Regular Council meeting was called to order by Mayor Pam VanArsdale at 6:00 p.m.

**INVOCATION /  
MOMENT OF  
SILENCE** Mayor Pam VanArsdale called for a Moment of Silence

**PLEDGE OF  
ALLEGIANCE** Mayor Pam VanArsdale led the Council and audience in the Pledge of Allegiance

**QUORUM** **COUNCIL MEMBERS PRESENT:**

Mayor Pam VanArsdale  
City Councilor Sharie Davis  
City Councilor Rick Kempa  
City Councilor Barb Hilty  
City Councilor Sherrie Moss  
City Councilor Barb Gregory

**STAFF PRESENT:**

Ryan Nolan, City Administrator  
Carol Weir, City Recorder  
Mike Bollweg, Public Works Director  
Jim Williams, Chief of Police  
Stephanie Madtson, Deputy Recorder

**MEDIA PRESENT:**

Brian Mortensen, Rogue River Press

A quorum was present and due notice had been published.

**APPROVAL OF MINUTES:**

MOVED (HILTY), SECONDED (KEMPA) AND CARRIED TO APPROVE THE MINUTES OF SEPTEMBER 22, 2022, OCTOBER 27, 2022, NOVEMBER 17 2022 AND DECEMBER 29, 2022.

**COMMITTEE REPORTS:**

**Community Relations; Rogue River Chamber of Commerce:** City Councilor Rick Kempa reported that there was no meeting.

---

**Community Relations; Rogue River Community Center:** City Councilor Barb Hilty reported that there was no meeting.

**Emergency Communication of Southern Oregon (ECISO):** City Administrator Ryan Nolan reported that they met to review budget issues and the user fees.

**Finance Committee:** City Councilor Sherrie Moss reported that they met three times during the month of July 2023 to review, approve bills as submitted and signed 80-checks totaling \$311,909.44.

**Middle Rogue Metropolitan Planning Organization (MRMPO):** Mayor Pam VanArsdale reported that they met to see a presentation on Federal Aid Urban Boundary's which was how the federal government determined which roads were eligible for federal aid.

**Personnel Committee:** City Councilor Barb Hilty reported that they had a brief meeting and that staff was continuing with the review process of job descriptions.

**Planning Commission Liaison:** Planning Commission Liaison Barb Gregory referred to City Administrator Ryan Nolan who reported that they held a public hearing on a partition on upper Broadway that was approved with conditions.

**Rogue Valley Area Commission on Transportation (RVACT):** Mayor Pam VanArsdale reported that there was no meeting.

**Rogue Valley Council of Governments:** Mayor Pam VanArsdale reported that they had a presentation from Natural Resource Program Director Greg Stabach who discussed the Stream Smart Program and their efforts of cleaning up along the Rogue River and Bear Creek. She also commented that she had been voted onto their executive committee.

**Council Advisory Committee:** Chair Francis Gilbert did not attend the meeting and there was no report.

**PUBLIC INPUT:**

Melissa Harris of Wards Creek Road spoke to the City Council about decorating the Sequoia Tree at the Downtown Triangle again. She said herself and a group of individuals would like to hang Christmas lights on the large tree in the center of town for the annual tree lighting which would be in addition to the Tree of Hope. She remembered being in elementary school when it was announced that the tree would no longer be lit. She challenged the reasons that the tree was no longer being decorated. As volunteers they would be responsible for electricity, the equipment needed to hang the lights, who would be doing the decorating, obtaining lights, community funding, and other processes and details needed. She was asking for

permission, support and guidance to pursue the project. She had met with arborist about the health of the tree.

Mayor Pam VanArsdale suggested that she attend a workshop to discuss options after she collected all her information.

City Councilor Barb Hilty asked Ms. Harris about her plans for liability insurance.

Melissa Harris commented that there were a lot of details between the City and the Chamber of Commerce.

Mayor Pam VanArsdale it would depend on the partnership with the Chamber of Commerce who puts on the Winter Wonderland Christmas event.

City Administrator Ryan Nolan commented that any contractor that would be working in the City would be working on City property or right of way would be required to have a business license and insurance that would list the City as an additional insurer.

Public Works Director Michael Bollweg asked that she make an appointment to meet with him prior to meeting at a workshop.

City Councilor Sharie Davis asked if her proposal would include who was funding the project.

She assumed that was something that the volunteers would be discussing.

Mayor Pam VanArsdale commented she thought the community would be willing to do fund raising events.

**OLD BUSINESS:**

**AGENDA ITEM 1** **Council Bill No. 23-2467; Ordinance No. 23-419-O:** Council Bill No. 23-2467 an Ordinance amending Municipal Code 5.20, regulating Garage Sales in the City of Rogue River, Oregon.

MOVED (HILTY), SECONDED (MOSS) AND CARRIED TO ADOPT COUNCIL BILL NO. 23-2467.

**AGENDA ITEM 2** **Council Bill No. 23-2468; Ordinance No. 23-420-O:** Council Bill No. 23-2468 repealing Ordinances No. 07-336-O, and 08-351-O, and replacing Rogue River Municipal Code 10.25 regulating the use if skateboards, skates, scooters, and similar devices in the City of Rogue River, Oregon.

MOVED (MOSS), SECONDED (GREGORY) AND CARRIED TO ADOPT COUNCIL

BILL NO. 23-2468.

**NEW BUSINESS:**

**AGENDA ITEM 3** **Council Bill No. 23-2469; Resolution No. 23-1418-R:** Council Bill No. 23-2469 a Resolution adopting an Employee Purchasing Policy for the City of Rogue River, Oregon.

MOVED (HILTY), SECONDED (GREGORY) AND CARRIED TO ADOPT COUNCIL BILL NO. 24-2469.

**AGENDA ITEM 4** **Council Bill No. 23-2470; Resolution No. 23-1419-R:** Council Bill No. 23-2470 a Resolution adopting a Social Media Policy for the City of Rogue River, Oregon.

MOVED (MOSS), SECONDED (GREGORY) AND CARRIED TO ADOPT COUNCIL BILL NO. 23-2470.

**AGENDA ITEM 5** **Council Bill No. 23-2471; Resolution No. 23-1420-R:** Council Bill No. 23-2471 a Resolution encouraging the Oregon State Legislature to repeal Oregon Ballot Measure 110 (2020), the Drug Addiction Treatment and Recovery Act.

MOVED (HILTY), SECONDED (KEMPA) TO ADOPT COUNCIL BILL NO. 23-2471.

Ann Doehning of Lillie May Lane addressed the City Council about her concerns with Measure 110. She had voted no on the measure when it was on the ballot but since then has seen that the money allocated for the measure had gone no where. She was passionate about the program after losing her brother to a drug overdose. She said the y were losing the war on drugs, incarcerating the people was not working, so something had to be done differently. Oregon was the only state that had decriminalized drugs in an effort to provide drug and alcohol treatment but felt that what was needed was prevention. She said it was a poorly written measure and it should never have put on a ballot. She asked if anyone had tried to call the phone number for people to call, she said there was no one who answered the phone, you were just put on hold. She said these people need help.

Mayor Pam VanArsdale commented that she appreciated Ms. Doehning passion but she should contact her legislatures.

City Councilor Sherrie Moss commented that she agreed with her passion and suggested that she consider being an advocate.

Mayor Pam VanArsdale commented that she supported the measure but agreed that it had been poorly written an executed measure. She also said that there were other options to be heard then going to Salem.

---

MOTION CARRIED TO ADOPT COUNCIL BILL NO. 23-2471.

**AGENDA ITEM 6** **Council Bill No. 23-2472; Resolution No. 23-1421-R:** Council Bill No. 23-2472 a Resolution establishing a fee schedule as provided in Rogue River Municipal Code 13.15, the City of Rogue River Water Ordinance and repealing Resolution No. 21-1382-R.

MOVED (GREGORY), SECONDED (HILTY) AND CARRIED TO ADOPT COUNCIL BILL NO. 23-2472.

**AGENDA ITEM 7** **Engineering Services:** Review proposals from A.E. Adkins, Engineering & Surveying, Engineering Support Services, LLC and Thornton Engineering Inc., award and authorize the Mayor to sign a City Engineering Services Contract.

City Administrator Ryan Nolan explained the process of advertising for an Engineer of Record and received five-proposals and how the proposals were scored. The three top businesses were interviewed, given tours of the City and the facilities and gave their recommendation.

MOVED (HILTY), SECONDED (MOSS) TO AWARD AND AUTHORIZE THE MAYOR TO SIGN A CONTRACT FOR AN ENGINEER OF RECORD WITH LOREE PRYCE, PE, OWNER OF ENGINEERING SUPPORT SERVICES, LLC.

City Councilor Barb Hilty asked if there could be issues with the fact that the contract stated that sub contract would be obtained for some of her services.

City Administrator Ryan Nolan said that had been considered when making their recommendation.

Mayor Pam VanArsdale said that all of the proposals mentioned sub contractors.

City Councilor Barb Gregory commented that she met with staff about her concerns with the cost issues with the larger company's.

City Councilor asked Public Works Director Michael Bollweg if she had experience with reservoir projects.

Public Works Director Michael Bollweg commented that she had experience with municipal facilities.

Mayor Pam VanArsdale commented that she had previously been a City Manager, Public Works Director giving her experience with the relationship between staff, government, contracting firms and understood our challenges of finding funding for capital improvement projects.

MOTION CARRIED TO AWARD AND AUTHORIZE THE MAYOR TO SIGN A CONTRACT FOR AN ENGINEER OF RECORD WITH LOREE PRYCE, PE, OWNER OF ENGINEERING SUPPORT SERVICES, LLC.

**AGENDA ITEM 8 Review the minutes of the Tree City Committee and Council Advisory Committee:**

MOVED (HILTY), SECONDED (KEMPA) AND CARRIED TO ACCEPTED THE MINUTES OF THE TREE CITY COMMITTEE ON JULY 13, 2023 AND THE COUNCIL ADVISORY COMMITTEE ON JULY 23, 2023 .

**Staff's requested to add Agenda Items 9 and 10:**

MOVED (HILTY), SECONDED (KEMPA) AND CARRIED TO ADD AGENDA ITEMS 9 AND 10 TO THE AGENDA.

**AGENDA ITEM 9 Oregon Liquor and Cannabis Commission 2023 liquor license renewals for the following businesses:**

A-1 Market #11  
Abby's Pizza Inn of Rogue River  
BACI's Pizza and Pasta  
Best Western Inn at the Rogue  
Dollar General Store #16274  
Lil Pantry Rogue River  
Paisano's Italian Kitchen  
Rogue River Spirits  
Stanlee's  
Tailholt Coffee Co.  
Taqueria La Guacamaya  
Tarasco's Mexican Restaurant

MOVED (GREGORY), SECONDED (DAVIS) AND CARRIED TO RENEW THE OREGON LIQUOR AND CANNABIS COMMISSION 2023 LIQUOR LICENSE RENEWALS.

City Recorder Carol Weir commented that Bee Gees Diner and Ray's Food Place had not filed their renewal.

**AGENDA ITEM 10 Authorize a Voting Delegate to the 98<sup>th</sup> Annual League of Oregon Cities Conference Membership Meeting:**

MOVED (GREGORY), SECONDED (HILTY) AND CARRIED TO APPOINT MAYOR PAM VANARSDALE AS THE VOTING DELEGATE TO THE 98<sup>TH</sup> ANNUAL LEAGUE OF OREGON CITIES CONFERENCE MEMBERSHIP MEETING.

---

**OTHER BUSINESS:**

City Councilor Barb Hilty commented that she would out of town and calling in for the September Council meeting.

City Administrator Ryan Nolan commented that the September 7, 2023 workshop was canceled to host the Small Cities meeting.

**ADJOURN**

There being no further business to come before the City Council and upon motion duly made (KEMPA), seconded (GREGORY) and carried, the meeting adjourned at 7:10 p.m.

**ATTEST:**



Carol J. Weir, MMC  
City Recorder