

CITY OF ROGUE RIVER

City Council Minutes

THURSDAY, NOVEMBER 16, 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 Grace Howell
City Councilor Rick Kempa
City Councilor Barb Hilty (via phone)
City Councilor Sherrie Moss
City Councilor Barb Gregory

STAFF PRESENT:
Ryan Nolan, City Administrator
Carol Weir, City Recorder
Mike Bollweg, Public Works Director
Stephanie Madtson, Deputy Recorder

MEDIA PRESENT:
Brian Mortensen, Rogue River Press

A quorum was present and due notice had been published.

COMMITTEE REPORTS:

Community Relations; Rogue River Chamber of Commerce: City Councilor Rick Kempa reported that the Winter Wonderland Tree Lighting would begin at 6:00 p.m. at the Downtown Plaza on Saturday, December 52, 2023 and the December First Thursday Mixer was scheduled for December 7, 2023 at Abby's Pizza Inn.

Community Relations; Rogue River Community Center: City Councilor Barb Gregory reported that they heard a report from the Treasurer and they had a net profit of \$2,353. They voted Leon DeLaGrange in as a new board member. They had a discussion as to whether their meetings were open to the public and it was

determined that they were open and more discussion would be heard at their next meeting in January 2024 after each of them reviewed the Roberts Rule of Order. They also discussed the requirement of recording of meetings and after researching their bylaws it was found that it was required to record their meetings. They were looking at getting a new quick book program. City Councilor Barb Hilty added that the Rogue River Community Center received a grant and all the Thanksgiving Dinners would be free.

Emergency Communication of Southern Oregon (ECSO): City Administrator Ryan Nolan reported that they looking to find funding to complete the large radio project so they would be actively looking for funding from the state legislatures and hope to be on a list in December to assist with completing the project. They were also working on reformatting the annual budget. Next week they would be meeting to talk about a Regional Spire Grant application which was a State Preparedness and Incident Response Equipment Grant and the key to get more points was to show that multiple agencies could benefit from the funding for radio equipment.

Finance Committee: City Councilor Sherrie Moss reported that they met three times during the month of October to review and approve bills as submitted and they signed 66-checks in the amount of \$105,295.93.

Personnel Committee: City Councilor Barb Hilty reported that they met with City Administrator Ryan Nolan and Chief Jim Williams prior to meeting with Wendy Brown from WBCP to review some of the brochure descriptions and to discuss the recruitment process.

Planning Commission Liaison: Planning Commission Liaison Barb Gregory reported that they spent the meeting reviewing the requirements and regulations for mobile vendors which would continue at their next meeting.

Rogue Valley Area Commission on Transportation (RVACT): Mayor Pam VanArsdale reported that they heard presentations from the Oregon Department of Transportation about their doom and glum of the lack of funding they were anticipating once the IJJA money ran out and discussed how they needed to cut back such as only paying for interstates after 2027, reducing services on low volume roads meaning that they would not be doing edge lines, fog lines, less mowing and vegetation trimming, camp abatements and asked if there were other funds to help pay for maintenance. In the long run if they decreased their maintenance budget then for every dollar they did not spend today would end up costing them one-hundred dollars.

City Councilor Sharie Davis asked if it would school bus transportation.

Mayor Pam VanArsdale said it certainly could.

Rogue Valley Council of Governments: Mayor Pam VanArsdale reported that they would be holding their November and December 2023 meeting on December 6, 2023.

Rogue Valley Metropolitan Planning Organization (MRMPO): Mayor Pam VanArsdale reported that they were updating their to update their regional transportation plan and some things needed to be updated because of the IIJA money to match both the Census that came out in 2020 and projects that were decided on because of extra funding.

Council Advisory Committee: Chair Francis Gilbert reported that they did not have a quorum and they discussed projects that they may be able to work on next year.

NEW BUSINESS:

AGENDA ITEM 1 **Council Bill 23-2475:** An Ordinance re zoning property described as T36S, R4W, Section 22B, Tax Lot 502 at 5450 North River Road, Rogue River, Oregon.

MOVED (GREGORY), SECONDED (KEMPA) AND CARRIED TO ADOPT COUNCIL BILL NO. 23-2475.

AGENDA ITEM 2 **Council Bill No. 23-2476:** An Ordinance establishing a Building Code Administration Program known as Rogue River Municipal Code Title 15 for the City of Rogue River, Oregon and repealing Ordinance No 85-125-Q and 20-407-Q.

MOVED (MOSS), SECONDED (GREGORY) AND CARRIED TO ADOPT COUNCIL BILL NO. 23-2476.

AGENDA ITEM 3 **Council Bill No. 23-2477; Resolution No. 23-1422-R:** A Resolution amending Resolution 18-2370-R, adopting job descriptions for the City of Rogue River, Oregon ,specifically for the position of Police Chief as described n Exhibit "F".

MOVED (GREGORY), SECONDED (KEMPA) AND CARRIED TO ADOPT COUNCIL BILL NO. 23-2477.

AGENDA ITEM 4 **Agreement:** Addendum #1 to the Engineer of Record Agreement between the City and Engineering Support Services LLC regarding Insurance Coverage and Payment Reconciliation.

MOVED (MOSS), SECONDED (HOWELL) AND CARRIED TO ADOPT AND AUTHORIZE THE MAYOR TO SIGN THE ADDENDUM #1 TO THE ENGINEER OF RECORD AGREEMENT BETWEEN THE CITY AND ENGINEERING SUPPORT SERVICES LLC REGARDING INSURANCE COVERAGE AND PAYMENT RECONCILIATION.

City Councilor Barb Hilty asked if the City was aware of this when they applied.

City Administrator Ryan Nolan commented that when the firm turned in their price sheet it stated that the City would reimburse them for any additionally required insurance but they did not know what that cost would be until they got a quote for the coverage the City requested.

5 AGENDA ITEM The City Council reviewed the minutes as presented for the Tree City, USA, Committee for October 12, 2023 and the Council Advisory Committee for October 26, 2023.

OTHER BUSINESS:

Mayor Pam VanArsdale commented that one of the items that did not get brought during meeting protocol training was that if for some reason a member needed to get up to use the restroom or leave the room for some reason, they needed to request a recess don't just get up and leave the room.

City Recorder Carol Weir commented that people in the audience could look at it as you're going to call someone regarding your vote, or your looking for someone's thoughts who are not there for all of the City Council to have the same privilege or opportunity to their comments or concerns. That was also true of having your cell phone on during a meeting. It could appear that you are corresponding with somebody about the meeting by text or you have them on a microphone. If you have a family emergency and you receive a call you would just need to state the reason and ask for a recess or to be excused. Phones should always be muted when attending a meeting.

City Administrator Ryan Nolan noted that if you were in controversial public hearing and you left and came back and was one of the people making the motion, they could be challenged if someone said so and so was not even there when I stated my comments and make the record show that it was an invalid motion or they could challenge the vote because they didn't have all the information.

City Councilor Barb Hilty asked if there were any upcoming meetings or events during December 2023.

Mayor Pam VanArsdale said that the League of Oregon Cities Small Cities meeting had been moved from Cave Junction to Central Point from 10:30 a.m. to noon on December 7, 2023 so the Council/Staff Workshop had been canceled.

City Administrator Ryan Nolan commented that a special retirement reception would be held on December 19, 2023 from 4:00 p.m. to 6:00 p.m. for City Recorder Carol Weir at the Rogue River Community Center.

City Councilor Barb Gregory commented that the Rogue River Community Center would be holding the bazaar on Saturday, November 25, 2023.

Mayor Pam VanArsdale commented that dinner and the Tree Lighting would be on Saturday, December 2, 2023 at the Live Oak Grange and the Downtown Plaza.

City Recorder Carol Weir commented that the Community Center's Christmas Partner's Project barrels had been distributed to businesses around town with a December 2, 2023-pickup.

ADJOURN

There being no further business to come before the City Council and upon motion duly made (HILTY), seconded (HOWELL) and carried, the meeting adjourned at 6:35 p.m.

ATTEST:



Carol J. Weir, MMC
City Recorder