



SCIO CITY COUNCIL MEETING MINUTES
MONDAY January 14, 2019

COUNCIL PRESENT: Councilors Karen Eckhart, Joey Ferguson, Tom Meyer, Debbie Nuber and Mayor Chadd Weaver.

STAFF PRESENT: City Manager Ginger Allen, City Attorney Tre' Kennedy and Administrative Assistant Cathy Martin.

CALL TO ORDER: Mayor Weaver called the Regular Session of the Scio City Council to order at 6:00 P.M. at Scio City Hall, followed with the flag salute.

ROLL CALL: Roll call was taken with Councilors Tom Gray and Dennis Thomas excused.

SWEARING IN OF NEW COUNCILORS:

1. Ms. Allen administered the Oath of Office to Debbie Nuber and will swear in Tom Gray and Dennis Thomas at the February 11th, City Council Meeting.

APPROVAL OF CONSENT AGENDA: There were no questions.

Councilor Nuber moved, Councilor Ferguson seconded, to approve the Consent Agenda as Presented. Motion passed 4/0

CORRESPONDENCE:

1. November 30th Update on the Linn County Community Health Improvement Plan Workshops – Ms. Allen reminded the council of the original presentation that took place at the November 2018 city council meeting.
2. Portland State Population Estimate July 2018 Certified population of 920.
3. Thank you card to staff from the Scio Senior Club

PRESENTATIONS:

1. 2017-2018 Annual Audit Report – Presented by Glenn Kearns, Accuity, LLC. – Mr. Kearns stated that the city financials are in good shape. The city received a “Clean” opinion. Mr. Kearns told Council that lending institutions look for a 3-1 ratio, and the city has a 60-1 ratio. One indication of how well the city is doing is on page 4 of the Audit Report – Income Statement: Are the departmental activities self-supporting? It is the norm in municipalities that they are not. However, the change in net position was +\$125K this is better than when the city started the fiscal year. Every fund had positive ending fund balances in line with what was budgeted. Compliance Rating: One minor exception with public contracting: This incident was discussed with city staff to avoid future issues. Mr. Kearns’s complimented staff on changing financial software, indicating that it

is a good long-term decision and ended his report by stating that the City is in good shape.

2. Linn County Sheriff's Report – Sgt. Greg Klein reported on the December 2018 active reports and had no questions from council.

REGULAR SESSION:

- 1) **Public Event Application – Lourdes School Fundraiser – Presented by: Ginger Allen, City Manager** – Ms. Allen informed council that Lourdes School has applied for a “five year permit” and that the Public Event Application was complete and comprehensive. Allen recommended that council approve the permit and waive fees due to their non-profit status.

Councilor Ferguson moved, Councilor Nuber seconded the motion to accept the application as presented and waive the fee. The motion passed 4/0

- 2) **Recommended revisions to Storm Drainage Section of the Public Works Standards – Presented by: Ryan Quigley, City Engineer, The Dyer Partnership & Dave Kinney, City Planner** – Mr. Quigley stated that due to revisions made to the Zoning Ordinance due to the approval of the Public Facilities Chapter, that updates were also needing to be made to the Public Works Standards, thus keeping the documents in alignment. The four areas needing revisions are: 1) Storm Water Analysis - preliminary impact analysis this is a review of the property – second full on drainage report – third is a capacity analysis, triggered if tying into a portion of the system that had known deficiencies; 2) System Design Criteria – updated; 3) Detention Basins - design standards criteria and language for when required; and 4) Water Quality Standards – added standards to treat storm water, prior to discharge. Kinney added that one of the expectations of the city and one of the things that the Planning Commission has been discussing is water quality impacts on Thomas Creek. Since it's a potential salmon/steelhead bearing stream, the city has obligations under some new federal standards to protect water quality and these changes will help. Ferguson asked if this increase costs of development to the developer. Quigley said that there is an increased cost. Allen stated that the majority of the city land is in a floodplain and this is designed to help minimize impact. Kinney stated that these changes will minimize potential future problems in the city.

Councilor Meyer moved, Councilor Nuber seconded the motion to adopt the revisions as presented. The motion passed 4/0.

- 3) **Codification Bid Award – Presented by: Ginger Allen, City Manager** – Ms. Allen stated that the city had sent out the RFP for Codification to 6 companies, and received 2 responses. Staff recommended the bid go to Municode, Inc. The cost difference between the two submittals was \$11K, while both companies offered similar services. Municode offer the ability to allow the client to update information, should they so choose. Ferguson asked what the total cost was.

Allen stated that Municode came in at \$11,950 – the city budgeted \$12,000. Several cities in the surrounding area use Municode Inc and references came back good to excellent for product and technical support. Eckhart asked if we needed a third bid. Kennedy stated that the city made the attempt to obtain a third bid, and that the process was sufficient.

Councilor Ferguson moved, Councilor Nuber seconded the motion to approve the Codification Bid Award to Municode in the amount of \$11,950. The motion passed 4/0.

CITY MANAGER REPORT: Presented by Ginger Allen – Ms. Allen reported on the following topics:

City Hall Facilities Needs Assessment RFP was mailed out to 8 companies. The city has budgeted \$25,000 for this feasibility study. This will be both structural and environmental assessment. As part of this process, there will be a findings presentation to the city.

Postage increase - postage is going up \$.05 on January 27th. Newsletter mailing costs will increase, so we will be encouraging people to sign up for emails of the newsletter. Business owners have contacted the city to encourage the city to continue the newsletter. Allen stated that if the city wished to continue the mailings in the future, then the cost needs to be budgeted for next year. It was asked if the city could put in information from other people/businesses. Allen stated that we keep the city newsletter about city services and city information so as not to compete with the ScioSource.

Small City Allotment Grant – Staff is planning to send out the RFP by the end of January, must be completed by June 30, 2020.

Parks and Tree Committee – Staff is currently working on an ordinance revision, current ordinance is over 20 years old. Once it is updated, then the council can appoint people to serve on the committee.

Reserve Fund Transfers to Oregon Treasury Pool – At the time of the presentation, Columbia Bank did not have any tools available to provide a higher interest on the reserve funds. They now have a new interest bearing tool that they want to present to the city.

CITY ATTORNEY REPORT: Presented by Tre' Kennedy – Kennedy asked the council to place on the February Council Meeting a review of the Allied Waste (Republic Services) Franchise Agreement.

Business from the Council:

Ferguson – Good job on audit

Meyer – None

Eckhart – Good job

Nuber – None

Weaver – None

Business from the Public: Faren Leader, 38976 SW 6th Avenue, asked that in listening to the conversation regarding the city newsletter, is the city going to be posting these on “Social Media”? Allen stated that there have been several discussions about

Social Media and the City does not wish to engage in Facebook or any other form of social media except through the city web site. Allen informed Ms. Leader that she personally can post city web site information on her social media site if she cares to do so. The city's desire is to drive people directly to the city website, to ensure that they receive accurate information, written by city staff, without any interference from outside comments. If council decides that if they want the city to join Social Media, then changes would be made. Ms. Leader stated she had recently asked what people would like to see in Scio and received 280+ comments. Allen recommended going to the S.C.I.O meetings to also get involved.

Katrina Clouse, West Scio Road, stated that she had several things: 1) thank you for the great response to the Community Decorating Contest, MPP Piping won for the businesses. She stated that the goal this coming year is to pursue Covered Bridge Decorated tours at Christmas time; 2) Clouse announce that she has started a Scio Visitation Center in is open with signs going up in two days. She eventually wants to try to get some grant funds to help with this; 3) She has some classes for the community starting at the end of the month; and 4) The next S.C.I.O meeting is on the 24th at the Fire Station Community Room. Nuber asked what classes were being offered. Ms. Clouse stated that the first is on money management, how to get credit, and designed to be educational.

There was no further business and the meeting was adjourned at 6:40 p.m.

The next regular meeting is scheduled for February 11, 2019 at 6:00 p.m.

Cathy Martin,
Administrative Assistant