

**City of Scio
City Council Minutes
February 14, 2022**

LOCATION: SCIO CITY COUNCIL CHAMBER, 38957 NW 1ST AVENUE, SCIO
Public was allowed to attend in person, following COVID-19 protocols, or via Zoom.

Time Start: 6:00 P.M.

Time End: 7:30 P.M.

CALL TO ORDER

The meeting was called to order at 6:00 pm by Council President Debbie Nuber. Everyone stood for the Pledge of Allegiance. Roll call was taken by Cathy Martin, Administrative Assistant.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	SCIO STAFF
Mayor Chadd Weaver (excused)	Ginger Allen, City Manger
Councilor Debbie Nuber	Cathy Martin, Administrative Assistant
Councilor Karen Eckhart	Jeffrey Clayson, Assistant City Attorney
Councilor Joey Ferguson	
Councilor Tom Gray	
Councilor Tom Meyer	
Councilor John Whalen (via Zoom)	

AUDIENCE MEMBERS IN ATTENDANCE

Jack Mochnick	Kori Sarrett, Auditor
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AGENDA	ACTIONS
<p><u>CONSENT AGENDA</u></p> <ul style="list-style-type: none"> • January 10, 2022 City Council Minutes • January 2022 Statement of Revenue & Expenditures • January 2022 Payment Journal 	<p>Ferguson commented – hard to tell which are from which councilor – Martin will fix formatting</p> <p>Motion from Councilor Ferguson, seconded by Councilor Gray, to approve the Consent Agenda as presented. Motion passed 6:0</p>
<p><u>CORRESPONDENCE</u></p> <p>a. Letters to Community Service Grant Recipients regarding FY 2022-23 Budget</p>	<p>Ms. Allen stated that these are copies of notification to those that have received contributions from the city in the past.</p>
<p><u>PRESENTATIONS</u></p> <p>2020-2021 Audit Report</p> <p>a. 2021-2022 Audit Report – Kori Sarrett, Accuity LLC.</p>	<p>Ms. Sarrett reviewed the 2020-2021 Audit Report. She highlighted that there were no adjusting journal entries. Findings – normal annual reminder of segregation of duties, council review and ask questions. Public Contracting violation – wireless network equipment – happened in multiple entities hard to hit the public contracting rules, using outside vendors – not a major</p>

issue, not intentional. Sarrett recommend using a sole source vendor agreement.

Allen stated to the council that the city had received the COVID Grant funds, and were advised that it could be used on broadband upgrades or computer equipment to give staff the ability to work from home. She noted that we used our current IT service provider, to purchase the new computer equipment. He uses a specific company and gets a significant discount. In the future we will use the procurement document to show what companies bids are obtained from. Sarrett stated that another option was coming to council and presenting the bid, to discuss prior to purchase.

Recommendations for policies had some bad language in them, these were updated and should not be an issue. The sentence made it sound like there was an issue, but there was not. Just a great policy to add.

She noted that General Fund has over a year of operating expenses in the carry-over balance.

Water & Sewer Funds – Water had a negative cash of \$2,500. Sewer Fund ended on the positive, with just over \$6,000 carry over. Water fund overall lost \$26,000 for the year, Sewer fund had a net change in cash of \$131. Sewer fund was breaking even. \$26,000 is not a huge loss, there is plenty in the reserves. Something to be mindful of.

Allen stated that one of her goals was to bring the funds to the point where revenue balances the operations, and then money was put into Reserves because we can make more money there. Water Fund is the workhorse of the city, all expenses must be water related. Trying to get a 20% contingency in all funds.

Ferguson commented that the contingency is different than the reserve and is still part of the water budget.

Sarrett debt service, contingency is a good way to balance the funds. Must move contingency to spend it.

Eckhart stated that she did not understand the comment regarding Utility Billing.

Sarrett said clarified by stating that having policies about budget practices would assist others when there are staff changes and helps with the procurement. Accuity has no

<p>a. Staff Report – Ginger Allen</p> <p>b. Council Discussion</p>	<p>Ms. Allen presented Jack Mochnick to the council. He was requesting appointment to the Scio Parks & Tree Advisory Committee. A copy of his application was handed out at the meeting.</p> <p>Ferguson noted his volunteer experience. Mr. Mochnick stated that he loves volunteering, he has been living in the Scio area for 4 years, and loves the community.</p> <p>Whalen thanked him for his willingness to serve.</p> <p>Consensus 6/0 to appoint Mr. Mochnick to the council.</p>
<p>Update on Garage Sale Committee</p> <p>a. Staff Report – Cathy Martin</p> <p>b. Council Discussion</p>	<p>Ms. Martin will try to get the group together in the next couple of weeks. The meetings that were previously scheduled had to be cancelled for various reasons.</p> <p>None</p>
<p>REGULAR SESSION</p> <p>Resolution No. 22-02</p> <p>a. Staff Report – Ginger Allen</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Ms. Allen presented Resolution 22-02, A Resolution Appropriating Unanticipated Revenue to the General Fund, to the council in order to authorize funds that were not included in the budget process.</p> <p>Grant funds were received through federal covid dollars to build a restroom and complete park improvements.</p> <p>Ferguson asked if the funding covers the entire project cost?</p> <p>Allen stated that the city will only spend the amount received. There are \$10,000 of additional funds in the parks line item that can be used to complete the projects.</p> <p>Ferguson asked if the city has to spend it all or send back.</p> <p>Allen stated that any left-over funds must be returned.</p> <p>Motion from Councilor Ferguson, seconded by Councilor Eckhart, to approve Resolution No. 22-02 and have the Resolution be read aloud, by title only. Motion passed 6:0</p> <p>Ms. Allen read by title Resolution No. 22-02, A Resolution Appropriating Unanticipated Revenue to the General Fund of the City of Scio.</p>
<p>Resolution No. 22-03</p> <p>a. Staff Report – Ginger Allen</p>	

<p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Ms. Allen presented Resolution No. 22-03, A Resolution Appropriating Unanticipated Revenue to the General Fund. The resolution appropriates Loan proceeds for public work shop. Auditor advised to keep in GF for tracking purposes. We do not have to spend all of this and are hoping to return unused funds.</p> <p>None</p> <p>Motion from Councilor Ferguson, seconded by Councilor Whalen, to approve Resolution No. 22-03 and have the Resolution be read aloud, by title only. Motion passed 6:0</p> <p>Ms. Allen read by title Resolution No. 22-03, A Resolution Appropriating Unanticipated Revenue to the General Fund of the City of Scio.</p>
<p>Resolution No. 22-04</p> <p>a. Staff Report – Ginger Allen</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Ms. Allen presented Resolution No. 22-04, A Resolution Appropriating Revenue to the Road Fund. The resolution appropriates the Rapid Response/Safe Routes to School Grant Funds. This grant will improve the sidewalks/cross walks along NW 1st Avenue along the schools.</p> <p>Ferguson asked about \$625,000 total, as the description did not include the matching funds received from the School District. She asked to amend the second whereas statement to include these funds.</p> <p>Motion from Councilor Ferguson, seconded by Councilor Eckhart to approve Resolution No. 22-04, as amended and have the Resolution be read aloud, by title only. Motion passed 6:0</p> <p>Ms. Allen read by title Resolution No. 22-04, A Resolution Appropriating Revenue to the Road Fund of the City of Scio.</p>
<p>Resolution No. 22-05</p> <p>a. Staff Report – Ginger Allen</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Ms. Allen presented Resolution No. 22-05, A Resolution Appropriating Revenue to the Road Fund. The resolution appropriates the Small Cities Allotment Grant funds. The project will install a sidewalk on the east side of Main Street down by the high school.</p> <p>None</p> <p>Motion from Councilor Ferguson, seconded by Councilor Eckhart, to approve Resolution No. 22-05 and have the</p>

Resolution be read aloud, by title only. **Motion passed 6:0**

Ms. Allen read by title, Resolution No. 22-05, A Resolution Appropriating Revenue to the Road Fund of the City of Scio.

COMMUNICATIONS FROM CITY STAFF

a. City Manager's Report

Ms. Allen reviewed the City Manager's report dated February 10, 2022

- PW Shop Update – notification – materials have been ordered, site development will occur once they are on the way, anticipated will be 4-6 months for frame to be shipped. Interior will take the longest. Goal to be done by December, product availability is the key
- New Scio City Hall – meeting scheduled for 23rd with the architect. SMTA still willing to let city rent old space during construction – biggest concern is storage if this moves quickly. Design process and town meetings are key. Citizens will be asking how this is paid for. Working on developing the message. Nuber – has had a lot of people ask, no questions about money, more when are we going to do it.
- 2022-2023 Budget Season – staff working on things.
- City Charter and Employee Manual – example handed out from City of Stayton, as fairly new. Will try to obtain a couple more examples. Goal to hit November election.
- Thank you to the council for understanding the staffing issues in January. None of us caught it from each other. No complaints from citizens. Phone calls were answered from home.
- Second Utility Truck - \$20K in the budget – City of Monmouth had one for sale, made deal for \$8,900 easier to sell city to city.
- US Postal Service – lag time in customers receiving bills. – over 60 calls, some customers still have not received. Left message with the US Postal Service Portland. Could cause a collection problem. Allen stated will try to request that Scio process locally.

b. City Attorney's Report

Mr. Clayson stated video cameras will help with prosecution can be a big difference in court on how people will plea. Makes the job easier.

PUBLIC COMMENTS

a. Kendra Kimbirauskas

According to Kimbirauskas the permit process for a Chicken Farm has begun for a site in the Jordon area. She

<p>39006 Richardson Gap R. Scio, Oregon 97374</p>	<p>stated that she learned that property was sold on Thomas Creek Drive (approximately 90 acres for four million dollars. On January 14, 2022 the builders filled for permits. She also reported that the farm is less than a mile from Lourdes School and church. This creates concerns for Scio area. These are large corporations from located on the East Coast, Maryland and Delaware. The opposition feels that there is a larger plan than what meets the eye. Kimbirauskas said, “follow the money”. The livability in the Scio area and the transportation will be impacted.</p> <p>Ferguson asked, “Why do the sell”?</p> <p>Kimbirauskas reply, “money talks and the many not know who the property is actually being sold to”. Kimbirauskas asked for copies of records previously submitted to the Scio City Council from the State of Oregon and wanted to know if she needed to fill out a public information request. Allen said a public records request was not necessary, that she would email the records to Kimbirauskas first thing in the morning.</p> <p>Kimbirauskas – announce that a Community meeting regarding the Chicken Farms would be held on February 23rd at the ZCBJ Hall.</p>
<p><u>ITEMS FROM THE COUNCIL</u></p> <p>a. Council President Debbie Nuber</p> <p>b. Councilor Eckhart</p> <p>c. Councilor Ferguson</p> <p>d. Councilor Gray</p> <p>e. Councilor Meyer</p>	<p>None</p> <p>Stated that she would like the city to have National Night Out this year.</p> <p>Allen stated that S.C.I.O. puts on National Night Out and the City would participate.</p> <p>Asked for an update on the Small Cities Allotment project.</p> <p>Allen stated that the city was advised by Kevin Hamilton Linn County Road Department on how to fill out the encroachment permit. Ben Jones is working on completing application. Mr. Hamilton stated that the county would like for the city to do the other side of the street on the next SCA application. City will not wait for school to be out of session before starting construction if the contractor wishes to start sooner.</p> <p>None</p> <p>None</p>

f. Councilor Whalen	None
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