



SCIO CITY COUNCIL ELECTRONIC MEETING MINUTES
MONDAY March 8, 2021

COUNCIL PRESENT: Councilors Karen Eckhart, Joey Ferguson, Tom Meyer, Debbie Nuber, and Chadd Weaver, were present at City Hall. Councilors Tom Gray and John Whalen were all present via Zoom video.

STAFF PRESENT: City Manager Ginger Allen and Administrative Assistant Cathy Martin, were present at City Hall. Assistant City Attorney Jeffrey Clayson was present via video.

AUDIENCE MEMBERS PRESENT: May Garland and Katrina Clouse joined the meeting via Zoom.

CALL TO ORDER: Mayor Weaver called the Regular Session of the Scio City Council to order at 6:02 P.M., followed by 30 seconds of silence to observe the flag.

OATH OF OFFICE: Ms. Allen administered the Oath of Office to Mayor Weaver.

ROLL CALL: Roll call was taken with all councilors present.

ELECTION OF COUNCIL PRESIDENT:

Councilor Ferguson nominated Councilor Nuber to serve as Council President, Councilor Eckhart seconded. Councilor Nuber accepted the nomination. A hand and verbal vote was taken. Motion passed 5/0/1 with Councilor Nuber abstaining.

APPROVAL OF CONSENT AGENDA: Mayor Weaver asked for comments.

Councilor Nuber moved to accept and pass the Consent Agenda as presented, Councilor Whalen seconded. A hand and verbal vote was taken. Motion passed 6/0

CORRESPONDENCE:

PRESENTATIONS:

- **2020-2021 Audit – Presented by Kori Sarrett, Accuity, LLC.** – Ms. Sarrett reviewed the Audit for Fiscal Year 2020-2021 with the council. She stated that this was the most challenging year for completing audits as everything had to be done remotely. Ms. Sarrett stated that she would like to complement Cathy & Ginger on how closely they reviewed the audit, they get the prize for best reviewers this year. Ms. Sarrett stated that the Government Activities had a positive change in net position of \$190K, Water and Sewer lost \$5,400, this includes \$67K in depreciation on the Water and Sewer assets. General Fund ending fund balance is up to \$501K. The Water and Sewer funds had positive cash flows from operating activities. The Water fund had \$114K and the Sewer Fund was just over \$5K. There was one minor issue with Budget. The Road

Fund transferred out \$1,601 more than budgeted. In digging down, this was a simple error, staff had intended to transfer the higher amount. What happened was that the LB-forms showed the higher number, but the resolution adopting the budget showed the lower number. In Oregon, the binding level is what is on the Resolution that was signed. Ms. Allen stated that she was correct. Ms. Sarrett is not concerned that they would see this error in the future. Ms. Allen thanked Ms. Sarrett for taking the time to work with staff on the audit. Mayor Weaver asked her to explain net position on page 3. Ms. Sarrett stated that there is net investment in capital assets – this is the value of all the capital assets (city hall, trucks, equipment, sewer treatment plant) the value of that, minus depreciation, minus debt. Restricted funds are those that a donor puts a restriction on in that they have to be spent a certain way (i.e. Road Fund has State Highway funds that have to be spent out of the Road Fund). Unrestricted can be spent any way you want. There were no other questions from the council.

- **Linn County Sheriff's Report – Presented by Sgt. Beth Miller, Linn County Sheriff** – Sgt. Beth Miller reviewed the monthly reports for January and February (see report included in the council packet). She stated that there was not a lot of criminal activity in Scio. Sgt. Miller did alert the council that the Sheriff's Office had received reports from around the county concerning Unemployment Fraud. She stated that if any member of the council hears about any of this, they should encourage the person to report it. Mayor Ferguson asked about the arrest that was reported in the February report. Sgt. Miller stated that this incident started in January and culminated in the arrest of the individual in February. Councilor Ferguson asked about the "Tampering with City Water System" complaint. Sgt. Miller explained that a city resident had a water meter turned off and locked for non-payment. Discovered that the lock had been cut and water turned back on without permission, Sgt. Miller made contact with the resident. The situation was resolved. Ferguson asked about the parking issue on 6th Avenue. Sgt. Miller stated that she does not know any specifics. Sometimes, citizens will ask questions or make complaints. There is not enough narrative to determine the issue.

CORRESPONDENCE:

- None

REGULAR SESSION:

1. **Ordinance No. 618 – An Ordinance Amending Ordinance 561 – Scio Zoning Code – Presented by Ginger Allen, City Manager**

Mayor Weaver asked for a motion to approve Ordinance No. 618 as per the Memo from Ginger Allen, City Manager.

Councilor Nuber moved to Read Ordinance No. 618 for the first time by title only and proceed to vote, Councilor Meyer seconded. Motion passed 6/0

Ms. Allen read Ordinance No. 618, An Ordinance Amending Ordinance 561 – Scio Zoning Code by title for the first time.

Councilor Nuber moved to Read Ordinance No. 618 for the second time by title only for final adoption and direct the mayor to execute the Ordinance, Councilor Eckhart seconded. Motion passed 6/0

Ms. Allen read Ordinance No. 618, An Ordinance Amending Ordinance 561 – Scio Zoning Code by title for the second time.

2. Resolution No. 21-01 – A Resolution to Adopt Unanticipated Revenue – Presented by Ginger Allen, City Manager

Mayor Weaver asked for a motion to approve Resolution No. 21-01 as per the Memo from Ginger Allen, City Manager.

Councilor Eckhart moved to approve Resolution No. 21-01- A Resolution to Adopt Unanticipated Revenue as presented, Councilor Meyer seconded. Motion passed 6/0

3. Library Advisory Committee By-Laws – Presented by Ginger Allen, City Manager

Ms. Allen presented the revised Library Advisory Committee By-Laws. At the council work session the end of January, several changes were proposed during the work session. Those changes have been inserted into the By-Laws and are shown in red in the document. There is one change that Ms. Allen recommended upon further investigation into the advisory committee itself. In talking with Jeffrey Clayson, City Attorney, we deemed it possible if the board (council) wanted, to permit two people to be on the committee that were outside of the Scio city limits, because the actual Library Board is the City Council. This would give a broader spectrum on the advisory committee, this is something that the Friends of the Scio Public Library would like to see as well. Ms. Allen stated that the data on membership is also included in the memo. Under Section II Membership, this was changed to two. Allen asked the council if they wanted the people who are eligible to serve on the committee to be within the Scio School District Boundary or within the Scio Zip Code? Martin stated why this came question came up with staff is that the Scio School District and Stayton School District Boundary line is up on Ridge Drive, just north of town. However a lot of those people are still within the Scio zip code area. Councilor Gray stated that the Zip Code area should be used as it reaches more people. After further discussion, the council consensus was to use the Scio zip code area for the Library Advisory Committee members that live outside the city limits.

Councilor Nuber moved to adopt Ordinance No. 619 as presented with the recommended changes to the by-laws, Councilor Eckhart seconded. Motion passed 6/0

4. Formal Approval to Proceed with the Vacation of Property located under Stop N Save market – Presented by Ginger Allen, City Manager

Ms. Allen stated that the city council previously gave staff consent to proceed with the possibility of vacating a strip of property located beneath the Stop N Save Market. Staff spoke with the property owner. Ms. Allen stated that in order to proceed with the vacation of the alley, a formal motion needs to be made to start the process.

Councilor Nuber moved to approve proceed with the vacation of the alley located underneath the Stop and Save Market, Councilor Whalen seconded. Motion passed 6/0

5. Public Hearing 2020-2021 Supplemental Budget – Presented by Ginger Allen, City Manager

Ms. Allen stated that with the completion of the 2019-2020 Audit, it was recommended that the city clean up some budget discrepancies that have carried forward for several years in the Reserve accounts. The proposed Resolution would adopt a Supplemental Budget and make the corrections.

Councilor Ferguson moved to approve Resolution No. 21-02 A Resolution Adopting a Supplemental Budget for Fiscal Year 2020-2021, Making Supplemental Appropriations, Councilor Gray seconded. Motion passed 6/0

6. PW Shop and City Hall Project Update – Presented by Ginger Allen, City Manager

Ms. Allen stated that she had spoken with Project Engineer, Ryan Quigley, expecting the final drawings from Veritone. Ms. Allen will bring that drawing to the council for final approval. At that time, the Project Engineer will obtain cost estimate for the construction. City will not put the project out to bid until the cost estimate approved by council. The bid documents are being prepared so that once approval is obtained, they can be sent out to the prospective contractors.

Councilor Whalen asked how the city will use the cost estimates? Ms. Allen stated that the cost estimates are obtained so that the city can determine how much it needs to borrow to complete the projects.

Councilor Gray asked if there was any way to speed up the process? Allen stated that she can ask if the project can be expedited if the council would like her to. Council consensus was to stick with the plan.

Ms. Allen updated the council on the City Hall project. She stated that staff has worked hard to put together a design. This was presented to the project manager, we will be using a different design firm for the city hall project. The designer that we will be using is Studio 3 Architecture, out of Salem. They have done municipal designs before. They will start with providing conceptual designs

so that we can show them to the public for input. We have shown the initial design to the Friends of the Library and with their input have made some changes to that design. As we move through the process, by doing the design concept, it will give us something immediate to go out and get cost estimates, so that we can move forward with the lending piece of the project.

Councilor Nuber asked if we will have several different plan options to look at. Allen stated that she doesn't know if we will have more than one plan, we are very locked in with the footprint. The current city hall building is located partially within the public right of way. The new building will be placed on the lot so that it is out of the public right of way and this means that there is not as much property to the east of the building as originally thought.

Councilor Ferguson asked if the city was considering a second story with the constraints that we have on the lot? Ms. Allen stated that we had looked at a second story and it is something that can be considered. The cost of an elevator at a minimum is \$85K. Ferguson asked if that would be a requirement. Allen indicated that it would. Allen stated to use it publically the city would have to have an elevator. Ferguson asked what things could be placed in a second story that did not require public access. Allen stated storage, records retention area, electrical server room, and similar items. Ferguson asked if staff had toured the new city hall surrounding us i.e. Mill City, Jefferson? Ms. Allen stated that we did tours of Libraries, and did look, at the Jefferson City Hall. Ferguson asked if Studio 3 worked on any of those projections. Ms. Allen stated that they have done work with some Salem offices and they are currently working on the city hall at Molalla. Ferguson asked if we would still have a committee for community citizen input on the new building. Allen stated that this may have shifted a little, it may be more of a community "town hall" inviting people to come in and look at the plans to keep things moving forward. The city has two years to complete both buildings after taking out the loan. Ms. Allen stated that one of the local businesses has requested to hang one of the copies of the new city hall design inside their business for the citizens to be able to see. Ms. Allen stated that she hopes to present a preliminary design to the council at the April meeting.

Allen stated that staff has started to work on grants. It is important to work on creative ways to pay for the building. City has to have discussion on how much the city can afford. Allen let the council know that Dave Kinney, Planning Consultant for the city, has stated that he would like to talk to the council regarding the experience he had working on the Stayton Public Library building project.

Ferguson stated that she has spent a lot of time thinking about the library and how much money the city spends. She stated that the future of a physical book may be vanishing and asked if the city makes the library more of an "internet café" type thing. She stated that the internet is the future. In her work experience, kids are not receiving a physical book. They are all on the internet. Ms. Allen stated that she is happy that Councilor Ferguson brought up this topic. She stated that this is the exact discussion that Dave Kinney had with her earlier.

When the Stayton Library was built, some of the things that they failed to look at were providing sitting space for people to come in and work with laptops, or come in and read a newspaper, the library becomes a meeting space. Now is the time for this discussion. Ferguson asked if we could consider having small study rooms that are rentable with internet capabilities. Allen stated that now is the time to present ideas. Allen stated that she would like as many people as possible to come to an open house to see the conceptual drawings.

Councilor Eckhart spoke regarding the library being part of the Linn County Consortium, where patrons can get books from the other libraries that are participating. Allen stated that the library wouldn't likely be adding to the collection, but providing more space for people to use it.

Ferguson asked about the future of the "Summer Reading Program" and would it be possible to add a court yard for use by the kids. Allen stated that it is one of the main programs.

Discussion was held on needs of the new City Hall and possibility of raising funds to help with the cost of the improvements.

CITY MANAGER REPORT: Allen asked if there were any questions regarding her report. Allen briefly reviewed the report that was included in the council packet.

Ms. Allen stated that the most important thing is that City Hall is open to the public people are starting to come in again. Allen asked for permission to open the Library back up to the public. According to the sector risk guidelines, we can go back to what we did back in September when we had it open before. We are still unable to open the Senior Center. A show of hands was given to open the Library.

Ms. Allen stated that she overshot the Parks and Tree Committee. She will be making revisions, as stated in the report. Other small cities only convene citizens to comment on parks plans for development, public works staff takes care of all situations with public right of way trees, they do not have any regulation for trees on private property. Ms. Allen stated she would come back with something that is a lot less formal.

Rapid Response Grant – city and school district have been working on this. The city has advised that the city did not have the money to provide the match. The school board has approved the school district providing the matching funds, with one stipulation, and that is that the city sell to the school the alley way that is currently fenced into the Middle School playground. They asked that the money that they pay for the property be contributed by the city to the project. Allen asked for permission to proceed forward with the sale of the property to the school district.

Councilor Nuber moved to give consent to proceed forward with the sale of the alley in the Middle School Playground, Councilor Ferguson seconded. Motion passed 6/0

Ms. Allen stated that we are about $\frac{3}{4}$ of the way through the application process and hope to wrap it up in the next couple of weeks and submit it.

CITY ATTORNEY'S REPORT: Presented by Jeffrey Clayson – Mr. Clayson stated that he has been working on some zoning issues with Ms. Allen, in doing research on the issues some cities use a Code Enforcement Officer. He stated this might be a way to go.

ITEMS FROM THE COUNCIL:

Nuber: None

Ferguson: Asked for an update on the 6th Avenue Culvert situation. She stated that it was discussed in January about writing letters to Linn County asking them to enlarge it, Mayor Weaver was also going to talk to Commissioner Sprenger. Allen stated that Mayor Weaver has meeting with Commissioner Sprenger on Wednesday, March 10th. This meeting is for the mayors in Linn County. He will ask her about setting up a special meeting to talk about Scio issues. Allen further stated that in previous conversations with the Linn County Road Department that it would be about a \$2M project to replace the culverts and the city would be asked to contribute to a project of that size if the city pushed it forward. Allen spoke with members of the Scio Youth Club and they are going to do some clean-up work in Peters Ditch to remove some of the blockage that is occurring on their property. Everyone needs to clean out their portions of the ditch lines. When Mayor Weaver has his meeting with Commissioner Sprenger, the city should find out what the city needs to do to expedite the replacement of the culvert.

Eckhart: Recognized that City Employees spent a lot of time cleaning up County trees on Main Street following the ice storm and thought that the city should receive some recognition for assisting the county. Ms. Allen stated that the city has a huge burn pile out at the 6th Street property for the debris following the storm.

Meyer: None

Whalen: Ditch ownership – Linn County. Allen – meeting with ODOT, Ron Loewen, Craig Gries (OSBC)

Gray: None

BUSINESS FROM THE PUBLIC: Katrina Clouse, West Scio Rd, stated that Lamb fair planning is moving forward.

Mayor Weaver asked if there were any other comments, hearing none, he adjourned the meeting at 7:39 p.m.

The next regular meeting is scheduled for April 12, 2021 at 6:00 p.m.

Cathy Martin
Administrative Assistant