



Scio City Council
Scio City Hall – 38957 NW 1st Ave., Scio, Oregon



AGENDA - AMENDED

October 9, 2023 (6:00 PM)

Mayor Debbie Nuber

Council Pres. Joey Ferguson
Councilor Luke Zedwick

Councilor Dennis Shaffer
Councilor Karen Eckhart

Councilor Tom Gray
Councilor Tom Meyer

CALL TO ORDER ** FLAG SALUTE **** ROLL CALL**

CONSENT AGENDA: *The following items(s) are considered routine and will be enacted by one motion. There will not be a separate discussion of these items unless a Councilor so requests. In this case, the item(s) will be removed from the Consent Agenda and considered separately.*

- Approval of September 11, 2023 City Council Minutes
- Approval of September 2023 Statement of Revenues & Expenditures
- Approval of September 2023 Payment Journal
- Approval of July 2023 Library Advisory Committee Minutes
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CORRESPONDENCE:

- Thank you card from National Night Out Committee to Scio City Council

PRESENTATIONS:

- Linn County Sheriff's Report – Presented by: Linn Co. Deputy
- Scio Library Report – LaVonne Murray, Scio Librarian

PUBLIC COMMENT(S): An opportunity for citizens to comment on items of city business.

PUBLIC HEARING: *This is the time set aside for a Supplemental Budget Hearing. Any persons wishing to comment on Resolution 23-12, A Resolution Adopting a Supplemental Budget for Fiscal Year 2023-2024 and making supplemental appropriations for the Water Fund for Water line repairs; is welcome to do so at this time. Once all comments are heard the Scio Budget Committee will deliberate/discuss the Supplemental appropriations for approval or denial, sending the resolution onto the Scio City Council.*

*** Following the decision to send the resolution onto the Scio City Council for approval, the Scio Budget Committee will adjourn and the Scio City Council will reconvene in regular session. ***

REGULAR SESSION:

- 1) Resolution 23-12, A Resolution Adopting a Supplemental Budget for Fiscal Year 2023-2024
Presented by: Ginger Allen, Scio City Manager
Action: Vote to Approve or Deny

- 2) Resolution No. 23-13, Unanticipated Revenues
Presented by: Ginger Allen, City Manager
Action: Vote to Approve or Deny
- 3) Resolution No. 23-14, Adopting City Council Rules and Procedures for the City of Scio
Presented by: Tre Kennedy, Scio City Attorney
Action: Vote to Approve or Deny
- 4) Public Event Permit for Scio Logger Booster Club
Presented by: Ginger Allen, Scio City Manager
Action: Vote to Approve or Deny
- 5) Draft Renderings of City Hall Renovations
Presented by: Ginger Allen, Scio City Manager and Scott Beck, Architect, LLC
Action: Discussion Only
- 6) Public Environmental Safety Issues
Presented by: Ginger Allen, Scio City Manager
Action: Discussion
- 7) Movement of Reserve Accounts from Local Government Investment Pool to Umpqua Bank
Presented by: Ginger Allen, Scio City Manager
Action: Discussion

CITY MANAGERS REPORT

CITY ATTORNEY REPORT

ITEMS FROM COUNCIL

ADJOURNMENT:

2023 CITY COUNCIL MEETINGS

November 13, 2023

6:00 p.m. Scio City Hall

No December meeting due to Holiday Season. Should it become necessary to convene the Scio City Council, appropriate public notification will take place and a meeting will be scheduled.

CITY HALL HOLIDAY CLOSURES

November 9-10, 2023

Veteran's Day Observed

November 22-24, 2023

Thanksgiving Observed

December 25-26, 2023

Christmas Observed

ALL CITY COUNCIL MEETINGS WILL BE HELD IN PERSON AND ON ZOOM.

The public can join the meeting via Zoom using one of the following options:

<https://us02web.zoom.us> or phone 1-253-215-8782

Meeting ID: 868 0437 6491

Passcode: 654936

The Zoom Information will also be available on the City Web Site and City Facebook Page the Thursday, prior to the Monday meeting. Facemasks are optional for those attending the meeting in person.

Consent Agenda

**City of Scio
City Council Minutes
September 11, 2023**

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

Time Start: 6:00 P.M.

Time End: 6:59 P.M.

CALL TO ORDER

The meeting was called to order at 6:00 pm by Mayor 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 Debbie Nuber	Ginger Allen, City Manager
Councilor Karen Eckhart – excused	Cathy Martin, Administrative Assistant
Councilor Joey Ferguson	Tre’ Kennedy, City Attorney – Via Zoom
Councilor Tom Gray	LaVonne Murray, Librarian
Councilor Tom Meyer	
Councilor Dennis Shaffer	
Councilor Luke Zedwick	

AUDIENCE MEMBERS IN ATTENDANCE

Sgt. Steve Frambes, Linn County Sheriff’s Office	
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AGENDA	ACTIONS
<p><u>CONSENT AGENDA</u></p> <ul style="list-style-type: none"> • August 14, 2023 Council Minutes • August 28, 2023 Council Minutes • August 2023 Statement of Revenues & Expenditures • August 2023 Payment Journal • December 6, 2022 Library Advisory Committee Minutes • January 10, 2023 Library Advisory Committee Minutes • April 4, 2023 Library Advisory Committee Minutes • May 9, 2023 Library Advisory Committee Minutes 	<p>Motion from Councilor Zedwick, seconded by Councilor Ferguson to approve the Consent Agenda as presented. Motion passed 5 yeas / 0 nays</p>
<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • None 	
<p><u>PRESENTATIONS</u></p> <p>Linn County Sheriff Report</p> <p>a. August 2023 Reports – Sgt Frambes</p>	<p>Sgt. Frambes hit on several points – August Report</p> <ul style="list-style-type: none"> • Mistake on report for number of hours – should have been 77 total hours/72 contract hours – he sent in new report. All details were the same.

<p>b. Council Discussion</p>	<ul style="list-style-type: none"> • Calls for all schools in the report, working with the schools in developing updated emergency response plans. • Biggest call concern – hit & run, left license plate behind. • No property crime <p>Gray asked about staffing.</p> <p>Frambes stated that we are better than last year. Last two recruits did not pass field training.</p> <p>Not as competitive right now for applicants.</p>
<p>Library Report</p> <p>a. Presentation by LaVonne Murray, Librarian</p>	<p>Ms. Murray reported the following:</p> <ul style="list-style-type: none"> • Summer Reading Program – 102 children signed up for the program – focusing on instilling a love of reading and learning and ensuring that they continue to read throughout the summer. Activities designed to learning, entertainment. 60% of the kids completed the program by turning in a reading log. Numbers are back to pre-covid. • Shaffer applauded the number of kids that participated.
<p>PUBLIC COMMENTS</p> <p>a. None</p>	
<p>REGULAR SESSION</p> <p>Public Event Permit – ZCBJ Hall Fundraiser</p> <p>Staff Report – Ginger Allen –</p> <p>a. Council Discussion</p> <p>b. Council Decision</p>	<p>Allen stated that she received the public event permit today for the ZCBJ Hall Fundraiser (Czech Dinner – Saturday, September 30th). She stated that all items were received and recommended approval of the permit.</p> <p>None</p> <p>Motion from Councilor Ferguson seconded by Councilor Shaffer to approve the public event request for the Czech Dinner.</p> <p>Motion passed 5 yeas / 0 nays</p>
<p>Financing Discussion regarding City Hall, Sewer Line, Public Restroom and Roadway Improvements</p> <p>Staff Report – Ginger Allen –</p>	<p>Allen gave update on the final grant projects for the city. Sewer Line Project, Public Restroom and Roadway Improvements</p>

<p>a. Council Discussion</p>	<p>Staff reviewed the numbers in the budget, within \$24,000 of having the funds for all projects. Funds are available in the Road Reserve, if needed.</p> <p>Allen reviewed projects, plan area. Ready to move forward. Would like to have permission to have the Engineer prepare the bid document.</p> <p>Regarding City Hall Renovation – received preliminary drawings from design architect. Will be presenting at the October council meeting.</p> <p>Couple of options on Financing – this information will be in the October council packet.</p> <p>Nuber looking at options and what the city can afford to do.</p> <p>Allen - The building will look different from the outside. We can take the time to gather all information,</p> <p>Nuber want to be in good position with the cost.</p> <p>Zedwick asked about footprint – Allen state that a large amount of money by keeping the same foot print and renovating the building verses tear down and rebuild.</p>
<p><u>COMMUNICATIONS FROM CITY STAFF</u></p> <p>a. City Manager’s Report</p>	<p>Ms. Allen reviewed the City Manager’s report dated September 8, 2023</p> <ul style="list-style-type: none"> • Public Work Shop – final check has been cut to Andy Medcalf Construction – remaining funds will be used for asphalt completion, back up generator and data center. • Parks and Tree Committee – RFP has been sent out., bids due Thursday, September 14th. • Safe Routes to School Project – some corrections to be made to a couple of the bulb-outs <ul style="list-style-type: none"> ○ Storm Drains were cleaned in the project area today ○ Blinking Light to be installed • SCA Grant <ul style="list-style-type: none"> ○ Corrections to be made to sidewalk, bulb-out divider, planting • Water leaks in Scio – finished fixing leaks in Thomas Creek. • Large Coastal Redwood Tree Removal <ul style="list-style-type: none"> ○ Pacific Power did their work

<p>b. City Attorney's Report</p>	<ul style="list-style-type: none"> ○ Santiam Tree Service will begin taking it down next week. • Library Collection Policy – staff continues to work on the policy. • New Technology Mapping System for City Infrastructure • New Website Design Underway • Scio Memorial Park Upgrades <ul style="list-style-type: none"> ○ Local contractor is doing upgrades to the steps, installing handrail. • SMAC meeting at Harrisburg has been cancelled and rescheduled to October. <p>Shaffer asked about the Street Sweeper. Ms. Allen stated that is has been fixed, new brushes have been ordered and a schedule will be sent out.</p> <p>Nothing to report. Things are moving along.</p>
<p><u>ITEMS FROM THE COUNCIL</u></p> <p>a. Councilor Meyer</p> <p>b. Councilor Zedwick</p> <p>c. Councilor Gray</p> <p>d. Councilor Ferguson</p> <p>e. Councilor Shaffer</p> <p>f. Mayor Nuber</p>	<p>None</p> <p>None</p> <p>Stated that he will look into local saw mills for the Redwood tree removal.</p> <p>None</p> <p>None</p> <p>None</p>

Meeting adjourned at 6:59 p.m.

Statement of Revenue and Expenditures

Acct	Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Tax Receipts					
4120 Property Taxes	569.60	1,596.23	290,000.00	288,403.77	0.6%
4211 Cigarette Tax	120.03	236.60	780.00	543.40	30.3%
4212 Liquor Control Taxes	2,014.43	5,057.91	18,000.00	12,942.09	28.1%
4213 Marijuana Tax	0.00	308.56	1,200.00	891.44	25.7%
Total Tax Receipts	\$2,704.06	\$7,199.30	\$309,980.00	\$302,780.70	
Government Receipts					
4240 Intergovernmental	0.00	2,615.52	11,000.00	8,384.48	23.8%
Total Government Receipts	\$0.00	\$2,615.52	\$11,000.00	\$8,384.48	
Franchise Fees					
4251 Franchise - Northwest Nat	0.00	0.00	3,500.00	3,500.00	0.0%
4252 Franchise - Pacific Power	1,164.11	3,075.00	12,000.00	8,925.00	25.6%
4253 Franchise - Republic	0.00	893.84	3,600.00	2,706.16	24.8%
4255 Franchise - SMTA	57.65	174.50	500.00	325.50	34.9%
Total Franchise Fees	\$1,221.76	\$4,143.34	\$19,600.00	\$15,456.66	
Fees & Permits					
4271 Planning Fees	0.00	1,000.00	4,000.00	3,000.00	25.0%
4272 Building Permits	21.69	255.44	2,500.00	2,244.56	10.2%
Total Fees & Permits	\$21.69	\$1,255.44	\$6,500.00	\$5,244.56	
Fines and Forfeitures					
4290 Fines and Forfeitures	39.50	46.50	500.00	453.50	9.3%
Total Fines and Forfeitures	\$39.50	\$46.50	\$500.00	\$453.50	
Other Revenue					
4110 Investment Earnings	0.00	2,507.93	12,000.00	9,492.07	20.9%
4260 Library Income	0.00	0.00	9,000.00	9,000.00	0.0%
4261 Library Fees	385.75	871.89	4,000.00	3,128.11	21.8%
4262 Library Donations	0.00	2,150.00	2,150.00	0.00	100.0%
4263 Library Grants	0.00	0.00	750.00	750.00	0.0%
4264 Library Other	0.00	105.00	500.00	395.00	21.0%
4330 Grants	2,000.00	5,600.00	3,600.00	(2,000.00)	155.6%
4350 Miscellaneous	51.75	183.77	1,200.00	1,016.23	15.3%
Total Other Revenue	\$2,437.50	\$11,418.59	\$33,200.00	\$21,781.41	
Revenue	\$6,424.51	\$26,678.69	\$380,780.00	\$354,101.31	
Gross Profit	\$6,424.51	\$26,678.69	\$380,780.00	\$0.00	
Expenses					
Personnel Services					
5110 Salaries	9,257.17	28,918.79	106,675.00	77,756.21	27.1%
5120 Payroll Taxes	762.31	2,393.03	11,735.00	9,341.97	20.4%
5130 Benefits	1,817.22	5,427.64	28,250.00	22,822.36	19.2%
Total Personnel Services	\$11,836.70	\$36,739.46	\$146,660.00	\$109,920.54	
Materials and Services					
6210 Advertising	0.00	58.00	700.00	642.00	8.3%
6220 City Attorney	500.00	500.00	3,360.00	2,860.00	14.9%
6230 Contract Services	34,858.88	42,412.18	118,450.00	76,037.82	35.8%
6240 Engineering Consultants	1,652.00	7,117.00	50,000.00	42,883.00	14.2%
6250 Police Services	0.00	17,811.25	75,000.00	57,188.75	23.7%
6260 Materials & Supplies	81.29	631.33	2,500.00	1,868.67	25.3%
6270 Community Involvement	327.28	6,552.28	15,600.00	9,047.72	42.0%
6280 Miscellaneous	111.93	132.20	2,000.00	1,867.80	6.6%

Statement of Revenue and Expenditures

Acct	Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Expenses					
Materials and Services					
6290 Bank Charges and Fees	45.63	116.62	700.00	583.38	16.7%
6310 Insurance	0.00	5,959.99	6,325.00	365.01	94.2%
6320 Education	0.00	0.00	200.00	200.00	0.0%
6341 Utilities - Electricity	1,217.21	3,664.76	21,000.00	17,335.24	17.5%
6342 Utilities - Gas	16.30	50.27	2,500.00	2,449.73	2.0%
6343 Utilities - Telephone	0.00	262.79	1,800.00	1,537.21	14.6%
6344 Utilities - Garbage	11.19	33.57	300.00	266.43	11.2%
6350 Equipment Maintenance	0.00	1.96	1,000.00	998.04	0.2%
6360 Building Maintenance	67.82	78.29	1,500.00	1,421.71	5.2%
6370 Flood Mitigation	3,883.75	7,767.50	17,000.00	9,232.50	45.7%
6381 Library - Books	231.81	799.80	6,920.00	6,120.20	11.6%
6382 Library - Audio/Visual	0.00	0.00	500.00	500.00	0.0%
6383 Library -	0.00	0.00	50.00	50.00	0.0%
6384 Library - Materials &	67.44	221.64	900.00	678.36	24.6%
6385 Library - Miscellaneous	33.00	136.30	200.00	63.70	68.2%
6386 Library - Technical Support	0.00	1,000.00	2,400.00	1,400.00	41.7%
6387 Library - Donations	0.00	0.00	2,150.00	2,150.00	0.0%
6388 Library - Grants	682.33	682.33	750.00	67.67	91.0%
6389 Library - Programming	0.00	1,110.28	2,530.00	1,419.72	43.9%
6390 Planning	205.65	2,318.65	6,500.00	4,181.35	35.7%
6400 Parks	14,110.29	14,224.23	45,000.00	30,775.77	31.6%
6401 Veterans Memorial Park	0.00	0.00	533.00	533.00	0.0%
6410 Senior Services	0.00	0.00	1,000.00	1,000.00	0.0%
6430 Transportation	26.20	37.04	2,000.00	1,962.96	1.9%
Total Materials and Services	\$58,130.00	\$113,680.26	\$391,368.00	\$277,687.74	
Capital Outlay					
7120 Office Equipment	0.00	0.00	900.00	900.00	0.0%
7130 Special Projects/Grants	92,959.00	92,959.00	166,247.00	73,288.00	55.9%
Total Capital Outlay	\$92,959.00	\$92,959.00	\$167,147.00	\$74,188.00	
Other Expenses					
7600 Building Loan	354.20	1,051.19	8,000.00	6,948.81	13.1%
9110 Operating Contingency	0.00	0.00	686,264.00	686,264.00	0.0%
Total Other Expenses	\$354.20	\$1,051.19	\$694,264.00	\$693,212.81	
Interfund Transfers					
8140 Transfer To Sewer Fund	0.00	0.00	21,280.00	21,280.00	0.0%
Total Interfund Transfers	\$0.00	\$0.00	\$21,280.00	\$21,280.00	
Expenses	\$163,279.90	\$244,429.91	\$1,420,719.00	\$1,176,289.09	
Revenue Less Expenditures	(\$156,855.39)	(\$217,751.22)	(\$1,039,939.00)	\$0.00	
Other Revenue					
Extraordinary Income					
4900 Bldg Permit Pass Thru	75.47	1,048.92	0.00	(1,048.92)	0.0%
Total Extraordinary Income	\$75.47	\$1,048.92	\$0.00	(\$1,048.92)	
Other Revenue	\$75.47	\$1,048.92	\$0.00	(\$1,048.92)	
Other Expenses					
Extraordinary Expense					
9500 Bldg Permit Pass Thru	407.58	973.45	0.00	(973.45)	0.0%
Total Extraordinary Expense	\$407.58	\$973.45	\$0.00	(\$973.45)	
Other Expenses	\$407.58	\$973.45	\$0.00	(\$973.45)	

General Fund
Statement of Revenue and Expenditures

Acct	Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Net Change in Fund Balance	(\$157,187.50)	(\$217,675.75)	(\$1,039,939.00)	\$0.00	
Fund Balances					
Beginning Fund Balance	980,883.34	1,041,371.59	0.00	0.00	0.0%
Net Change in Fund Balance	(157,187.50)	(217,675.75)	(1,039,939.00)	0.00	0.0%
Ending Fund Balance	823,695.84	823,695.84	0.00	0.00	0.0%

Statement of Revenue and Expenditures

Acct		Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Revenue						
Tax Receipts						
4220	State Highway Taxes	6,497.91	17,723.12	76,500.00	58,776.88	23.2%
	Total Tax Receipts	\$6,497.91	\$17,723.12	\$76,500.00	\$58,776.88	
Franchise Fees						
4251	Franchise - Northwest Nat	0.00	0.00	3,500.00	3,500.00	0.0%
4252	Franchise - Pacific Power	1,164.11	3,074.99	12,000.00	8,925.01	25.6%
4253	Franchise - Republic	0.00	893.84	3,600.00	2,706.16	24.8%
4255	Franchise - SMTA	57.64	174.48	500.00	325.52	34.9%
	Total Franchise Fees	\$1,221.75	\$4,143.31	\$19,600.00	\$15,456.69	
Other Revenue						
4330	Grants	237,936.65	243,745.71	557,538.00	313,792.29	43.7%
	Total Other Revenue	\$237,936.65	\$243,745.71	\$557,538.00	\$313,792.29	
User Fees						
4300	User Fees	2,094.70	3,974.70	20,340.00	16,365.30	19.5%
	Total User Fees	\$2,094.70	\$3,974.70	\$20,340.00	\$16,365.30	
	Revenue	\$247,751.01	\$269,586.84	\$673,978.00	\$404,391.16	
	Gross Profit	\$247,751.01	\$269,586.84	\$673,978.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	1,275.95	3,975.25	20,881.00	16,905.75	19.0%
5120	Payroll Taxes	105.08	329.25	2,297.00	1,967.75	14.3%
5130	Benefits	457.28	1,331.87	5,625.00	4,293.13	23.7%
	Total Personnel Services	\$1,838.31	\$5,636.37	\$28,803.00	\$23,166.63	
Materials and Services						
6210	Advertising	0.00	11.60	200.00	188.40	5.8%
6220	City Attorney	250.00	250.00	1,680.00	1,430.00	14.9%
6230	Contract Services	43.93	578.10	1,970.00	1,391.90	29.3%
6240	Engineering Consultants	597.53	13,891.04	55,000.00	41,108.96	25.3%
6260	Materials & Supplies	913.70	1,108.33	3,500.00	2,391.67	31.7%
6280	Miscellaneous	0.00	0.00	300.00	300.00	0.0%
6290	Bank Charges and Fees	8.32	20.56	200.00	179.44	10.3%
6310	Insurance	0.00	1,191.99	1,265.00	73.01	94.2%
6320	Education	0.00	0.00	400.00	400.00	0.0%
6330	Grant Expenses	9,152.45	32,617.14	43,279.00	10,661.86	75.4%
6341	Utilities - Electricity	20.96	74.21	1,500.00	1,425.79	4.9%
6342	Utilities - Gas	4.47	12.51	1,000.00	987.49	1.3%
6343	Utilities - Telephone	0.00	21.54	250.00	228.46	8.6%
6344	Utilities - Garbage	5.59	16.77	150.00	133.23	11.2%
6350	Equipment Maintenance	1,259.45	1,596.48	5,000.00	3,403.52	31.9%
6360	Building Maintenance	0.00	19.99	300.00	280.01	6.7%
6430	Transportation	70.37	181.70	1,000.00	818.30	18.2%
	Total Materials and Services	\$12,326.77	\$51,591.96	\$116,994.00	\$65,402.04	
Capital Outlay						
7130	Special Projects/Grants	70,045.40	395,282.65	623,964.00	228,681.35	63.4%
7140	Bike and Walkway	0.00	0.00	1,000.00	1,000.00	0.0%
7150	Capital Improvements	0.00	0.00	25,000.00	25,000.00	0.0%
	Total Capital Outlay	\$70,045.40	\$395,282.65	\$649,964.00	\$254,681.35	
Other Expenses						
7600	Building Loan	708.42	2,102.41	16,000.00	13,897.59	13.1%

Statement of Revenue and Expenditures

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2023
	Sep 2023 Sep 2023 Actual	Jul 2023 Sep 2023 Actual	Jul 2023 Jun 2024	Jul 2023 Jun 2024 Variance	Jun 2024 Percent of Budget
Revenue & Expenditures					
Expenses					
Other Expenses					
9110 Operating Contingency	0.00	0.00	96,697.00	96,697.00	0.0%
Total Other Expenses	\$708.42	\$2,102.41	\$112,697.00	\$110,594.59	
Expenses	\$84,918.90	\$454,613.39	\$908,458.00	\$453,844.61	
Revenue Less Expenditures	\$162,832.11	(\$185,026.55)	(\$234,480.00)	\$0.00	
Net Change in Fund Balance	\$162,832.11	(\$185,026.55)	(\$234,480.00)	\$0.00	
Fund Balances					
Beginning Fund Balance	(113,375.87)	234,482.79	0.00	0.00	0.0%
Net Change in Fund Balance	162,832.11	(185,026.55)	(234,480.00)	0.00	0.0%
Ending Fund Balance	49,456.24	49,456.24	0.00	0.00	0.0%

Statement of Revenue and Expenditures

Acct		Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Revenue						
Other Revenue						
4350	Miscellaneous	654.67	980.62	1,500.00	519.38	65.4%
Total Other Revenue		\$654.67	\$980.62	\$1,500.00	\$519.38	
User Fees						
4300	User Fees	38,750.08	117,817.54	391,600.00	273,782.46	30.1%
4301	Late Charges	131.00	506.00	2,400.00	1,894.00	21.1%
4302	24 Hour Notice	0.00	0.00	3,000.00	3,000.00	0.0%
4303	Reconnect Fees	0.00	0.00	250.00	250.00	0.0%
4304	Backflow Test	0.00	0.00	4,000.00	4,000.00	0.0%
4310	New Connections	0.00	4,000.00	0.00	(4,000.00)	0.0%
4320	Water Deposits	300.00	900.00	4,000.00	3,100.00	22.5%
Total User Fees		\$39,181.08	\$123,223.54	\$405,250.00	\$282,026.46	
Revenue		\$39,835.75	\$124,204.16	\$406,750.00	\$282,545.84	
Gross Profit		\$39,835.75	\$124,204.16	\$406,750.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	8,476.38	26,312.50	114,379.00	88,066.50	23.0%
5120	Payroll Taxes	693.54	2,167.75	12,582.00	10,414.25	17.2%
5130	Benefits	2,654.47	7,795.40	29,200.00	21,404.60	26.7%
Total Personnel Services		\$11,824.39	\$36,275.65	\$156,161.00	\$119,885.35	
Materials and Services						
6210	Advertising	0.00	182.20	980.00	797.80	18.6%
6220	City Attorney	875.00	875.00	5,880.00	5,005.00	14.9%
6230	Contract Services	847.58	5,051.89	20,600.00	15,548.11	24.5%
6260	Materials & Supplies	286.54	2,538.32	12,000.00	9,461.68	21.2%
6280	Miscellaneous	674.23	1,935.43	4,000.00	2,064.57	48.4%
6290	Bank Charges and Fees	71.72	177.68	800.00	622.32	22.2%
6310	Insurance	0.00	8,343.98	8,925.00	581.02	93.5%
6320	Education	0.00	0.00	1,000.00	1,000.00	0.0%
6341	Utilities - Electricity	1,223.37	3,796.20	15,000.00	11,203.80	25.3%
6342	Utilities - Gas	8.96	25.04	1,500.00	1,474.96	1.7%
6343	Utilities - Telephone	0.00	300.07	1,500.00	1,199.93	20.0%
6344	Utilities - Garbage	9.09	27.27	250.00	222.73	10.9%
6350	Equipment Maintenance	352.59	607.59	10,000.00	9,392.41	6.1%
6360	Building Maintenance	0.00	60.00	2,500.00	2,440.00	2.4%
6420	Water Deposit Refunds	0.00	1,000.00	4,000.00	3,000.00	25.0%
6430	Transportation	114.54	309.49	1,750.00	1,440.51	17.7%
Total Materials and Services		\$4,463.62	\$25,230.16	\$90,685.00	\$65,454.84	
Capital Outlay						
7160	Equipment	0.00	6,455.00	10,000.00	3,545.00	64.6%
Total Capital Outlay		\$0.00	\$6,455.00	\$10,000.00	\$3,545.00	
Other Expenses						
7500	Water Loan	0.00	32,287.49	32,500.00	212.51	99.3%
7600	Building Loan	1,239.74	3,679.21	53,000.00	49,320.79	6.9%
9110	Operating Contingency	0.00	0.00	123,686.00	123,686.00	0.0%
Total Other Expenses		\$1,239.74	\$35,966.70	\$209,186.00	\$173,219.30	

Statement of Revenue and Expenditures

Acct		Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Expenses						
Interfund Transfers						
8160	Transfer To Water Reserve	0.00	125,000.00	125,000.00	0.00	100.0%
Total Interfund Transfers		\$0.00	\$125,000.00	\$125,000.00	\$0.00	
Expenses		\$17,527.75	\$228,927.51	\$591,032.00	\$362,104.49	
Revenue Less Expenditures		\$22,308.00	(\$104,723.35)	(\$184,282.00)	\$0.00	
Net Change in Fund Balance		\$22,308.00	(\$104,723.35)	(\$184,282.00)	\$0.00	
Fund Balances						
Beginning Fund Balance		56,019.51	183,050.86	0.00	0.00	0.0%
Net Change in Fund Balance		22,308.00	(104,723.35)	(184,282.00)	0.00	0.0%
Ending Fund Balance		78,327.51	78,327.51	0.00	0.00	0.0%

Statement of Revenue and Expenditures

Acct		Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures						
Revenue						
Other Revenue						
4350	Miscellaneous	370.00	370.00	0.00	(370.00)	0.0%
Total Other Revenue		\$370.00	\$370.00	\$0.00	(\$370.00)	
User Fees						
4300	User Fees	26,784.14	79,668.32	308,550.00	228,881.68	25.8%
4301	Late Charges	131.00	521.00	2,400.00	1,879.00	21.7%
4302	24 Hour Notice	0.00	0.00	3,000.00	3,000.00	0.0%
4303	Reconnect Fees	0.00	0.00	250.00	250.00	0.0%
4310	New Connections	0.00	4,000.00	0.00	(4,000.00)	0.0%
Total User Fees		\$26,915.14	\$84,189.32	\$314,200.00	\$230,010.68	
Interfund Transfers						
4510	Transfer From General Fund	0.00	0.00	21,280.00	21,280.00	0.0%
4580	Transfer From Equip.	0.00	0.00	12,000.00	12,000.00	0.0%
Total Interfund Transfers		\$0.00	\$0.00	\$33,280.00	\$33,280.00	
Revenue		\$27,285.14	\$84,559.32	\$347,480.00	\$262,920.68	
Gross Profit		\$27,285.14	\$84,559.32	\$347,480.00	\$0.00	
Expenses						
Personnel Services						
5110	Salaries	6,015.30	18,720.52	91,236.00	72,515.48	20.5%
5120	Payroll Taxes	494.46	1,548.15	10,036.00	8,487.85	15.4%
5130	Benefits	2,075.12	6,057.36	24,175.00	18,117.64	25.1%
Total Personnel Services		\$8,584.88	\$26,326.03	\$125,447.00	\$99,120.97	
Materials and Services						
6210	Advertising	0.00	182.20	980.00	797.80	18.6%
6220	City Attorney	875.00	875.00	5,880.00	5,005.00	14.9%
6230	Contract Services	2,307.54	7,031.61	19,850.00	12,818.39	35.4%
6240	Engineering Consultants	298.34	3,092.41	50,000.00	46,907.59	6.2%
6260	Materials & Supplies	442.54	4,179.36	21,000.00	16,820.64	19.9%
6280	Miscellaneous	30.00	666.71	4,000.00	3,333.29	16.7%
6290	Bank Charges and Fees	71.72	175.66	800.00	624.34	22.0%
6310	Insurance	0.00	8,343.98	8,925.00	581.02	93.5%
6320	Education	0.00	0.00	1,000.00	1,000.00	0.0%
6341	Utilities - Electricity	472.27	1,490.29	10,000.00	8,509.71	14.9%
6342	Utilities - Gas	128.76	384.44	5,000.00	4,615.56	7.7%
6343	Utilities - Telephone	0.00	275.95	1,250.00	974.05	22.1%
6344	Utilities - Garbage	9.09	27.27	250.00	222.73	10.9%
6350	Equipment Maintenance	0.00	2,044.00	18,400.00	16,356.00	11.1%
6360	Building Maintenance	0.00	60.00	2,500.00	2,440.00	2.4%
6430	Transportation	114.54	296.09	1,500.00	1,203.91	19.7%
Total Materials and Services		\$4,749.80	\$29,124.97	\$151,335.00	\$122,210.03	
Capital Outlay						
7130	Special Projects/Grants	0.00	3,635.00	273,021.00	269,386.00	1.3%
7160	Equipment	0.00	0.00	12,000.00	12,000.00	0.0%
Total Capital Outlay		\$0.00	\$3,635.00	\$285,021.00	\$281,386.00	
Other Expenses						
7600	Building Loan	1,239.74	3,679.21	28,000.00	24,320.79	13.1%
9110	Operating Contingency	0.00	0.00	116,474.00	116,474.00	0.0%
Total Other Expenses		\$1,239.74	\$3,679.21	\$144,474.00	\$140,794.79	
Expenses		\$14,574.42	\$62,765.21	\$706,277.00	\$643,511.79	

Statement of Revenue and Expenditures

Acct	Current Period Sep 2023 Sep 2023 Actual	Year-To-Date Jul 2023 Sep 2023 Actual	Annual Budget Jul 2023 Jun 2024	Annual Budget Jul 2023 Jun 2024 Variance	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue Less Expenditures	\$12,710.72	\$21,794.11	(\$358,797.00)	\$0.00	
Net Change in Fund Balance	\$12,710.72	\$21,794.11	(\$358,797.00)	\$0.00	
Fund Balances					
Beginning Fund Balance	367,178.22	358,094.83	0.00	0.00	0.0%
Net Change in Fund Balance	12,710.72	21,794.11	(358,797.00)	0.00	0.0%
Ending Fund Balance	379,888.94	379,888.94	0.00	0.00	0.0%

Payment Journal
9/1/2023 to 9/30/2023

Date	Transaction Number	Name / Description	Amount
General Checking - Columbia			
9/5/2023	EFT	US Postal Service	4.00
9/6/2023	17105	Hartford	400.00
9/6/2023	17106	eTrade	500.00
9/6/2023	17107	Country Trust Bank	500.00
9/6/2023	17108	Ameriprise	500.00
9/6/2023	EFT	Red Wing Software	90.00
9/6/2023	EFT	CIS Trust	4,712.59
9/6/2023	EFT	US Postal Service	2.00
9/7/2023	EFT	Adobe Inc	59.97
9/7/2023	EFT	US Postal Service	2.00
9/8/2023	17109	Haney, Steven	1,000.00
9/8/2023	17110	Jones, Ben	250.00
9/8/2023	17111	Morley Thomas Law	2,500.00
9/8/2023	17112	Hendricks Service & Repair	973.46
9/8/2023	17113	G & D Clevenger LLC	220.85
9/8/2023	17114	Linn County Planning & Building	407.58
9/8/2023	17115	One Call Concepts	8.40
9/8/2023	17116	Republic Services	34.96
9/8/2023	17117	Santiam Tree Service	300.00
9/8/2023	17118	Scio Christian Church	100.00
9/8/2023	17119	Scio Hardware	77.95
9/8/2023	17120	Andy Medcalf Construction	34,009.21
9/8/2023	17121	Turney Excavating, Inc.	70,045.40
9/8/2023	EFT	US Postal Service	2.00
9/12/2023	EFT	A&H Equipment Company	285.99
9/12/2023	EFT	US Postal Service	2.00
9/13/2023	EFT	Amazon	38.95
9/13/2023	EFT	US Postal Service	2.00
9/14/2023	EFT	Roth's	9.70
9/14/2023	EFT	Cates Sisters LLC	57.50
9/14/2023	EFT	BiMart	29.83
9/14/2023	EFT	US Postal Service	2.00
9/15/2023	EFT	US Postal Service	2.90
9/15/2023	EFT	Umpqua Bank Loan	3,542.10
9/18/2023	EFT	US Postal Service	2.00
9/19/2023	17122	National Business Solutions	181.83
9/19/2023	17123	Analytical Laboratory	84.00
9/19/2023	17124	Blazer Industries, Inc.	92,959.00
9/19/2023	17125	David W. Kinney	205.65
9/19/2023	17126	Pacific Power	2,933.81
9/19/2023	17127	PNW Maintenance Services LCB #9878	13,860.29
9/19/2023	17128	The Dyer Partnership	12,320.29
9/19/2023	17129	US Geological Survey	3,883.75

Payment Journal
9/1/2023 to 9/30/2023

Date	Transaction Number	Name / Description	Amount
9/19/2023	17130	Allen, Ginger	104.80
9/19/2023	EFT	RVS Receipts	281.21
9/19/2023	EFT	US Postal Service	2.00
9/20/2023	EFT	umpqua Bank	166.49
9/20/2023	EFT	Amazon	27.64
9/20/2023	EFT	Cable Ties and More	641.63
9/20/2023	EFT	The Gallery Collection	227.28
9/21/2023	EFT	US Postal Service	2.00
9/21/2023	EFT	Amazon	11.60
9/21/2023	EFT	Amazon	44.98
9/21/2023	EFT	US Postal Service	2.00
9/25/2023	EFT	SumBlox	31.95
9/25/2023	EFT	Amazon	48.93
9/25/2023	EFT	Amazon	161.11
9/25/2023	EFT	Amazon	193.25
9/25/2023	EFT	Foldscope Instruments, Inc	69.24
9/25/2023	EFT	Joylabz Official Makey Makey Store	59.90
9/25/2023	EFT	SumBlox	117.95
9/25/2023	EFT	Woodland Manufacturing	77.79
9/26/2023	EFT	HD Fowler Wilsonville	352.59
9/26/2023	EFT	US Postal Service	2.00
9/26/2023	EFT	Amazon	12.69
9/26/2023	EFT	Costco	14.58
9/27/2023	17136	Oregon State Police	33.00
9/27/2023	17137	BOLI	347.06
9/27/2023	17138	BOLI	250.00
9/27/2023	17139	Analytical Laboratory	240.00
9/27/2023	17140	Haney, Steven	1,000.00
9/27/2023	17141	Jones, Ben	250.00
9/27/2023	17142	Santiam Tree Service	250.00
9/27/2023	17143	AT&T Mobility	40.04
9/27/2023	17144	National Business Solutions	571.85
9/27/2023	17145	NW Natural	158.49
9/27/2023	17146	Starkey, Scott	258.00
9/27/2023	17147	Shred Northwest, LLC	35.00
9/27/2023	EFT	Ingram Library Services	219.12
9/27/2023	EFT	Carinos	105.94
9/28/2023	EFT	US Postal Service	2.00
9/29/2023	17131	Hartford	400.00
9/29/2023	17132	eTrade	400.00
9/29/2023	17133	Country Trust Bank	500.00
9/29/2023	17134	Ameriprise	500.00
9/29/2023	17135	eTrade	500.00
9/29/2023	EFT	Oregon Department of Revenue	78.45
9/29/2023	EFT	Oregon Department of Revenue - SUTA	406.82

Payment Journal
9/1/2023 to 9/30/2023

Date	Transaction Number	Name / Description	Amount
9/29/2023	EFT	Oregon Department of Revenue - WBF	67.02
9/29/2023	EFT	Oregon Dept of Revenue - PD Leave	467.40
9/29/2023	EFT	CIS Trust	4,712.59
9/29/2023	EFT	EFTPS	6,658.98
9/29/2023	EFT	Oregon Department of Revenue - WH	1,784.64
General Checking - Columbia Totals			\$269,993.97

**Scio Public Library
Advisory Committee Minutes
July 11, 2023**

LOCATION: SCIO CITY COUNCIL CHAMBER, 38957 NW 1 ST AVENUE, SCIO Public was allowed to attend in person, or via Zoom.	
Time Start: 5:30 P.M.	Time End: 6:45 P.M.
CALL TO ORDER	
The meeting was called to order at 5:30 pm by Chairperson, Carrie Jack. Roll call was taken Carrie Jack.	

LAC ATTENDANCE LOG

COMMITTEE	SCIO STAFF
Chair Carrie Jack	LaVonne Murray, Librarian – Committee Recorder
Co-Chair Sally Buganski	
Scott Parker	

AUDIENCE MEMBERS IN ATTENDANCE

Guest: None Present	
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AGENDA	ACTIONS
<u>MINUTES</u> <ul style="list-style-type: none">May 9, 2023 LAC Minutes	Motion from Carrie Jack, seconded by Sally Buganski, to approve the Minutes as presented. Motion passed 3:0
<u>REGULAR SESSION</u> Agenda Item 1 <ul style="list-style-type: none">a. Librarian’s Report – LaVonne Murrayb. Discussion	Ms. Murray reported on the end-of-the-year school visits and the first two weeks of the Summer Reading Program. The number of registrations is similar to last summer’s registrations at this point. Attendance for the first program event was low, the second was better. There were no programming events scheduled for the 4 th of July week. None.
Agenda item 2 <ul style="list-style-type: none">a. Library Budget 2023-2024 – LaVonne Murrayb. Discussion	Ms. Murray presented the library’s approved budget for the 2023-2024 fiscal year. There were no questions regarding the budget.
Agenda Item 3 <ul style="list-style-type: none">a. Review of the 75th Anniversary Celebration – Carrie Jack	Ms. Jack presented an overview of the 75 th Anniversary Celebration. There was a shortage of volunteers with some cancelations at the last minute. The committee was able to make adjustments and everything ran smoothly. Attendance at the event was 100 people.

**Scio Public Library
Advisory Committee Minutes
July 11, 2023**

	All members of the committee and the librarian signed thank you cards to be sent to volunteers. Ms. Jack volunteered to write a note in each card. Ms. Murray will address and mail the cards.
<u>ITEMS FROM THE COMMITTEE</u> a. Chair Carrie Jack b. Co-Chair Sally Buganski c. Scott Parker	Ms. Jack made a request for a discussion of the open LAC positions to be added to the September agenda. No comments. No comments.

Correspondence

Scio National Night Out 2023

*"The greatness of a community is most accurately
measured by the compassionate action of it's members."*
- Coretta Scott King

Scio City Councilors,

Thank you so much for serving the food
at National Night Out. We appreciate the gift of
your time and your willingness to serve the
Scio community.

- Kam Eckhart
- May Garland
- Ginger Allen


• Nadji Vogel

Presentations



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2023

MONTHLY REPORT TO THE CITY OF SCIO FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

SEPTEMBER

TRAFFIC CITATIONS: -----	6
TRAFFIC WARNINGS: -----	8
TRAFFIC CRASHES: -----	1
ARRESTS MADE: -----	1
COMPLAINTS/INCIDENTS INVESTIGATED:-----	46

TOTAL HOURS SPENT:

SCIO 85.75 hours

CONTRACT HOURS= 72 HOURS

**Michelle Duncan,
Sheriff, Linn County**

By: Sgt. Steven Frambes



**MONTHLY BULLETIN OF DISPATCHED
CALLS AND CASES
FOR CONTRACT CITIES**

This Report Encompasses: 9/ 1/23 to 9/30/23

Total Incidents This Month: **46**

Incident Information:	Description
CAD# 2023174190 TIME: 9/1/2023 10:33:01AM CASE# CAD Only SCIO SCIO	EXTRA PATROL Reported at Block of 38800 N MAIN ST SCIO Deputies spoke with Scio High School staff in preparation for the school year .
CAD# 2023174231 TIME: 9/1/2023 11:24:28AM CASE# CAD Only SCIO CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 38900 NW 4TH AVE/N MAIN ST SCIO Michelle Ruby, 51 out of Scio, was issued a traffic citation for speeding (11-20 over).
CAD# 2023174270 TIME: 9/1/2023 12:28:45PM CASE# CAD Only SCIO WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 38800 NE ASH ST/NE 4TH AVE SCIO Operator warned for speed.
CAD# 2023174527 TIME: 9/1/2023 6:43:13PM CASE# CAD Only SCIO CAD CALL COMPLETE	FOLLOW UP Reported at Block of 39000 SE 2ND AVE SCIO No Public Narrative.
CAD# 2023174872 TIME: 9/2/2023 8:03:51AM CASE# CAD Only SCIO WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 38900 HWY 226/SE ASH ST SCIO Operator warned for a moving violation.

Incident Information:	Description
CAD# 2023174886 TIME: 9/2/2023 8:28:10AM CASE# CAD Only SCIO CITE SPEEDING VIOLATION	TRAFFIC STOP Reported at Block of 38900 HWY 226 SCIO <hr/> Daniel Curtis, 36 out of Scio, was issued a traffic citation for speeding (11-20 over).
CAD# 2023174915 TIME: 9/2/2023 9:19:23AM CASE# CAD Only SCIO WARNING SPEEDING VIOLAT	TRAFFIC STOP Reported at Block of 38800 N MAIN ST SCIO <hr/> Operator warned for speed
CAD# 2023175182 TIME: 9/2/2023 4:28:04PM CASE# CAD Only SCIO CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 38700 N MAIN ST SCIO <hr/> Anthony Murphy, 22 out of Scio, was issued a traffic citation for driving uninsured.
CAD# 2023175842 TIME: 9/3/2023 4:08:37PM CASE# CAD Only SCIO WARNING EQUIPMENT VIOL	TRAFFIC STOP Reported at Block of 38700 NE ASH ST/NE 1ST AVE SCIO <hr/> Operator warned for an equipment violation
CAD# 2023176344 TIME: 9/4/2023 1:50:12PM CASE# CAD Only SCIO CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 38700 N MAIN ST SCIO <hr/> Alarm at the Scio Post Office. Building was secure.
CAD# 2023176753 TIME: 9/5/2023 7:13:04AM CASE# CAD Only SCIO CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 38800 N MAIN ST SCIO <hr/> Visited with staff and incoming freshman.

Incident Information:	Description
CAD# 2023176764 TIME: 9/5/2023 7:34:16AM CASE# CAD Only SCIO CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 38800 NW 1ST AVE SCIO <hr/> Deputy provided extra patrol at the Scio Middle School during the first day of school.
CAD# 2023177083 TIME: 9/5/2023 2:11:11PM CASE# CAD Only SCIO CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 38600 SW FILBERT ST SCIO <hr/> Deputies speak with individual regarding possible violation.
CAD# 2023177236 TIME: 9/5/2023 5:26:22PM CASE# CAD Only SCIO CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 38900 HWY 226 SCIO <hr/> Deputies contact a male walking along the side of the road. The male did not want any deputy assistance.
CAD# 2023177299 TIME: 9/5/2023 7:25:27PM CASE# CAD Only SCIO WARNING ISSUED	TRAFFIC STOP Reported at Block of 38700 NW BEECH ST/NW 1ST AVE SCIO <hr/> Operator warned for expired tags.
CAD# 2023177583 TIME: 9/6/2023 8:55:17AM CASE# CAD Only SCIO SCIO	EXTRA PATROL Reported at Block of 38800 N MAIN ST SCIO <hr/> Deputies went to Scio High School to meet and greet new students.
CAD# 2023177680 TIME: 9/6/2023 11:07:48AM CASE# CAD Only SCIO CITATION ISSUED	TRAFFIC STOP Reported at Block of 38900 HWY 226/SE 2ND AVE SCIO <hr/> Rodrigo Angunio, 22, of Pasco WA was issued a citation for Operating Without Privileges .

Incident Information:	Description
CAD# 2023177728 TIME: 9/6/2023 11:55:32AM CASE# CAD Only SCIO SCIO	EXTRA PATROL Reported at Block of 38800 NW 1ST AVE SCIO <hr/> Extra patrol Centennial Grade School.
CAD# 2023178144 TIME: 9/6/2023 10:22:30PM CASE# CAD Only SCIO CAD CALL COMPLETE	OD INGESTION POISONING Reported at Block of 38700 N MAIN ST SCIO <hr/> Deputies respond to report of female sleeping in car. Female moved along.
CAD# 2023180059 TIME: 9/9/2023 5:57:58PM CASE# CAD Only SCIO SCIO	EVENT DETAIL Reported at Block of 38900 NE 1ST AVE SCIO <hr/> Extra patrol for community event, all was quiet.
CAD# 2023180698 TIME: 9/10/2023 5:12:50PM CASE# CAD Only SCIO	POCKET DIAL LCSO AND CRCC Reported at Block of 38700 NE ASH ST SCIO <hr/> No Public Narrative.
CAD# 2023182247 TIME: 9/12/2023 7:34:59PM CASE# CAD Only SCIO CAD CALL COMPLETE	ASSIST OTHER AGENCY Reported at Block of 39000 SE 4TH AVE SCIO <hr/> A Deputy assisted DHS with serving a court order .
CAD# 2023183413 TIME: 9/14/2023 2:39:38PM CASE# CAD Only SCIO CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 38800 NW 1ST AVE SCIO <hr/> A suspicious and likely intoxicated male was near the grade school when the children were outside at the end of the day. The male acted oddly and was asked to leave by teachers and parents, which he did. I checked the area and was not able to locate the male.

Incident Information:	Description
CAD# 2023183868 TIME: 9/15/2023 7:32:22AM CASE# CAD Only SCIO SCIO	EXTRA PATROL Reported at Block of 38800 NW 1ST AVE SCIO <hr/> Extra patrol at Centennial Grade School.
CAD# 2023183945 TIME: 9/15/2023 9:30:48AM CASE# CAD Only SCIO SCIO	CIVIL DISPUTE REPORT Reported at Block of 39000 SE 4TH AVE SCIO <hr/> Civil dispute report regarding an in progress divorce. Deputy documented the information.
CAD# 2023184063 TIME: 9/15/2023 12:17:30PM CASE# CAD Only SCIO SCIO	SUSPICIOUS PERSON Reported at Block of 38800 NW 1ST AVE SCIO <hr/> Extra patrol at dismissal of Centennial and Scio Middle School.
CAD# 2023185367 TIME: 9/17/2023 7:16:54AM CASE# 2303943 SCIO REPORT TAKEN	REPORT PENDING. Original Call Type: WELFARE CHECK Reported At Block Of 38800 NW ALDER ST Occurred between 0716 hours on 9/17/2023 and 0716 hours on 9/17/2023 . <hr/> Deputies are investigating allegations of child abuse. Investigation ongoing.
CAD# 2023186323 TIME: 9/18/2023 6:08:18PM CASE# CAD Only SCIO SCIO	SUSPICIOUS CIRCUMSTANCE Reported at Block of 38500 SW BEECH ST SCIO <hr/> Suspicious activity. Deputies unable to reach caller to take report.
CAD# 2023186748 TIME: 9/19/2023 2:25:21PM CASE# CAD Only SCIO CAD CALL COMPLETE	TRESPASS Reported at Block of 38700 N MAIN ST SCIO <hr/> Deputies respond to shoplifting call involving juveniles. Owner of business requested juveniles not be charged with shoplifting, but that they be given trespass advisements. Contacts with principal, juveniles, and parents was made.

Incident Information:	Description
CAD# 2023187393 TIME: 9/20/2023 2:36:17PM CASE# CAD Only SCIO SCIO	EXTRA PATROL Reported at Block of 38700 NW BEECH ST SCIO <hr/> Extra patrol at Scio Middle School dismissal time.
CAD# 2023187563 TIME: 9/20/2023 6:54:21PM CASE# CAD Only SCIO CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 38700 NW BEECH ST SCIO <hr/> Citizen reporting suspicious circumstances.
CAD# 2023187830 TIME: 9/21/2023 7:47:42AM CASE# CAD Only SCIO CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 38900 NW 1ST AVE SCIO <hr/> extra patrol Centennial Elementary School
CAD# 2023187942 TIME: 9/21/2023 10:29:40AM CASE# CAD Only SCIO CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 38800 N MAIN ST SCIO <hr/> Deputies walked through the school with staff during a lockout/evacuation drill.
CAD# 2023187943 TIME: 9/21/2023 10:30:21AM CASE# CAD Only SCIO CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 38800 NW 4TH AVE SCIO <hr/> Deputy confirmed a motorcycle a caller had received in trade was not stolen.
CAD# 2023187967 TIME: 9/21/2023 10:55:41AM CASE# CAD Only SCIO	UEMV Reported at Block of 38800 N MAIN ST SCIO <hr/> Caller reported her vehicle was broken into because her purse was missing. It was later located by the victim. Her vehicle was NOT broken into.

Incident Information:	Description
CAD# 2023188021 TIME: 9/21/2023 12:05:58PM CASE# CAD Only SCIO CAD CALL COMPLETE	FOLLOW UP Reported at Block of 38700 N MAIN ST SCIO <hr/> Deputies trespassed two juveniles from a grocery store, after reports of shoplifting. The store owner did not wish to pursue criminal charges. Deputies explained what a trespass order entails to the juveniles.
CAD# 2023188289 TIME: 9/21/2023 5:33:47PM CASE# 2304010 SCIO REPORT TAKEN	Report Filed. DWS FEL Reported At Block Of 38700 N MAIN ST Occurred between 1733 hours on 9/21/2023 and 1733 hours on 9/21/2023 . Reported: 9/21/2023 Officer Statement: <hr/> Kimberly Dirrett, 46 out of Scio, was arrested for Driving while suspended (felony). Kimberly was also arrested for two other warrants. She was transported to LCJ
CAD# 2023188974 TIME: 9/22/2023 5:30:19PM CASE# CAD Only SCIO CAD CALL COMPLETE	THREATS Reported at Block of 38800 HWY 226 SCIO <hr/> Caller had questions regarding a civil matter with her son living on her property.
CAD# 2023189822 TIME: 9/23/2023 9:33:19PM CASE# 2304045 SCIO REPORT TAKEN	Report Filed. STRANGULATION - MIS DOMESTIC Reported At Block Of 38700 N MAIN ST Occurred between 2132 hours on 9/23/2023 and 2133 hours on 9/23/2023 . Reported: <hr/> Deputies responded to the area of a rolling domestic violence and was unable to locate a vehicle. The vehicle is registered outside of the area and the appropriate law enforcement agency was contacted to conduct a welfare check.
CAD# 2023189857 TIME: 9/23/2023 10:30:40PM CASE# CAD Only SCIO CAD CALL COMPLETE	DOMESTIC DISTURBANCE Reported at Block of 38600 SW BEECH ST SCIO <hr/> Deputies responded to a verbal domestic. Parties separated and no crimes were reported.
CAD# 2023190329 TIME: 9/24/2023 7:12:03PM CASE# CAD Only SCIO CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 38900 NW 2ND AVE SCIO <hr/> Male reported suspicious female leaving area after a vehicle alarm was going off . No crimes reported.

Incident Information:	Description
CAD# 2023190397 TIME: 9/24/2023 8:53:50PM CASE# CAD Only SCIO SCIO	INFORMATION ONLY REPORT Reported at Block of 38900 HWY 226 SCIO <hr/> Deputy answered questions about parenting plan.
CAD# 2023193023 TIME: 9/28/2023 3:07:10PM CASE# CAD Only SCIO SCIO	FOLLOW UP Reported at Block of 38700 SW 2ND AVE SCIO <hr/> Deputies performed follow-up on a DHS case.
CAD# 2023193407 TIME: 9/29/2023 7:52:55AM CASE# CAD Only SCIO SCIO	EXTRA PATROL Reported at Block of 38800 NW 1ST AVE SCIO <hr/> Extra patrol Centennial Grade School.
CAD# 2023193706 TIME: 9/29/2023 3:25:54PM CASE# CAD Only SCIO CAD CALL COMPLETE	MVC NON INJURY Reported at Block of 38800 N MAIN ST SCIO <hr/> Deputy helped drivers exchange info at a non injury crash.
CAD# 2023193735 TIME: 9/29/2023 3:58:38PM CASE# CAD Only SCIO CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 38800 N MAIN ST SCIO <hr/> False alarm

Incident Information:	Description
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Agenda Item 1



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Resolution 23-12, A Resolution Adopting a Supplemental Budget for
Fiscal Year 2023-2024

DATE: October 5, 2023

This resolution allows the adoption of a supplemental budget for fiscal year 2023-2024 due to unforeseen water line repairs and the potential of more water repairs that will take place between July 1, 2023 and June 30, 2024.



City Of Scio, Oregon



RESOLUTION NO. 23-12

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2023-2024 AND MAKING SUPPLEMENTAL APPROPRIATIONS FOR THE WATER FUND FOR WATER LINE REPAIRS.

WHEREAS, Oregon Budget Law, under ORS 294-471(a) Allows a local government to prepare a supplemental budget when an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning. The governing body must adopt a resolution to adopt a supplemental budget and make any necessary appropriations.

At the time of preparing the FY2023-2024 budget, the city was unaware of the water line deficiencies in the Thomas Creek Subdivision. Thus, this resolution proposes a supplemental budget for the Water Fund. The city anticipates spending \$50,000.00 on water line repairs during the FY2023-2024 that were not included in the adopted Water Fund FY 2023-2024 budget.

Because there were no funds appropriated for water line repairs, and the dollars needed to supplement these costs exceed 10% of the Materials and Services expense category a public hearing was held on October 9, 2023, outside of the regularly scheduled Scio City Council meeting, to allow a public discussion and receive public comments prior to the adoption and appropriations outlined in this resolution.

THEREFORE, BE IT RESOLVED by the Scio City Council of the City of Scio that the following appropriations be made:

Revenue:

<u>Water Fund</u>	<u>Budget Appropriation</u>	<u>Increase</u>	<u>Adjusted Budget</u>
14-9110 – Operating Contingency	<u>\$123,686.00</u>	<u>-\$50,000.00</u>	<u>\$73,868.00</u>
Total =	\$123,686.00	-\$50,000.00	\$73,868.00

Expenses:

14-6440 – Water Line Repairs	<u>\$00.00</u>	<u>\$50,000.00</u>	<u>\$50,000.00</u>
Total =	\$00.00	\$50,000.00	\$50,000.00

Total Water Fund Adjustments	\$123,686.00	\$00.00	\$123,868.00
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Passed by the City Council of the City of Scio this 9th day of October, 2023.

By:

☐ Debbie Nuber, Mayor
☐ Joey Ferguson, City Council President

ATTEST:

Virginia Allen, City Manager

Agenda Item 2



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Resolution 23-13, A Resolution Appropriating Unanticipated Revenue to the General Fund of the City of Scio

DATE: October 6, 2023

This resolution allows for the adoption of a \$2000.00 grant received from the Oregon Department of Land and Conversation Department. This grant opportunity presents itself once every two years. These funds are used for administrative costs associated with planning and development.



City Of Scio, Oregon



RESOLUTION NO. 23-13

A RESOLUTION APPROPRIATING UNANTICIPATED REVENUE TO THE GENERAL FUND OF THE CITY OF SCIO.

WHEREAS, Oregon Budget Law, under ORS 294-326(2), provides that money from unanticipated grants, gifts, bequests or devises that have been transferred to a municipal corporation in trust for a specific purpose may be lawfully expended after enactment of an appropriate resolution; and

WHEREAS, the City of Scio has received a grant totaling \$2,000.00 from Oregon Department of Land Conservation and Development; and

WHEREAS, Oregon Budget Law, under ORS 294.326(2) allows the City of Scio to spend unanticipated money,

THEREFORE, BE IT RESOLVED by the Scio City Council of the City of Scio that the following appropriations be made:

Revenue:

<u>General Fund</u>	<u>Budget Appropriation</u>	<u>Increase</u>	<u>Adjusted Budget</u>
10-4330 – Grants	<u>\$3,600.00</u>	<u>\$2,000.00</u>	<u>\$5,600.00</u>
Total =	\$3,600.00	\$2,000.00	\$5,600.00

Expenses:

10-6330 – Grants	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Total =	\$0.00	\$2,000.00	\$2,000.00

Passed by the City Council of the City of Scio this 9th day of October, 2023.

By: _____
[] Debbie Nuber, Mayor
[] Joey Ferguson, City Council President

ATTEST:

Virginia Allen, City Manager

Agenda Item 3



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Resolution 23-14, A Resolution Adopting City Council Rules and Procedures for the City of Scio

DATE: October 6, 2023

This resolution allows for the adoption of City Council Rules and Procedures for the City of Scio.



City Of Scio, Oregon



RESOLUTION NO. 23-14

ADOPTING CITY COUNCIL RULES AND PROCEEDURES FOR THE CITY OF SCIO

WHEREAS, the City of Scio Charter, Section 10, provides that the Council shall adopt rules that govern its meetings.

WHEREFORE, THE CITY OF SCIO DOES ORDAIN AS FOLLOWS:

The Council Rules attached hereto as Exhibit A are adopted.

Passed by the City Council of the City of Scio this 9th day of October, 2023.

By: _____
[] Debbie Nuber, Mayor
[] Joey Ferguson, City Council President

ATTEST:

Virginia Allen, City Manager

**CITY OF SCIO
CITY COUNCIL RULES AND PROCEDURES**

Adopted _____

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Section 1 AUTHORITY

- 1.1 These Council Rules and Procedures are established and adopted under the authority granted in the Scio City Charter.
- 1.2 These Rules apply equally to the Mayor and Councilors.
- 1.3 City staff, the public and any other persons attending Council meetings are expected to observe the same rules of procedure, decorum and good conduct applicable to members of the Council.
- 1.4 The Mayor and council (hereafter “Council”) is the policy making body of the City.
- 1.5 Councilors have no authority when acting as individuals. Authority to make decisions and/or create policy for the City resides solely with the majority vote of the Council. Council decisions which are not unanimous are still the official policy of the City.

Section 2 MEETINGS

- 2.1 Regular Meetings. The Council will meet in regular session on the second Monday of each month at 6:00 p.m. As necessary or required to consider city business, the Council may conduct additional meetings at a designated time, date and place.
 - a. Rescheduling of Regular Meetings. Time and date of the regular council meetings may be changed for special circumstances, to facilitate work sessions, or in order to have a quorum of councilors at the meeting. Regular meeting notice requirements must be followed.
- 2.2 Special Meetings. The Mayor, upon his or her own motion may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council, call a special meeting of the Council for a time after at least 24 hours advance notice is given. Special meetings of the Council may also be held at any time by the common consent of all the members of the Council.
- 2.3 Emergency Meetings. An emergency meeting of the Council is a Special Meeting which can be called when less than 24 hours’ notice can be given. The minutes need to state the nature of the emergency. Emergency meetings may be held by consent of a majority of councilors. An attempt must be made to notify the public or the press of the need for this emergency meeting. Only the emergency matter(s) giving rise to the need for an emergency meeting may be considered.
- 2.4 Executive Sessions. Executive sessions shall be held in accordance with Oregon law. Staff members may be permitted to attend. Normally, the City Manager and City Recorder will be required to attend. With some exceptions, members of the press are also allowed in executive sessions with restrictions on what they can report.
- 2.5 Open Meetings. All meetings will be held in accordance with the requirements of Oregon’s Public Meetings law, ORS 192.610 through 192.710. No action by the Council shall have legal effect unless the motion and the vote by which it is disposed of take place at proceedings open to the public.
- 2.6 Quorum. **A majority of the council members is a quorum.** The concurrence of the majority of a quorum shall be necessary to determine any question before the Council. ,

2.7 Attendance.

- a) Councilors should inform the mayor or City Manager if unable to attend any Council meeting. The Mayor will inform the Council President or City Manager if unable to attend any Council meeting.
- b) The Mayor, without a majority vote of the Council, may excuse the attendance of a member of the Council at any meeting for illness, vacation or other reasonable cause. Only a majority of the Council shall determine an absence is unexcused. The absence of a member of the Council shall be recorded in the minutes as either excused or unexcused.

2.8 Decorum.

- a) Roberts Rules of Order, Newly Revised, will be used as guidance for the conduct of Council meetings. If any conflict exists, the provisions of this Resolution will take precedence. The City Attorney will act as parliamentarian.
- b) Except by permission of the presiding officer, Councilors will address their remarks to the Council and not to the audience.
- c) Any person who actively disrupts the Council's ability to continue its business shall be removed from the meeting at the direction of the Mayor.
- d) If a meeting is disrupted by members of the audience, the Chair may order that the Council Chamber be cleared and a recess called until order is restored.
- e) Councilors shall help the Chair preserve decorum during Council meetings and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to follow the directions of the Chair or these Council Rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attack, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

2.9 Censure.

- a) The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, by majority vote, may discipline that Councilor to the extent provided by law, including public reprimand.
- b) To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Council, either in open meeting or in executive session, to discuss any finding that reasonable grounds exist that a substantial violation has occurred.
- c) No individual Councilor shall have the right to make public or assist in making public any information obtained through such investigation.

2.10 Order of Business.

- a) The order of business at each regular Council meeting will be in accordance with the agenda prepared by the City Manager. Items may be taken out of the following order with the consent of the Council:
 - 1) Call to Order
 - 2) Roll Call
 - 3) Consent Agenda
 - 4) Correspondence
 - 5) Presentations – Includes City Advisory Presentations
 - 6) Public Hearings
 - 7) Regular Session Items
 - 8) Reports – City Manager and City Attorney
 - 9) City Council Comments
 - 10) Citizen Comments
 - 11) Adjournment
- b) Anyone wishing to place an item on the agenda will advise the City Manager no later than noon on the Tuesday a week preceding the meeting at which the item is to be considered. Items to be included in the agenda packet shall be submitted to the City Manager no later than noon on the Wednesday preceding the meeting.

2.11 Roll Call. The Administrative Assistant, City Manager, or mayor will conduct the roll call.

Section 3 MINUTES

3.1 Meeting Minutes. Minutes need not be a verbatim transcript, and the meeting does not have to be sound recorded unless otherwise required by law. For practical purposes, however, it is general practice to sound record the meetings of the City Council for back up reference.

3.2 Distribution of Minutes. Draft minutes are distributed to the City Council with the agenda on which those minutes appear as an item for approval. However, because the minutes are generally completed in draft form prior to distribution of the agenda packet, the minutes are available for earlier review should the need arise.

3.3 Correction and Approval of Minutes. A Councilor may offer amendments to the minutes. All corrections will appear in the minutes of the meeting when the changes took place.

3.4 Reading of Minutes. Unless the reading of the minutes of the previous Council meeting is requested by a majority of the Council, such minutes may be approved without reading aloud if copies thereof have been previously furnished in the agenda packet.

Section 4 AUDIENCE ADDRESSING THE COUNCIL

4.1 Addressing the Council. The public may address the Council in one of three ways: The first way is during scheduled public hearings, comments relative to the hearing will be accepted. For other special provisions applying to public hearings, see paragraph 5, below. Second, during Public Comment time following Councilor Comments and third, citizens

may request and may be allowed to address any item in its normal agenda sequence at the discretion of the chair.

- 4.2 Information Sign-In. After being recognized by the presiding officer, the citizen will sign In as a speaker, providing, in writing name, address, and preferred contact information for the record of an official proceeding(s).
- 4.3 Public Remarks.
- a) Citizen remarks will be directed to the Council as a body and not to any individual member thereof. Further, the speaker will not be permitted to address remarks to the City staff nor toward other citizens in the audience.
 - b) No person will enter into the discussion without first being recognized by the presiding officer.
 - c) A member of the audience addressing the City Council will be limited to **three (3)** minutes unless extension is granted by the presiding officer.

Section 5 CONDUCT OF NON-LAND USE PUBLIC HEARINGS

The Mayor shall be the presiding officer. In the absence of the Mayor, or if the Mayor is unable to participate in the hearing, the President of the Council shall be the presiding officer. In the absence of the Mayor and Council President, or if both are unable to participate in the hearing, a Councilor elected by a majority of those voting shall be the presiding officer. Initially, the presiding officer shall announce the time, date and purpose for the opening of the public hearing and then observe the following procedures.

- A. Report from Staff.
- B. Audience Comments/Questions.
- C. Close of Public Hearing and debate of Council

Section 6 CONFLICT OF INTEREST OR OTHER DISQUALIFICATION

- 6.1 Councilor Responsibility. Councilors shall comply with all applicable provisions of the State of Oregon's Government Ethics Laws, as established in ORS Chapter 244 and incorporated herein by reference.
- 6.2 Conflicts of Interest: In every case in which a Councilor is faced with a potential conflict of interest or an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the nature of the conflict, shall remove themselves from the Council table and refrain from participation in both the discussion and the vote on the issue.
- a) An actual conflict of interest is any action, decision, or recommendation that could grant a private pecuniary benefit to the Councilor or help the Councilor

avoid a private pecuniary detriment. This same standard applies to relatives of the Councilor or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(1)).

- b) A potential conflict of interest is defined as any action, decision, or recommendation which will have a private pecuniary benefit on the Councilor or allow the Councilor to avoid a private pecuniary detriment. This standard also applies to relatives of the Council or any business with which the Councilor or Councilor's relative is associated. (ORS 244.020(14)).

6.3 Councilor Conduct. Councilors are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or special interest group at the expense of the City as a whole. Councilors shall likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, social station, or economic position.

Section 7 SERGEANT AT ARMS

- a) The Sergeant-at-Arms will be the Council President or an appropriate designee.
- b) It will be the duty of the Sergeant-at-Arms to assist the presiding officer, as appropriate, to maintain the order and decorum at all meetings.

Section 8 ADDRESS BY COUNCIL MEMBER

- a) Every councilor desiring to speak to an issue will address the presiding officer and, upon recognition, will confine remarks to the issue under debate.
- b) Councilors questioning, seeking clarification or soliciting a recommendation from City staff will direct the concern to the appropriate staff member. The staff member may respond as requested or redirect the inquiry to another member of the staff.

Section 9 SIGNING OF OFFICIAL DOCUMENTS

The Mayor shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council according to the City Charter. Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor.

Section 10 EXPRESSING AND RECORDING DISSENTS OR PROTESTS

- a) Any member of the Council will have the right to express dissent from or to protest any action of the Council immediately following the vote on the action and to have the reason entered in the minutes.

- b) At such time as the accepted parliamentary procedures to influence the outcome of an issue have been exhausted, the decision of the Council becomes final. To prolong the decision is a breach of rules.
- c) If the Mayor or Councilor represents the city before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the position of the City Council. Communication of personal opinions and comments should not be accompanied with a statement of the author's status as a member of the Council.

Section 11 PROCEDURES IN HANDLING PARLIAMENTARY MOTIONS AND VOTING

11.1 Motions.

- a) To make or move a motion, a Councilor must be recognized by the Chair at a time when there is no other business on the floor. The Councilor may then move as set forth in the Agenda Item Summary prepared for that matter, within the Council Packet. For example, a Councilor may state, "I move adoption of Ordinance X..." or "I move approval of Resolution Y..."
- b) Another member seconds the motion. This can be done without being recognized by the Chair. If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second and the Chair calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.
- c) The Chair states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Chair can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Chair states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Chair to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.
- D) Debate then takes place on the motion. The original mover is entitled to the floor first. Each member has the right to speak twice, but should not have the floor the second time until all who wish have spoken once. Unless it is decided otherwise, each speaker is limited to five (5) minutes each time.

11.2 Voting.

- a) The chair then puts the question to a vote. When the debate appears to have closed, the Chair asks "are you ready for the question?". If no one claims the floor, the Chair restates the motion and calls for a vote. The vote is taken in one of the

following ways, with the Chair deciding the type of vote unless directed otherwise by the Council.

- b) Voice Vote: This is the standard method when no more than a majority vote is required. The ayes are called for first and then the nays.
- c) Roll Call Vote: This can be used as an alternative to a voice vote, in verifying an inconclusive voice vote or when a two-thirds vote is required for adoption.
- d) Vote by Written Ballot: This is another method that is normally used only in cases of elections or a matter where initial confidentiality is needed. However, individual Councilor votes must be recorded in the minutes and the ballots made public immediately following the vote.
- e) Unanimous Consent . The Chair may also use “**Unanimous Consent**” as a method of voting. Matters on which there is agreement of the Council and the agreement is evident to the Chair is most efficiently being disposed of by the Chair stating, “Unless there is objection, the motion is approved.” If there is an objection, one of the other voting methods is used.
- f) The Chair announces the voting results. This step is always included to insure Councils’ understanding of the outcome and so that the record will accurately reflect the voting results.
- g) Any member of the Council may request an alternative method of voting on any issue.
- h) It is considered inappropriate for members to explain their action during any type of voting.
- i) Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, any councilor who voted with the majority or was not present at the time of the vote may move for reconsideration of an action at the same or the next following regular meeting of the Council. Once a matter has been reconsidered, no motion for further reconsideration thereof shall be made without unanimous consent.

Section 12 COUNCIL RELATIONS WITH CITY STAFF

- a) There will be mutual respect from both Councilors and staff of their respective roles and responsibilities when and if expressing criticism in a public meeting.
- b) The Council sets city policies and goals. The staff implements and administers the policies and goals.
- c) During a City Council meeting, all requests for information go directly to the Chair or City Manager. At other times, if the request for information would entail an effort that would require time to be spent researching and/or preparing a response, the request goes directly to the City Manager. The City Manager will direct them to

other staff, the City Attorney or deal with them him or herself, as appropriate. Questions or complaints regarding staff go directly to the Mayor or City Manager.

- d) City Councilors may seek information from staff members regarding the operation of their department, but will not attempt to change or interfere with the operation or practice of any city department or personnel, except by directing their concerns to the City Manager.

Section 13 COMMITTEES

- a) The Mayor, with consent of the Council, may establish by resolution ad hoc or standing committees to perform specified investigatory or advisory functions. Any authority granted to such committees shall be clearly delegated in the resolution creating the committee.
- b) A Citizens Committee may be appointed for the length of time necessary to accomplish their mission. The appropriate number of appointees may be determined at the time of appointment, in manner consistent with Section 10.1.
- c) Council Committees serve only in an advisory capacity to the City Council, and shall meet on an as needed basis, as directed by the City Council. After City Council direction is given, meetings may be called by the City Manager, the Mayor or by the Committee Chair. A secretary shall be appointed by a majority vote of the Committee at its first meeting after Committee appointments are made. A majority of the members of a committee shall constitute a quorum to do business.
- d) The Mayor, with consent of the Council, may remove a member from any City committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three or more regular meeting of the committee or commission within one year; disruptive or inappropriate behavior prior to, during or after committee or commission meetings which prohibit the advisory body from completing its business in a timely manner; or not acting in the best interest of the citizens or city.
- e) Members of the Council shall not attempt to lobby or influence board, committee, task force or commission members on any items under their consideration. It is important for City advisory bodies to make objective recommendations to the Council on items before them. Councilors that attempt to influence board, committee, citizens committee or commission members on an item may prejudice or hinder their role in reviewing the recommendation as a member of the Council.
- f) All meeting of any City Boards, Commissions, Task Forces or Council Committees shall be subject to and comply with the Oregon Public Meetings Law, ORS 192.610-192.710.

Section 14 CONFIDENTIALITY

- a) Councilors must keep in complete confidence all written materials and verbal information provided to them in confidence or learned in executive session, to ensure that the City's position is not compromised. No mention of confidential

information read or heard should be made to anyone other than other Councilors, the City Manager or City Attorney.

- b) If the Council, in executive session, provides opinions or information to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, a proposed, pending or likely claim or litigation, and/or employee negotiations, all contact with the other parties shall be made by the designated staff representative handling the negotiations or litigation. A Councilor shall not have any contact or discussion with the other party, or its representative involved with the issue, nor communicate any discussion conducted in executive session.
- c) All public statements, information or press releases on City matters will be handled by the Mayor and/or City Manager or the Mayor's designee.

Section 15 SUSPENSION OR AMENDMENT OF COUNCIL RULES

- a) Any provision of these rules not governed by State law or the City Charter may be temporarily suspended by a majority vote of the Council.
- b) Amendments, deletions or additions to these Council Rules shall be by Resolution approved by the City Council.

Section 16 SEVERABILITY

- a) The Councilors agree that if any term or provision of these rules is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the rules did not contain the particular term or provision held to be invalid.

Agenda Item 4



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Public Event Permit for Scio Logger Booster Club

DATE: October 6, 2023

The Scio Loggers Booster Club is requesting a public event permit for a Monte Carlo Casino night fund raiser, to be held at the ZCBJ Hall, on October 21, 2023. The public event application is in your council packets and meets the all of the city's requirements needed to grant the permit.

Staff will be seeking councils' approval on this event permit at the October 9, 2023 council meeting.



City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

Public Event Application

(Please print/type)

☒ Event Permit ☐ Master Permit (up to 5 years)
Pre application conference required

EVENT DATE: 10/21/23
TIMES: 5:30 - 9 pm

EVENT INFORMATION:

Address of proposed event:	<u>38704 N. Main St. Scio OR 97374</u>
Description of proposed property:	<u>ZCBJ Hall</u>
Proposed date and time of event:	<u>October 21, 2023 5:30-9 pm</u>
Nature of proposed public event:	<u>Monte Carlo Casino Night</u>
Estimated total number of persons attending and participating in proposed event:	<u>150</u>
Source (s) of potable water:	<u>Inside building</u>
Source of sanitary facilities:	<u>Bathrooms in building</u>

APPLICANT INFORMATION (this person will also be Point of Contact with the City):

Name: <u>Wendy Guest</u>	Title: <u>Executive Dir.</u>
Mailing Address: <u>38723 Hwy 226</u>	
24 Hour Phone Number (s): <u>503 302-8772</u>	Email Address: <u>wguest66@hotmail.com</u>
	Fax Number:

ORGANIZER INFORMATION (if different from above):

Name: <u>Scio Loggers Booster Club</u>	Title:
Mailing Address: <u>PO Box 801</u>	
24 Hour Phone Number (s): <u>503 302-8772</u>	Email Address: <u>sciloggersboostercub</u>
	Fax Number: <u>@outlook.com</u>

CONTACT PERSON INFORMATION:

Name: <u>Wendy Guest</u>	Title: <u>Executive Dir</u>
Mailing Address: <u>38723 Hwy 226</u>	
24 Hour Phone Number (s): <u>503 302-8772</u>	Email Address:
	Fax Number:

ADDITIONAL CONTACT INFORMATION (if applicable ie: owners, managers, producers, etc.):

Name:	Title:
Mailing Address:	
24 Hour Phone Number (s):	Email Address:
	Fax Number:

PLEASE NOTE: In the event that any of the persons principally involved in the activity or event should change, either prior to the approval of the permit or after approval, it shall be the continuing obligation of the organizer or permittee to communicate the change to the City, both orally and in writing, within 72 hours of the change or, if during the event, within 8 hours of the change in the person principally involved in the activity.

All Applications: All applications must have the following marked attachments:

- ☐ **Attachment A:** A photograph of any on-site person in charge of the event and acting as agent for the organizer. **Note: The applicant will be the "Point of Contact" (POC) with the City unless another person is listed as POC.**
- ☐ **Attachment B:** An event "site map" designating, at a minimum, proposed parking areas, emergency access routes, setbacks from adjoining properties, location, and quantity of proposed sanitary facilities and any proposed overnight camping areas.
- ☐ **Attachment C:** A brief description of your event.
- ☐ **Attachment D:** A list of any special requests of the City for your event. All requests must be in writing or the City may not be able to provide assistance with your request.
- ☐ **Attachment E:** Alcoholic Beverage Permit if applicable along with the \$35.00 permit fee.
- ☐ **Attachment F:** If the event is on City property, proof of liability insurance in the amount of \$ 1,000,000.00 naming the City of Scio as additionally insured.

Filing timeline. Unless the time for filing is otherwise set by the decision maker pursuant to the City of Scio Ordinance 601. The organizer of a public event shall file or cause to be filed with the City a written application accompanied by the application fee sixty (60) or more days prior to the first day upon which such a public event is to be or may be held. Applications submitted less than sixty (60) days prior to an event will be accepted, but the City may not be able to issue a permit prior to the event start date.

I acknowledge I have read and agree to the terms outlined in the Public Events Code Ordinance. Additionally, I acknowledge the above information may be beneficial to others and hereby grant the City of Scio permission to disclose the above information to outside parties.

Authorized Signature: Wendy Guest Date: 9/21/23
Print Name Here: Wendy Guest Title: Executive Dir.

Property Owner Approval Signature (if different from applicant): _____

Print Name Here: _____ Date: _____

FOR OFFICE USE ONLY					
Application Completeness Review Initial				Date:	
Date Received:		Fee Amount:		Date Data Processed:	
Staff Initials:		Receipt No.:		Processed by:	



**Temporary Sales License – Nonprofit Type 1
(TSL-NP Type 1)**

APPLICATION: Page 1 of 2

1. Applicant Name: Scio Loggers Booster Club

2. Registry #: 64388

3. Please check the box that applies to the applicant:



A nonprofit or charitable organization registered as such with the State of Oregon.



A state agency.



A local government, or an agency or department of local government.

4. Contact Person: Wendy Guest

5. Contact Phone: 503 302-8772

6. Contact E-mail: sciloggersboosterclub@outlook.com

7. Event Name: Monte Carlo Casino Night

8. Date(s) of event (no more than 30 days): 10/21/23

9. Start/End hours of alcohol service: 5:30 pm to 9 pm (Include am/pm)

10. Address of Special Event: 38704 N Main St Scio OR 97374
(street) (city) (zip code)

If your event will be conducted at more than one address, use the address supplemental form at the end of this application to list the additional addresses.

11. Is any part of the special event licensed premises outdoors? ☐ Yes ☒ No

- If yes, please submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.

12. List the name(s) and service permit number(s) of alcohol manager(s) that will be on-duty and in the licensed area:

Andrea Evans # 9T80B2

13. What is the expected attendance per day in the area where alcohol will be sold or consumed? 125

- If the expected attendance per day in the licensed area (where alcohol will be sold or consumed) is 501 or more, please submit a Plan to Manage along with this application.
- If the expected attendance is 301 or more per day, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168) and you must also answer questions 14 and 15. If your answer is 300 or fewer per day, please skip questions 14 and 15.

14. Insurance Company: Fiesta Event Insurance 15. Policy #: E4-771323-13229369
1125 Swungwood Ct NE
Keizer OR



Temporary Sales License -- Nonprofit Type 1 (TSL-NP Type 1)

APPLICATION: Page 2 of 2

GOVERNMENT RECOMMENDATION: Please read the instructions. You must obtain a recommendation from the local city or county named in #16 below before submitting this application to the OLCC. If there is more than one event address on this application, all the addresses for your event must be within the same local governing body jurisdiction.

16. Name the **CITY** if the event address is within a city's limits: Scio

OR

Name the **COUNTY** if the event address is outside the city's limits:

I affirm the following:

- Minors (people under the age of 21) and visibly intoxicated people will not be allowed to buy, possess, or consume alcohol.
- The only open containers of alcoholic beverage that may be taken off the licensed area are securely covered containers (growlers) of malt beverage, wine, or cider. I will not allow any other open container of alcoholic beverage to leave the licensed area.
- Marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the special event licensed premises.
- The event will meet the food service requirements of a TSL-NP Type 1 (see the Special Event Guide).
- The applicant is a nonprofit organization registered with the Oregon Secretary of State, a charitable organization registered with the Oregon Department of Justice, a state agency, or a local government or an agency or department of local government.
- I am authorized to sign this application on behalf of the applicant. Name of individual

signing (please print): Wendy Guest

SIGNATURE (electronic signature acceptable): Wendy Guest

Date: 10/3/23

CITY OR COUNTY USE ONLY: The city/county named in #16 above recommends:



Grant



Acknowledge



Deny (attach written explanation of deny recommendation)

(Optional) City/County contact individual and phone number or email:

City/County Signature: Virginia A. Allen, City Manager

Date: 10-4-2023

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit your special event license application to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve.](#)

OLCC USE ONLY

Fee Paid:

Date:

Receipt #:

License is



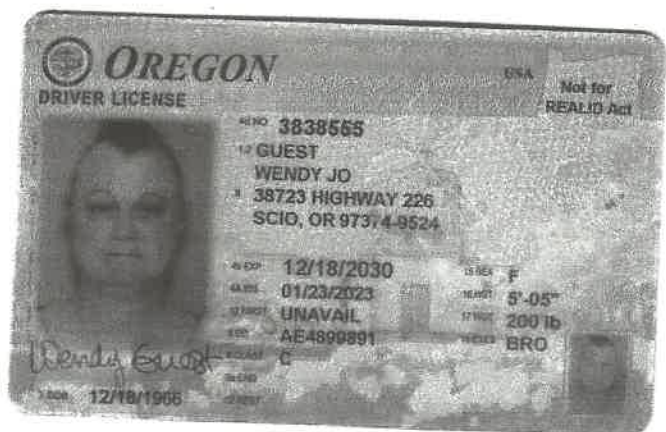
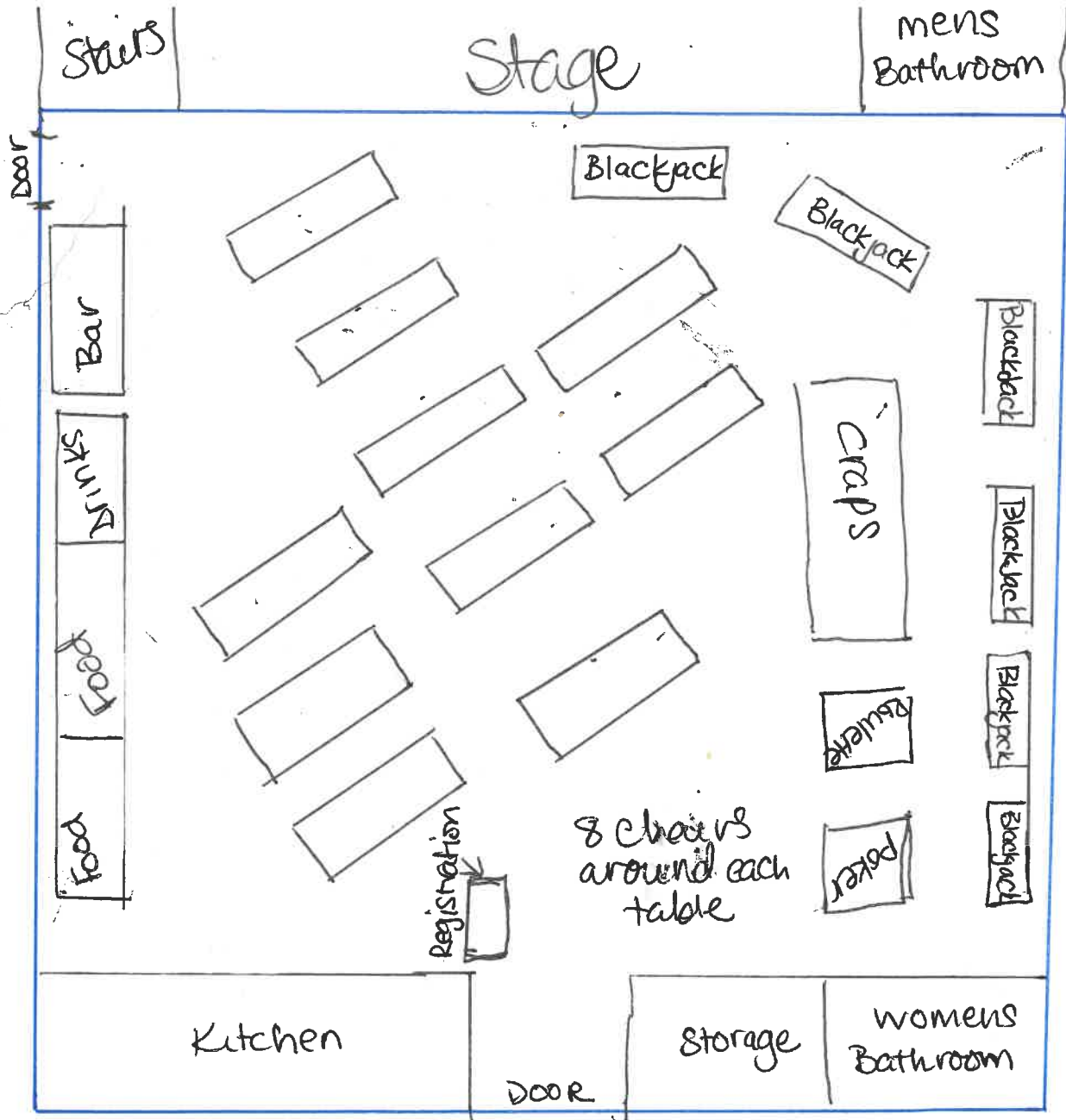
Approved



Denied

OLCC Signature:

Date:



Attachment C: Brief Event Description

Our event will be a Monte Carlo Casino Night with Vegas style gaming, food and drinks. The company that will be coming in with the professional dealers as well as the gaming tables is The Party Team from Springfield. They will bring 5 blackjack tables, and 1 each of roulette, craps and poker. Gambling happens with phony money and gaming chips. People are given a small amount of phony money at entry and are allowed to buy more to keep playing. At the end of the night, the chips and phony money are exchanged for raffle tickets. There will be many raffle prizes as well as some silent auction items.

Doors open at 5:30 to get everyone inside and gambling starts at 6 pm. Gambling stops at 9 pm if there are people still playing. Chips for raffle ticket exchange happens and everyone is allowed to place their raffle tickets where they want. The winning raffle ticket is called for each item.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Peter Mendez	
Fiesta Event Insurance		PHONE (A/C, No, Ext): (971) 304-0152	FAX (A/C, No):
Peter Mendez		E-MAIL ADDRESS: pete@fiestaeventinsurance.com	
1125 Swingwood Ct NE		INSURER(S) AFFORDING COVERAGE	
Keizer		NAIC #	
OR 97303		INSURER A: Lloyds Syndicate 2623	AA-1128623
INSURED		INSURER B: Lloyds Syndicate 623	AA-1126623
Scio Loggers Booster Club		INSURER C:	
c/o Wendy J Guest		INSURER D:	
PO Box 801		INSURER E:	
Scio		INSURER F:	
OR 97374			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	N	EH-771323-L3229369	10/20/2023 12:01 AM	10/23/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000
	Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							Deductible \$ 1,000
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS							\$
<input type="checkbox"/> NON-OWNED AUTOS ONLY							
UMBRELLA LIAB							EACH OCCURRENCE \$
EXCESS LIAB							AGGREGATE \$
<input type="checkbox"/> OCCUR							\$
<input type="checkbox"/> CLAIMS-MADE							
DED RETENTION \$							
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N	N/A				E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13.

CERTIFICATE HOLDER**CANCELLATION**

The City Of Scio PO Box 37 Scio OR 97374	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Peter Mendez

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):

The City Of Scio
PO Box 37
Scio, OR 97374

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Agenda Item 5



Covered Bridge Capital of the West

City of Scio

P. O. Box 37

Scio, OR 97374

Phone: 503-394-3342

Fax: 503-394-2340

M E M O R A N D U M

TO: Mayor Nuber and Scio City Councilors

FROM: Ginger Allen, Scio City Manager

RE: Draft Plans for City Hall Draft Renovation

DATE: October 5, 2023

City Staff has been working with Scott Beck, Architect, LLC on city hall renovation designs. Scott will be joining us at the October 9, 2023 city council meeting to present the draft plans. Scott is hoping to receive questions and comments at this time from the Scio City Council and from the public who are attending the meeting.

Both city staff and Mr. Beck wishes to solicit public comments on this very important community improvement project.

City Manager Report

CITY MANAGERS REPORT
Report Period September 8, 2023 – October 5, 2023

Ginger Allen, City Manager

Thomas Creek Park Improvements: Park redevelopment has commenced at Thomas Creek Park. Depending upon the weather Phase I is due for completion on or before October 30, 2023.

- Clear the park site
- Level the park ground area
- Install new irrigation system
- Plant grass seed going into the fall of 2023.

***Note** Fence installation will be completed by Public Works Staff.*

Safe Routes to School Project: Once item remains on the sidewalk and crosswalk enhancement project, on NW 1st Avenue: A flashing school light is scheduled to be installed at the north east end of SW 1st Avenue. Once this light is installed the Safe Routes to School Project will be completed and scheduled for final inspection.

Small City Allotment Grant: This sidewalk project has three punch list items remaining:

- Replacement of two squares of concrete that failed inspection
- Reconstruction of a bulb out divider
- Planting of beautification strip

Library Collection Policy: Both LaVonne Murray, Scio Librarian and myself are scheduled to review the Library Collection Policy with the Library Advisory Committee on Tuesday, October 10, 2023 at 5:30 p.m. at Scio City Hall. Once we meet with the Advisory Committee a final report will be presented to council at the November 13, 2023, city council meeting.

Scio Memorial Park Upgrades: Site improvements are wrapping up on the Scio Memorial Park. The improvements are scheduled for completion on or before October 31, 2023.