

**JACKSONVILLE CITY COUNCIL
REGULAR MEETING
MINUTES**

July 21, 2009

1) CALL TO ORDER / PLEDGE OF ALLEGIANCE

Mayor Garrett called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

Present: Mayor Bruce Garrett, Councilors Linda Meyers, Paul Becker, John Dodero, Chris Gilman, Donna Schatz and Dan Winterburn. Staff: Administrator Paul Wyntergreen, City Recorder Sandra Miller.

Absent: None

2) MINUTES / BILLS

Minutes:

No minutes available.

Bills:

Councilor Becker made a motion to approve the Bills against the City. The motion was seconded by Councilor Schatz. All others present voted aye through a roll-call vote. Motion approved.

3) AUDIENCE / PUBLIC COMMENT

Joe Davis, 7030 Griffin Creek Rd. – He gave an overview of the trail bike ride event and stated that it was a huge success. He further stated that he received positive public comments regarding the work that has been done on the trails. He then presented the city with a donation of \$317.00 for the Woodlands Association.

Clara Wendt, 570 'G' Street – She mentioned an advertisement she noticed in the newspaper concerning a notice of a Sheriff's sale regarding the Going's property in Nunan Square on 660 "G" Street. She wanted to know if the city has contacted them due to the fact that this is commercial property.

James Ward, President, Chamber of Commerce, 2644 Little Applegate Rd. – He requested that Council consider adding the Visitor's Center contract with the city to the agenda tonight. He requested that Council consider resolving this issue tonight because the next Council meeting will be in August and he fears that they will end up in the same type of situation that they were in before.

Administrator Wyntergreen stated that Council has discussed this issue and will be sending an e-mail for your response and if there is mutual agreement on the contract, the Mayor is authorized to sign.

4) ACTION / DISCUSSION ITEMS

4a) FY 07-08 AUDIT PRESENTATION – MOLOTARE, SCROGGIN, PETERSON & CO. LLP:

Garrin DeGroot – He gave an overview of the general audit for fiscal year 2007-2008 for the City and explained the results of the audit as well as their recommendations. He then introduced one of his associates Jason Link, who then briefly took Council step by step through the financial statements. He asked Council if they have any questions.

Councilor Dodero stated that now that the problems have been identified, are there any other problems that Council should know about, for example, in relation to other cities as far as correlation?

Councilor Becker stated that the two criticisms recognized are adequate documentation and components of internal control and that he used to deal with auditors frequently and that this is a pretty strong sentence. He then asked if other cities have similar issues.

Jason Link replied that you will find that most other cities do have similar issues. The difficulty is when there are turnovers, especially when the most experienced staff is replaced and our recommendation is to put their knowledge down in writing to use as a guide to bring the new members of the staff up to speed with the process. He further stated that it is not an uncommon problem in small organizations.

Councilor Meyers asked, "Isn't it difficult if they don't have something that states the process?"

Councilor Becker stated that it can lead to more mistakes and thus can become more costly due to the extra work that needs to be done.

Mayor Garrett stated that one of the comments that came from the Budget Committee was the length of time it took to get the results of the audit.

Jason Link explained that he has been in contact with the Recorder/Treasurer since October of 2008, and it was due to the switching of accounting software programs, wherein the decision was made to go back and input everything to reconcile any mismatched figures and the conversion process took more time than was originally anticipated.

Councilor Becker asked if there was any attempt to parallel your software programs simultaneously.

Jason Link replied that the decision was not solved.

Councilor Meyers stated that Council made a decision about the budget without an audit from the previous year and without an audit from two years prior and when she looks at some of the numbers that were reported as ending balances for 2007- 08. She wonders how much we will be off next year.

Jason Link stated that it is difficult to be in the situation that Jacksonville is in and it's not something that anyone intended.

Councilor Meyers stated that in approximately three months, the city is scheduled to review the approved budget and possibly do a supplemental budget because we will have the audit for 2008-09 by then.

Jason Link replied that they are scheduled to have the 2008-09 audits by then.

Administrator Wyntergreen explained that because the last audit took so long, they are scheduling to have the 2008-09 audits done by approximately the end of August so they can catch up.

Councilor Becker had questions concerning any changes in the formative documentations used in the conversion of the software programs.

Jason Link explained that the day to day approval of transactions is the same, but the record keeping process changed.

4b) PUBLIC HEARING – COMP PLAN ECONOMIC ELEMENT (CHAPTER 6):

Mayor Garrett opened the hearing at 7:31 p.m. and asked if any members had a conflict of interest or wished to abstain. There were no conflicts or abstentions. He then asked first for the staff report and invited all those wishing to speak to sign in on the registration sheets.

Administrator Wyntergreen gave an overview of the changes the Planning Commission recommends and the State's legal standards that must be met and are incorporated in the document, as well as some changes that Councilor Meyers has suggested. He further stated that this document sets the goal toward the future of the city as far as economics.

Councilor Meyers presented the following proposed changes:

Suggested corrections

In addition to underutilized lands, Jacksonville, ~~in 2009~~, has a number of unoccupied commercial spaces ~~in 2008~~ that **could** provide capacity for future employment. While commercial space vacancy rates tend to be cyclical, ~~and some commercial vacancies are expected~~, the number of unoccupied commercial spaces **might suggest** ~~suggests considerable~~ **some** capacity ~~to accommodate for future~~ retail and service employment ~~in existing structures~~. **Keep in mind, however, that a previous business with two employees would have to be replaced by a business of four employees for any net growth in employment to take place.** Jacksonville's unoccupied commercial spaces could meet the site needs of **businesses** ~~employers~~ that require sites of less than one acre. ~~for businesses such as historic preservation, artisan crafts and arts, outdoor recreation, and services for existing residents.~~

Clara Wendt, 570 "G" Street – She stated that it is very important to simplify statements for clarity. She further stated that she objects to the phrase, "Jacksonville Brand."

Councilor Dodero made a motion to close the public hearing. The motion was seconded by Councilor Winterburn. All others present voted aye. Motion approved. The public hearing was closed at 7:45 p.m. Councilor Dodero had a suggestion to make on page 26, under Policy 2, number 7, that a big percentage of our business licenses consist of home occupation and that he would like to add the following to the existing language, "encourage and support home and E-businesses through appropriate land use and zoning."

Councilor Becker wanted an explanation regarding Policy 1, number 18 regarding the consideration of "special overlay zones" and what it means.

Administrator Wyntergreen gave the example: "You would pick some area of the city that you would want to have a specialized development on and you would then put an overlay zone on it." He further explained that an overlay zone is not just regular zoning; it is an additional set of regulations which are included with the standard regulations that are specialized to the unique development in recognition of the particular impacts that could be created.

Councilor Becker requested to carry this item over to the next Council meeting in order to have more time to consider the proposed changes.

Councilor Meyers offered to make the proposed changes and then e-mail it to Council.

Councilor Becker questions the philosophy behind each item and the proposed changes.

It was a consensus among all members of Council to direct staff to make changes for approval and present the modified draft at the August 18th Council meeting.

4c) LANDSCAPE RIGHT OF WAY REQUEST – SAGER/NAVERSEN:

Administrator Wyntergreen gave an overview of the Naversen's request and explained that some additional modifications had to be done where their access comes out into the right of way. He further explained that with these additional modifications came additional pipe and retaining issues that will have to be placed in the right of way and that is the reason that the Naversen's are seeking permission for the allowance of these modifications in order to create better vision clearance, a parking spot and some rock retaining walls along the side. He further stated that the Public Works Department has reviewed the proposal and it is staff's recommendation to approve the request.

Councilor Dodero made a motion to approve the request. The motion was seconded by Councilor Gilman. All others present voted aye. Motion approved

4d) MOVIE COMMITTEE APPLICANTS – STEVE & MARY ANN CARLSON:

Mayor Garrett appointed Steve and Mary Ann Carlson to the Movie Committee.

5) ORDINANCES / RESOLUTIONS:

5a) RES 1025 – A RESOLUTION REPEALING AND AMENDING RES 910 – PROCUREMENT AND CONTRACT ADMINISTRATION POLICY FOR THE CITY OF JACKSONVILLE.

Councilor Meyers made a motion to approve Resolution 1025. The motion was seconded by Councilor Becker. Six members present voted aye. One member present voted nay. Motion approved.

Councilor Doderó stated that he believes that this is micro management and will cause problems for staff in doing their job.

6) COUNCIL DISCUSSION

6a) MAYOR AND COUNCIL COMMITTEE REPORTS:

Administrator Wyntergreen had nothing to report.

Councilor Doderó requested that he be allowed to read and submit the following comments for the record:

“My fellow Council members, I strongly oppose the separation of the Public Safety Department, I feel this will reverse the decision that was put in place by a more serious former Council and will be costly, disruptive and possibly dangerous in these uncertain times. After being involved with hiring most of the Department heads over the last twenty years, one realizes that this individual must not only have a good grasp of the functional aspects of the Department, they must also be good managers and have the respect of their subordinates. If this is not the case, (we have seen this in the past), and the Department goes downhill and there will be problems. The rationale for the consolidation of the Public Safety, was brought about by the realization that a city of our size cannot afford to hire a full-time Fire Chief with adequate managerial skills. This recently holds true today even more than it did when the consolidation was put in place. In times when we are finding it difficult to adequately finance our fire Department, why would we add more cost, disruption and unknown consequences? This action has already resulted in the unintended consequence in the Union’s rejection of our labor contract, spatial and equipment dilemmas, (we now need extra copiers, printers, faxes, etc.), and staff time will be needed to split the duties of the Public Safety Clerk; all will add cost and disruption. The lack of deliberations, public process, undefined rationale for the change, unclear plans to restructure the Department and the added cost to the city, in my view, is capricious and irresponsible. It might be prudent to honor the decisions of the former, more experienced Council until you get at least one term under your belt.”

Councilor Becker stated that at the first Parking Commission meeting, the issue of the Trolley going across the bridge of the parking lot on the other side of the library and could not make the turn without coming too close to two of the parking spaces, so the recommendation was that those two spaces be made into “compact car only” parking.

Councilor Meyers had nothing to report.

Councilor Winterburn had nothing to report.

Councilor Schatz stated that she received a letter from Vi Davis regarding the Arts & Crafts Fair that is scheduled for September 4th, and wanted to know if Council needs to do anything or give our blessing.

Mayor Garrett stated that we could post it on the office board and give it our blessing.

Councilor Gilman stated that at the next Parks meeting, they will be discussing park improvements and then he explained the costs of the maintenance. He further stated that when he has an actual cost for these improvements, he will be presenting it to Council for approval.

Recorder Miller had nothing to report.

Mayor Garrett announced that the Oregon Mayor's Association, OMA, meets at the end of July, and traditionally Jacksonville's Chamber of Commerce, through Sandi, provides the best basket the Association has ever received, so I am going to ask the Chamber if that is something they would be willing to do again this year. He further stated that it would items donated needed to be at the Recorder's office by the 27th.

8) ADJOURN

Mayor Garrett adjourned the City Council meeting at 8:15 p.m.

Bruce W. Garrett, Mayor

Alice White, Recorder Assistant

Date approved: _____