

# CITY OF CENTRAL POINT

*Oregon*

## City Council Meeting Minutes Thursday, October 25, 2018

### I. REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 7:00 PM by Mayor Hank Williams

### II. PLEDGE OF ALLEGIANCE

### III. ROLL CALL

Attendee Name	Title	Status	Arrived
Hank Williams	Mayor	Present	
Bruce Dingler	Ward I	Present	
Michael Quilty	Ward II	Excused	
Brandon Thueson	Ward III	Present	
Taneea Browning	Ward IV	Present	
Rob Hernandez	At Large	Excused	
Michael Parsons	At Large	Present	

Staff Present: City Manager Chris Clayton; Human Resource Director Elizabeth Simas; Police Chief Kris Allison; Police Captain Dave Croft; Parks and Public Works Director Matt Samitore; City Attorney Sydnee Dreyer; Recreation Manager Nikki Peterson; and City Recorder Deanna Casey.

### IV. PUBLIC COMMENTS - None

### V. CONSENT AGENDA

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Brandon Thueson, Ward III
<b>SECONDER:</b>	Taneea Browning, Ward IV
<b>AYES:</b>	Williams, Dingler, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Michael Quilty, Rob Hernandez

A. Approval of October 11, 2018 City Council Minutes

B. Authorizing Meeting Cancellation for November and December 2018

### VI. ITEMS REMOVED FROM CONSENT AGENDA - None

### VII. ORDINANCES, AND RESOLUTIONS

A. Resolution No.\_\_\_\_\_, 2018 Personnel Policies & Procedures Manual

Human Resource Manager Elizabeth Simas stated that the current Personnel

Policies were adopted in 2005. Changes over the years have been adopted but not incorporated into policies. Employees and managers have asked for an updated manual so each has a clear understanding of the expectations regarding the policies of the City of Central Point.

The proposed policies have been reviewed by City County Insurance Services (CIS) as well as Management Staff. The proposed manual was distributed to all employees on September 6, 2018 for review. Once the manual is approved by City Council all employees will be required to complete an Acknowledgement of Receipt.

If Council has any questions they are encouraged to contact the City Manager or Human Resource Department. Most changes are unwritten procedures, clarifications or updates of current policies, new or revised state and federal laws, and a rewrite of the former version with an entirely updated look. Periodic updates will be brought to the council as changes are made. Changes that are required by law or do not have significant impact will be changed as needed.

**Michael Parsons moved to approve Resolution No. 1554, A Resolution Adopting the City of Central Point 2018 Personnel Policies & Procedures Manual.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce Dingler, Ward I
<b>SECONDER:</b>	Taneeea Browning, Ward IV
<b>AYES:</b>	Williams, Dingler, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Michael Quilty, Rob Hernandez

**B. Resolution No. \_\_\_\_\_, A Resolution Adopting the Revised Management Compensation Plan**

Mrs. Simas stated that the Management Compensation Plan was adopted in 2010. She highlighted some of the substantive changes like the addition of a part-time Human Resources Assistant; reclassification of positions; 2.5% increase to the salary schedule; streamlining the management evaluation process; inclusion of a gym/weight management membership reimbursement program; and the ability to allow the City Manager to place managers at any level of the City's Vacation accrual schedule as warranted.

City Manager Chris Clayton explained that the CPI Increase is not a guarantee for each person; he will place them accordingly each year. The change to the evaluation process is to streamline the reviews to semi-annual, with goal setting sessions between.

**Brandon Thueson moved to approve Resolution No. 1555, A Resolution Adopting the Revised Management Compensation Plan.**

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Brandon Thueson, Ward III
<b>SECONDER:</b>	Tanea Browning, Ward IV
<b>AYES:</b>	Williams, Dingler, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Michael Quilty, Rob Hernandez

C. **Resolution No. \_\_\_\_\_, A Resolution Adopting the July 1, 2018 - June 30, 2019 Classification Pay Plan**

Mrs. Simas stated that this is an annual resolution adjusting and updating the Classification Pay Plan for all City Employees. The proposed resolution reflects revisions to the General Services Unit, Police Bargaining Unit and the Management Compensation Plan. Part A and B reflect the collective bargaining units contract and Part C reflects changes adopted by the previous resolution.

**Michael Parsons moved to approve Resolution No. 1556, Adopting the July 1, 2018 - June 30, 2019 Classification Pay Plan.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Parsons, At Large
<b>SECONDER:</b>	Brandon Thueson, Ward III
<b>AYES:</b>	Williams, Dingler, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Michael Quilty, Rob Hernandez

D. **Resolution No. \_\_\_\_\_, A Resolution Setting Public Art Selection and Acquisition Policies and Guidelines**

Parks and Public Works Director Matt Samitore explained that the City never adopted a policy for the display of public art. With the conclusion of the downtown improvements and possibility of public art at a future plaza staff thought it pertinent to have a policy in place. We have reviewed several policies from other cities and have created the recommended policy. This will focus on a process for acquisition and display, encouraging public participation and art related programs.

The City Council will be responsible for coordination, selection and purchase of artwork for the public art program using the procedures established in this policy.

**Brandon Thueson moved to approve Resolution No. 1557, Setting Public Art Selection and Acquisition Policies and Guidelines.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Brandon Thueson, Ward III
<b>SECONDER:</b>	Michael Parsons, At Large
<b>AYES:</b>	Williams, Dingler, Thueson, Browning, Parsons
<b>EXCUSED:</b>	Michael Quilty, Rob Hernandez

## **VIII. BUSINESS**

### **A. Council Authorization of Exception from Competitive Bidding and Awarding a Contract to Brown and Caldwell for an Update to the City Water Master Plan**

Mr. Samitore explained that this item will return as a resolution at the next Council meeting. The City Attorney noted that we are required to provide notice before approving a resolution awarding a bid without a public bidding process. Brown and Caldwell have worked on several Central Point water projects and know our system. They also work with the Medford Water Commission (MWC).

Mr. Clayton explained that this will save the city significant time and public resources by utilizing Brown and Caldwell's institutional knowledge of our water infrastructure complexities. We have not done a bid exemption in the past; however in this situation Brown and Caldwell are the only ones that could do this project justice.

No motion is requested at this time. Phase one will work with the Urban Reserve areas to master plan the UGB. This will be one more step crossed off for expansion.

### **B. Battle of the Bones 2018 Financial Report**

Special Events Coordinator Nikki Peterson thanked those on the Council who judged the BBQ event this year. The judging for this year's event was different from previous events. We decided not to continue as a Kansas City BBQ Society sanctioned event, which allowed us to put more funds into the prize money. The change allowed the judging to be less strict and to conform to other similar backyard BBQ competitions.

We collaborated with the Expo to utilize their new online ticketing system. This worked well for the city so we did not need to use extra personnel to sell tickets at the event. Friday night and Saturday are considered sell out days, the attendance was great. Sunday has always been a challenge and we are hoping to come up with another food option for next year.

This year's sponsors included Sherm's Thunderbird Markets and C&K Markets. The event this year showed a profit of \$12,203. The Parks foundation also got involved with the event and earned \$862 for Central Point Parks.

We are currently talking to the expo about expanding the BBQ section to include all the grass area in front of the Expo for next year allowing 16 to 17 BBQ teams.

## **IX. MAYOR'S REPORT**

Mayor Williams reported that he attended the Study Session and the Medford Water Commission meeting.

## **X. CITY MANAGER'S REPORT**

City Manager Chris Clayton reported that:

- He will be out of the office on Friday.
- He has received an update on the proposed county jail, the county has purchased the property and had begun the process of proposing a bond for the project.
- We received a 6% increase on the 2019/2020 tax collection.
- In January the study session will discuss the financial overview for the next budget cycle.
- We met with the department heads this week regarding the citizen survey, will be returning to council with the questions in the next month or so.
- City Hall roof repair will begin October 31<sup>st</sup> and should be completed in a couple weeks.
- Left turn lane on the I-5 overpass seems to be failing during peak hours. We will be monitoring the situation along with ODOT. Hopefully this will be resolved when Table Rock construction is complete.
- He met with Carrie Reed today who is interested in several positions on our committees.

## **XI. COUNCIL REPORTS**

Council Member Mike Parsons reported that:

- He attended the October 12, 2018 ribbon cutting event for Downtown. He thought it went well.
- He attended the October 15, 2018 Study Session
- He attended the Citizens Advisory Committee meeting on October 23, 2018.

Council Member Tanea Browning reported that:

- She attended the ribbon cutting for downtown. They estimate there were between 200 to 300 people attending. It was a great turn out.
- She attended the Study Session
- She attended the Fire District 3 Board meeting. The Central Point fire station should be done with seismic upgrades by the end of November.
- She attended the State of the Fair meeting. The expo receives 1% of gross FFA auction sales. Their net profit from the fair was \$130,000. The annual Goat show will be moving to the fall.
- There will be a ground breaking event for CraterWorks at 419 N. Front at 3 pm on November 5<sup>th</sup>.

## **XII. DEPARTMENT REPORTS**

Parks and Public Works Director Matt Samitore reported that:

- We hope that the final change order for Twin Creeks Crossing is complete. They should be moving along with the project soon hopefully the weekend after Thanksgiving.

- The Recreation Staff will be at Hanley Farm on Saturday for our Pumpkin Fest. This event has grown each year. If you plan to go you should go early in the day.

Chief Allison presented a video showing the February 19, 2017 officer involved shooting in Central Point. She wanted the Council to see what our officers go through and how fast a situation can change. This dashcam video will be released to the public soon. We are hoping that JD Day will be able to attend our Veterans Day event. He will be in town visiting around that time.

Human Resource Director Elizabeth Simas invited all the Council to our Thanksgiving Appreciation lunch in November. This is an event to thank all our volunteers and Committee members.

### XIII. ADJOURNMENT

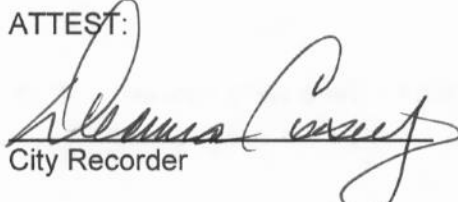
Tanea Browning moved to adjourn, Brandon Thueson seconded. All said "aye" and the meeting was adjourned at 8:03 p.m.

The foregoing minutes of the October 25, 2018, Council meeting were approved by the City Council at its meeting of November 8, 2018.

Dated: 11/8/18

  
Mayor Hank Williams

ATTEST:

  
City Recorder