

Rivergrove City Council Meeting Minutes, July 13, 2020

STANDING ITEMS

1. Call to order and attendance (Mayor, Councilors and Guests)

In attendance were Mayor W Williams, Council President B Ruble, Councilor D Pierce, Councilor W Tuttle, and City Manager H Kibbey. Councilor J Williams, joined a few minutes later.

Citizen attendees were Mike Salch, Carolyn Bahrman, Kellen Russell and Rachel Shafer.

2. Review of June 8, 2020 minutes

The June 8, 2020 minutes were approved as submitted (unanimous 4-0, Councilor J Williams had not yet joined the meeting) with the City Manager to put in the correct date the budget is required to be submitted to the State. [closed]

3. Review of financials – City Manager

*The City Manager reported that she could not reconcile the June financials because her predecessor had transferred items back and forth between accounts and paid bills from the wrong accounts making reconciliation impossible. Financials will be on hold until an audit is performed. **[OPEN]***

Lead Individual: The City Manager

PUBLIC COMMENT ON NON-AGENDA ITEMS

During this portion of the meeting, citizens are encouraged to present matters of concern not on the meeting agenda. There will be no discussion of these concerns at the meeting, and no interaction between the citizen and the City Council regarding them, unless clarification is needed. Comments are limited to 3 minutes in length. The City Council may, at their discretion, include any of the items on a future City Council meeting agenda for further discussion.

Carolyn Bahrman presented 4 items as follows:

- a. She asked if there were any requirements for the City Manager position.*
- b. Was the Zoom meeting number always the same-the City manager stated it was not, but it is to be published in the Report and on the web site.*
- c. She felt that Council members were not getting material far enough in advance so that there is inefficient use of meeting time.*
- d. She thought the intern working on the code was supposed to be free, but we paid her \$825. This seemed reasonable, but we thought a condition of getting college credit was that she not receive payment for her work.*

UNFINISHED BUSINESS

1. POD Storage-Mayor Williams

At the last meeting we determined that PODs (and tent like carports) fall under the tent provision of the code (RLDO 2.040(d)) as temporary structures that will require a development permit if they remain longer than 3 months each year. We are to notify by letter the current citizens that have tent like carports or PODs of the current interpretation. We are also to put this information in the Rivergrove report and the website. [OPEN]

Lead Individual: Mayor W Williams

2. Canal Acres Home-Tree Mitigation-Mayor Williams

The Canal Acres subdivision contains 4 lots. Lot 1 is the existing house. Lots 2 and 3 are developed with lot 2 having trees planted. Lot 4 is undeveloped. We need to locate the statement of conditions for the subdivision and specifically the wording for the mitigation plan. Once this is done, we can act. If the developer is no longer the owner, we will have to ask the owner to comply with the conditions. The City Manager and/or the Mayor to locate the mitigation plan requirements. Councilor Pierce will look at the trees planted on lot 2 to determine the species. [OPEN]

Lead Individual: Mayor W Williams

3. Review of Financials-The City Manager

This will be postponed until an audit of the finances is performed. The City Manager has talked to Tabor Accounting about performing the audit. The Council directed her to get three bids (required if cost were to exceed \$10,000) and submit them at the next Council meeting. [OPEN]

Lead Individual: The City Manager

4. Resolution establishing Agenda and Minutes format-Councilor Tuttle

Councilor Tuttle's resolution (265-2020 as modified by Councilor Pierce) establishing an agenda and meeting minutes format, was discussed by the Council. After brief discussion it passed 5-0. [closed]

5. Budget Committee

This item was already closed because after the budget committee meeting, the City Council held a meeting and approved the budget as presented. [closed]

6. RG newsletter content

There was discussion about the content allowed in the Rivergrove report. There was an opinion that the snail mail report could only have items of public notice while the electronic version could contain public notices and news items of local interest. This would satisfy state requirements regarding public notification. Adding more content to the snail mail version could cost more in postage and take longer to prepare and distribute. Nobody could say for sure what the City Attorney's current opinion on the matter is. It was decided to have Councilor Ruble work with the City Manager to prepare a snail mail version that includes some news. [closed]

THE FOLLOWING ITEMS ARE UNFINISHED BUSINESS THAT MAY BE DISCUSSED AT A FUTURE CITY COUNCIL MEETING.

1. Review proposal for creating Administrative Rules, Resolution 264-2019.
2. Review proposal for Council Ethics and Council Rules Documents.
3. Possible modification of the City Manager/City Recorder position:

The Council decided (unanimous 5-0) to add item 1 above to the August agenda.
[OPEN]

NEW BUSINESS

1. The Mayor reported he had received phone calls regarding boat ramp issues. He consequently visited the boat ramp several times and observed lack of social distancing and masks by teenagers along with people using the ramp in a manner to make it difficult for other people to launch watercraft. It was noted that the City's ability to act is constrained by various State and Federal Regulations. Since this item was not on the agenda, and thus citizens not notified, the Council will place it next months agenda with a goal of informing the public what we can and can not do.

[OPEN]

Lead Individual: Mayor W Williams

PLANNING COMMISSION REPORT

Was not given

COUNCIL REPORTS

1. Mayor: Mayor's Report

The Mayor reported that Clackamas County need all municipalities to sign off to get COVID funds for their municipality. These funds must be used for items that cities are having to spend because of the COVID pandemic. He suggested that we could list the cost of Zoom meetings, software necessary for such meetings, boat ramp funds (e.g. signs). He asked Councilors to e-mail the City Manager with any other ideas.

2. Councilor J Williams: Transportation report and any other matters

The City has received one bid for the radar sign and another company has said they would respond. However, they have not replied to Councilor Williams inquiries, so if they do not respond within a few days, he will submit the one bid to the Council for consideration.

3. Councilor Pierce: Parks report (recurring) and any other matters

- a. Signs for Parks and the boat ramp have been remade and laminated.*
- b. A letter to the contract mower was written in Spanish to convey our requirements.*
- c. At Heritage Park, the water fountain has been repaired and the neighbor who waters the new trees has been instructed on to turn the water off and on.*
- d. He shut off irrigation in Minor Park. I looked at the location of sprinkler heads to determine which may be vulnerable when the stumps are ground and when the mitigation trees are planted.*
- e. Bartlett tree service (our contract arborist) will likely grind the stumps in Minor Park sometime in August.*
- f. He prepared a cost estimate for the mitigation trees in Minor Park and that estimate was put into the budget.*
- g. A question asking "where would you like to see trees in Lloyd Minor Park" has been placed in the Rivergrove Report. Citizens are to e-mail Councilor Pierce with their preference.*

4. Councilor Ruble: Giving Program (recurring) and any other matters

Councilor Ruble stated that she observed behavior at the boat ramp at several times on July 4 and although it was busy, she was impressed by the behavior of people. Perhaps the signs have had a positive effect.

5. Councilor Tuttle: Code Status

Councilor Tuttle stated that the code subcommittee has been inactive for a couple of weeks as the City Planner has been on vacation. However, the committee is adding a new type of development to the code. This is a cottage cluster.

CITY MANAGER REPORT:

- a. *The City Manager reported that she had received a voice mail from the City of Tualatin from some citizens (unknown if they are citizens of Rivergrove or Tualatin) wanting Childs Road west of 65th paved. We own the street, but only 9% of the residents using that street are citizens of Rivergrove. She will attempt to contact the City of Tualatin and update us on the issue. **[OPEN]***

Lead Individual: *The City Manager*

- b. *Planning Commissioner Sweet has resigned, so the City Manager will be looking for candidates to replace him and possibly the two other Commissioners whose terms expire in the Fall. Suggestions are welcome. **[OPEN]***

Lead Individual: *The City Manager*

- c. *As usual, there will be an election for three councilors in the Fall. We need to have at least one new applicant since Councilor Williams is going to retire this year. Because of the COVID pandemic, the City Manager will check with Clackamas County to see if written petitions with 20 signatures will still be required to be on the ballot. **[OPEN]***

Lead Individual: *The City Manager*

EXECUTIVE SESSION (Council and staff may adjourn to Executive Session pursuant to Oregon Revised Statutes 192.660: As needed

No executive session needed at this meeting.