

**CITY OF DAMASCUS
CITY COUNCIL MINUTES
MARCH 6, 2006**

PRESENT: Mayor Dee Wescott **STAFF:** John Bingham, City Manager
 Councilor John Hartsock Penny Morrison, City Clerk
 Councilor Barb Ledbury Eileen Eakins, City Attorney
 Councilor Randy Shannon
 Councilor Jim Wright

*(Note: Unless otherwise noted, **MOTION CARRIED** indicates all in favor)*

Mayor Wescott called the meeting to order at 7:00 PM

1. ANNOUNCEMENTS None

2. CITIZEN COMMENTS –

Norm Quinsland, Citizen, stated that there was no Damascus input into the Concept Plan and asked Council to reject it rather than “approving” it.

Marty Beaudet, Citizen, referred to a mailer sent to property owners in the city and as the Council if it intends to respond to it.

Councilor Shannon and Councilor Wright said they had also received the mailer and plan to attend the meeting it refers to.

Councilor Hartsock and Mayor Wescott said they had not received it in the mail, but had seen it and referred to some misinformation it contained.

Ron Huddlestone, citizen, referred to the greenspaces identified on the Concept Plan map on his property and asked if he would have to sell or move.

Councilor Wright said no.

John Bingham, City Manager explained that there have been no changes in the zoning in Damascus since incorporating and the Concept Plan is only a concept, and was not undertaken by the City. Damascus will be undertaking a separate process with regard to a Comprehensive Plan with much citizen input.

3. CONSENT AGENDA –

Councilor Wright made a motion to accept the Consent Agenda then retracted the motion when Councilor Hartsock said he had problems with all three items

4. ACTION ITEMS

B. RECOMMENDATIONS FROM CITY MANAGER –

c1. Approval of Minutes from February 13, 2006 Worksession,

Councilor Hartsock made a correction in the location of a meeting identified in the minutes asking that the item be stricken from the minutes. Clerk said she would correct them.

MOTION: Councilor Hartsock: Move approval.
Councilor Shannon: Second.

MOTION CARRIED

c2. Resolution 06-80 Approval of Accounts Payable

Councilor Hartsock asked questions about the payment request from Bob Murray and Associates.

John Bingham read the invoice outlining the work covered under the payment request.

Councilor Hartsock asked Mr. Bingham to provide an accounting of all payments made so far under the current contract with Murray.

Mr. Bingham said he would provide that as soon as possible.

Mayor Wescott stated that it appears that all the work covered under this payment request was done prior to the hiring freeze and was specifically for the Finance Director position which was exempt from the freeze.

Councilor Wright said he saw no reason not to pay this particular bill.

MOTION: Councilor Hartsock: Move approval.
Councilor Wright: Second.

MOTION CARRIED

c3. Resolution 06-81 Acceptance for the Damascus/Boring Concept Plan

Councilor Hartsock said he has a problem with the word "Acceptance" and whether or not it means that Council approves. He suggested an alternative language.

Councilor Shannon said that he feels the description in the revised is better.

MOTION: Councilor Shannon: Move to accept the revised resolution as read by Councilor Hartsock.

Councilor Wright said he feels this is much ado about nothing as the City is not adopting or implementing the plan. He said he would just like to get this behind us and start on the City's own process.

Mike Hammonds, Citizen recommended deleting the reference of "three Council members" stated in the resolution.

Norm Quinsland agreed with Mr. Hammond request.

Eileen Eakins, City Attorney said she would prepare a revised resolution in light of Council members and citizens comments. She then read the proposed new wording as:

"WHEREAS, Clackamas County, the Metropolitan Service District ("Metro"), and the Oregon Department of Transportation, with involvement from leaders and representatives from the Damascus and Boring communities, adjacent

cities, the Portland metropolitan region, and the State of Oregon, have completed a Concept Planning process for the land added to the Urban Growth Boundary in 2002 in the Damascus/Boring region; and

WHEREAS, the Damascus City Council (“Council”) acknowledges that, while the final Damascus/Boring Concept Plan is not binding upon the City of Damascus, it will serve as a useful reference document that will help to guide the City in its future planning efforts; and

NOW THEREFORE, THE DAMASCUS CITY COUNCIL RESOLVES AS FOLLOWS:

1. The completed Boring/Damascus Concept Plan is hereby **received** by the City of Damascus.

2. The Council hereby expresses its appreciation for the many hours of work by the staff members of Clackamas County, Metro, and ODOT, as well as the many agencies and citizens that contributed to this work.”

Councilor Shannon agreed and amended the motion to include striking the words “three members” from the resolution and including all other revisions as read.

Councilor Ledbury seconded the amended motion.

MOTION CARRIED

4. Approval of Official Logo for the City of Damascus

Brian McClellan, Cornerstone Graphics, handed out packets with final options for the Councils consideration.

Council discussed the options presented, resulting in the following motion:

MOTION: Councilor Hartsock: Move to accept the first logo on the top of page one.

Councilor Shannon clarified the motions that we are accepting the design, but with some tweaking.

Councilor Ledbury: Second.

Discussion then took place about cost estimates and the number of business cards identified for Council members in those estimates.

MOTION CARRIED

5. Review of Response Time for Law Enforcement within the City of Damascus
Lieutenant Barb Wagoner, CCSO, referred to hand outs for the Council on Crime Statistics and Incident Reports and Response times for the City of Damascus. Councilor Hartsock explained that he had requested that a map showing the areas referred to on the reports be placed on the report for easier identification of the locations.

Lt. Wagoner explained that this document represents unofficial numbers coming out of CCSO and not from an official report from CCOM. Discussion took place on the timeframe for receiving the actual log, clarification on traffic calls from citizens VS officer initiated traffic stops, what exactly the City will be receiving monthly from CCSO by way of reports and response times.

Council voiced their concerns that the response time was slower than in other areas and felt it needs to improve. A comparison was made of the response time for the City Volunteer Fire Department and CCSO.

Lt. Wagoner explained that sometimes Fire gets the first call, then the calls come into dispatch for officer assistance. She explained travel time for officers during non assigned (contracted) hours, as well as the fact that there are no holding cells in Damascus. She responded to Council's suggestion of having a holding cell in the City by saying that cells need to fall under State guidelines. The Lt. said she would provide Council with some comparable statistics for other jurisdictions of the approximate same size in the near future.

6. Ordinance No 2006-09 Relating to Nominations and Elections for City Council Positions and the Office of Mayor

Eileen Eakins pointed out Section 7 regarding Voters Pamphlets, saying it states the City will not produce its own pamphlet. She talked about the change in deadlines suggested by the Clerk, which will allow for City staff to administer and process the petitions and applications prior to submitting to the County.

Councilor Hartsock said that since the County's website says the deadline is August 29th it might be confusing to citizens if the city has a conflicting deadline. He also mentioned that the County can provide the service of verifying signatures.

Council discussed the elections process and the role of the City as well as the role of a City Recorder.

Mayor Wescott said he feels the City Recorder assignment should be handled by a full time employee.

Eileen Eakins suggested that we make revisions brought forward tonight and place them on the website tomorrow (3/7/06) in the form of a revised draft of the ordinance, which will meet requirements to allow for final approval at the March 20th Council meeting.

MOTION: Councilor Shannon: Move we table this issue to the March 20th meeting and post the revisions discussed on the City website tomorrow to meet requirements.

Councilor Hartsock: Second.

MOTION CARRIED

*7. Calendar for Fiscal Year 2006-2007 Budget Preparation, Appointment and Reappointment of Budget Committee Members

Mr. Bingham by way of background on this issue explained that Council had unanimously voted on February 27th to authorize the City Manager to retain the services of an Interim, Part-time Finance Director. Accordingly, on March 1, 2006, he had hired Dan O'Dell for this purpose to assist in preparing the Budget Document for Fiscal Year 2006/2007. He said the first action needed tonight in order to move forward in this process would be to appoint the Interim Finance Director as the Budget Officer.

MOTION: Councilor Shannon: Move to appoint the Interim Finance Director as the Budget Officer.

Councilor Ledbury: Second.

MOTION CARRIED

Mr. Bingham said that the next action needed would be to fill an existing, but expiring position currently held by Kathy Ruthruff. Ms. Ruthruff has been contacted and has expressed a desire to serve another term, which would be a 3 year term expiring in March of 2009.

MOTION: Councilor Hartsock: Move to appoint Kathy Ruthruff to position number 5 for a three year term.

Councilor Ledbury: Second.

MOTION CARRIED

Dan O'Dell, Budget Officer, said that he was asked to put together a budget calendar which meets State and Federal requirements. He has done so and asked Council for their approval.

Councilor Hartsock said that the calendar handed out looks fine, but felt that Council will not be ready by April 24th for the first budget meeting because strategic planning and staffing decision may not be ready by then. He said that there needs to be public outreach, and does not want the City to end up looking like every other city.

Council discussed this issue and the fact that a budget must be put into place to meet requirement.

Mr. O'Dell said that he had drafted a second schedule and handed it out. This schedule would allow for more input from citizens via a phone survey.

Councilor Wright asked the cost of that survey.

Mr. O'Dell said it would be approximately \$14,000.

Mr. Bingham stated that the previous survey regarding citizen priorities for the city was less than one year old and doesn't think there would be that much new information to justify the \$14,000.

Council again discussed the public input portion of the budget process and the fact that maybe that could be addressed in the coffee klatches planned for the comprehensive planning. Agreement was achieved that most of this year's budget will need to go for the planning process and there would be very little

money left to use for other priorities. Council to submit lists of "other items" wished for with the criteria that they must benefit the City /Citizens as a whole.

MOTION: Councilor Shannon: Move we adopt the second schedule for budget process handed out by Mr. O'Dell, no survey to be done and to pursue input from citizens at the coffee klatches.

Councilor Hartsock: Second.

MOTION CARRIED

5. COUNCILORS COMMUNICATION/REPORTS

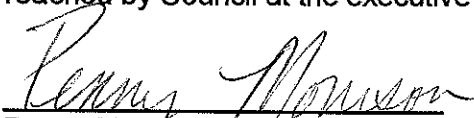
Discussion took place regarding the next worksession to discuss the coffee klatch/planning process. Also discussed was a meeting which had been set with the City Manger and consultants for March 9th. Concern was expressed that only one Council member was involved and received correspondence regarding this meeting. New information was received today that the consultants could not have the information ready by the March 9th timeframe, but could perhaps be ready by the 10th. Since notice could not be given in time to meet that timeframe, the information will be received by Council a special March 16th worksession at 6:00 PM.

Councilor Hartsock gave a list of upcoming meeting. He also mentioned a note from Ernie Platt regarding the need for a new budget member for Clackamas County Surface Water Management. Additionally, Mr. Hartsock expressed a desire to have a worksession regarding the ballot title process.

Eileen Eakins updated Council on the process thus far, stating all legal requirements have been met. She also clarified the fact that the City cannot do rebuttal in the voter's pamphlet for any ballot measures submitted by citizens can only disseminate factual information. Councilors can rebut individually as elected officials. Ms. Eakins said she was not available to attend the March 16th worksession.

6. **EXECUTIVE SESSION:** 9:02 PM - The Damascus City Council entered into Executive Session under the provisions of ORS 192.660 (2) (h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation and ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection.

Mayor Wescott reconvened the meeting at 10:09 PM stating that no decisions had been reached by Council at the executive session. He then adjourned the meeting.


Penny Morrison, City Clerk