

Council: Mayor Andrea Rogers, Kathy Fitzpatrick, Peny Wallace, Steve McKibben, Arlene Burns, Emily Reed, and Christina LaFever.

Staff: City Recorder Jean Hadley

Absent: None Excused: None

CALL TO ORDER

Meeting was called to order by Mayor Rogers at 7:03 p.m. and roll call was taken.

ADDITIONS OR CORRECTIONS – Hadley asked Council to include in the consent agenda a list of bills presented that evening.

BUSINESS FROM THE AUDIENCE – None

CONSENT AGENDA

- 1) Approval of Minutes, March 6, 2013
- 2) Review/Approve Bills
- 3) Letter of acceptance of donation; State St. Cemetery Gates

A motion was made by Councilor McKibben to approve the consent agenda including the list of bills presented that evening. Councilor Fitzpatrick seconded. There was no discussion. Motion passed unanimously.

BUSINESS

- 1) Web site update training proposal

Mayor Rogers reminded Council of the previous meeting and the request for a revised contract amendment to include training from the provider to staff so the website could be done internally. Wallace said she appreciated the idea of uninterrupted time to accomplish the training. Reed is providing Hornung with instructions on how to post that were developed when the website was launched. **A motion was made by Councilor Wallace to accept the proposal from Tracie Hornung to provide training to staff for updates of routine information to the web site. Councilor LaFever seconded. There was no discussion. Motion passed unanimously.**

- 2) Resolution 2013-02 & application for Worker's Compensation insurance provider change
Fitzpatrick reminded Council of the coverage provided by SAIF with regards to volunteers and explained the ease of dealing with City County Insurance Services when Council/Staff has questions or concerns. **A motion was made by Councilor McKibben to change the Workers Compensation insurance coverage to City County Insurance Services and allow the Mayor to sign the application. Councilor Reed seconded. There was no discussion. Motion passed unanimously.**

A motion was made by Councilor Wallace to pass Resolution 2013-02 extending the City's Workers' Compensation Insurance Coverage to City Volunteers. Councilor Reed seconded. There was no discussion. Motion passed unanimously.

- 3) School property (gas station) update and request for direction of new use
Rogers read the complete staff report included in the Council packet. There were three options provided for consideration. Option one was suggested by staff. Councilor LaFever clarified the situation regarding her increase in business and use of the property. LaFever said the trigger for this action was due to her doing business part time and not a temporary use. LaFever said there should be various types of permits

available. Hadley explained how the minor and major Conditional Use Permit (CUP) and charges associated with that were established. Reed said she felt it was a good thing to have a start-up business type permit; she used the term “incubator”. Fitzpatrick stated her concern that fees do not reflect actual costs and posed the question as to how to make sure the charges are stated up-front and clearly. Fitzpatrick said if she were putting a large investment in the business the cost of the permit is a well spent investment to secure a future. Carole Schmidt, asked the CC to consider option C of the staff report. Reed facilitated that discussion by playing 'devil's advocate' and stating that doing business until a complaint arises seemed reasonable. Rogers reminded Council of the monetary budget restraints the City has for operation and cannot afford to be philanthropic and the City is not making a profit. Reed said there should be a way for businesses to get stable before they pay the fees associated with doing business. Fitzpatrick suggested streamlining the process with a simple checklist being done administratively in the office with a simple process. Reed said the more we can lower the cost for businesses the better chance they have to survive because we are a small City and not very many people to support the “incubator” businesses. Route 30 business owner Stephen Demosthenes asked Council what an “incubator” business is and what does that mean; he said he has never heard this term and you are either in business or not in business. Reed responded by defining an incubator as a startup business such as those on the school property or food carts that have a temporary location without water or power. Wallace asked to table this and see the application and checklist currently provided. Reed said there were three levels of possible action; can we simplify it even more, can it be capped, and can we have a greater sense of transparency for rising costs for the applicant.

Amended to add changes to the minutes provided by Councilor Emily Reed:

Add: Mosier School Executive Director Carole Schmidt question.

Add: Jean's comment on ethics being a concern for a member of Council to need a permit.

Add: LaFever's agreement that she wants a permit

After Demosthenes's comment/questions re definition of "incubator" add: Reed's response.

Add: Other audience comments furthering the discussion

Add: References to the Mosier Farmers' Market process as a case study to learn from

April 3, 2013

Addendum to March 20, 2013 MCC Meeting Minutes provided by Councilor Christina LaFever:

Permitting Discussion

JH: Two different CUP's were not available 2 years ago. Dotty decided we needed two. That's what is available now and why it's available at less than half the cost.

AR: At time of Farmers' Market application, didn't have a process. How do we legally do this?

KF: Concern was fee for Farmers' Market permit. Costs were exceeded and they got informed by receiving the bill.

AR: Now we have a Simple CUP for this purpose.

KF: It needs to be capped.

CL: All permits and applications should be spelled out. Clear process. Applications in city office and on line. Fee Schedule. Capped unless extenuating circumstances. Not appropriate for city to use outside consultants and pass all costs to applicant without total disclosure. Applicant should not be completely surprised by their bill.

JH: I have the packet in my drawer, includes minimum charge, in event of further review due to public response.

ER: The market was a special case and we were told it would be \$100.

CL: City should incur some expense for using Farmers' Market to formulate their process, instead of all going to applicant.

KF: Good example was sign ordinance. Unwieldy. Similar experience Debra changed words on sign from Wildflower to Good River. Cost \$800. Dotty was enlisted to do full review. From that mistake, city created checklist so sign review could be done. What Christina is suggesting is similar adopt something similar to sign checklist to minimize cost to applicants.

CS: Read Dotty's report. Address Option C. What's happening is very simple.

KF: If I were investing in business as Christina and Jeff have done, I would want some assurance that I wouldn't have my right taken away. Even at \$500 it would be worth the security.

ER: Devil's advocate, why not go along until complaint, that seems reasonable as well.

JH: There's an issue of ethics, you are setting precedent for people who are going to benefit from this and there's an ethical point of view. You are operating a business and are on city council.

KF: Suggest city pay Dotty to streamline process, like sign ordinance, can be mostly administered in office. I'm concerned because of precedent with Farmers' Market. Kris, what was final bill?

AR: Stop this. Farmers' Market is not the same.

KF: It's very relevant.

AR: are we going to NOT make a decision and spend months streamlining a process versus properly permitting businesses that need to be permitted? We are not making a decision as much as discussing a process.

PW: Look at creating an easier version of the process.

KF: FM permit has a lot of relevance which is why Dotty included her staff findings on it with the Gas Station.

CL: I actually prefer option A (Simple CUP) over C (do nothing). I see the ethical issues, Jean brought this to City Attorney, I don't want special treatment because I'm now on Council. This is not new news, everyone in this room patronizes my business. I want clarity from my city office.

JH: ethically, I never saw Christina in my office or asking for a permit. It is clearly defined and fees associated with it are clearly defined.

KF: There is no hurry to permit, can't it wait to develop more streamlined system?

PW: let's go back and look at this and see the application and checklist currently provided.

AR: now we're asking Dotty to develop more streamlined process instead of how this IS most streamlined process?

PW: I like the idea of a checklist.

JH: There is a checklist for a Simple CUP. There is an application for Simple CUP.

AR: In your estimation does this work?

JH: Yes.

AR: Simple CUP was direct result of concerns with market.

JH: Farmers' Market was a test case, nothing like it before. It did change our code.

KF: Instead of test case, City should pay to figure out process first, not like Debra or FM, since this is beyond seasonal or TUP event.

SB: Give it as broad a scope as can. Don't set limits or boundaries. We have a good process here. We already have a flexible option.

ER: Still expensive, needs a cap, need transparency.

KF: process is still mysterious and not clear where \$500 goes.

CL: Based on how I'm using the gas station property and phone interview with Dotty, there are no structural changes, no landscaping, no permanent signs, no parking issues with school.

A motion was made by Councilor Wallace to table the decision, and direction, so staff could provide more information. Councilor Fitzpatrick seconded. There was no discussion. Motion passed unanimously.

4) Appoint Budget Officer – Budget and Finance Director Barbara Irving

A motion was made by Councilor Fitzpatrick to appoint Finance Director Barbara Irving as 2013-2014 Budget Officer. Councilor Wallace seconded. There was no discussion. Motion passed unanimously.

5) Approve Budget Timeline

Hadley reviewed the dates of the budget timeline and asked Council if they wanted three meetings in May and June. Council decided to have the Budget Hearing in June on the last regular Council meeting evening.

A motion was made by Councilor Fitzpatrick to adopt the Budget Timeline with a date change for the Budget Hearing to June 19, 2013. Councilor Reed seconded. There was no discussion. Motion passed unanimously.

COMMITTEE REPORTS

1. Cemetery committee – Fitzpatrick mentioned all the things going on with the Pioneer Cemetery; boundary lines clarified and adjusted, approval for cemetery, and the contract with Mid-Columbia Housing Authority.

2. Park committee – Fitzpatrick reported that the Park Host job description is almost ready.

3. Public Art committee – Wallace said the locates are marked for the cemetery gates at State St. Cemetery to be installed which could happen in April/May. Wallace emailed Jeff Stewart about the Totem restoration and what products to use.

4. Personnel committee – no report. Bob Francis wants to meet with the Mayor before he makes his final report to Council.

COUNCIL COMMENTS – Burns passed out flyers for the April Artists in Residence tour.

CORRESPONDENCE/STAFF REPORTS – Hadley asked to verify the meeting with the Fire District Board and the City Council to April 17th. Council agreed and said they will provide some questions for the Board regarding what the Fire District is accomplishing and any future plans.

Meeting adjourned at 8:57 p.m.

Approved this 3rd day of April, 2013

Attest:

Andrea Rogers, Mayor

Jean M. Hadley, City Recorder