

**ST. PAUL CITY COUNCIL
MEETING MINUTES**

**ST. PAUL COMMUNITY HALL
20239 MAIN STREET
ST. PAUL, OREGON**

**The transcribed minutes of the regular session of the City Council Meeting held on
Wednesday January 11, 2023, at 5:30 PM.**

CALL TO ORDER, FLAG SALUTE AND ROLL CALL-

Councilors in attendance: Mayor Waldo, Council President, Mike Dolan, Ethan Smith, and Tracy Fleck

Staff in attendance: Ben Unger, Public Works Supervisor, Mark Winder, Public Works Technician, and Cherry Haas, Grant Writer/interim Treasure.

OFFICIAL BUSINESS

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| <p>a. Signing of Oaths by newly elected City Councilors.-
Peggy Sellers, Ethan Smith, and Marty Waldo took Oaths for the council positions.</p> <p>b. Re-appointing Planning Commissioners and signing of Oaths.-
Jim Zielinski, Jackson Connor, and Stephanie McKillip took Oaths for the Planning Commission positions. Ruth Sisto will take her Oath at the next meeting.</p> |
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PUBLIC COMMENT

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| <p>a. Public Comment-</p> <p>Jim Zielinski presented the case of Georgene Bernards' new Land Use Application based on the findings of the survey of her property on Neil Street that revealed that her lot is smaller than the Marion County records indicate. Georgene asked the Council to waive the fees for re-application. The Council voted to waive the fees for the second application of the Partition/Variance.</p> |
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<p>APPROVAL OF LAST MONTH'S MEETING MINUTES- The Council voted to approve the recorded minutes of the December 7, 2022 meeting.</p>

Item	CONSENT AGENDA		
a.	<p>Approval of the following bills to pay:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● AKS Engineering ● Arnzen Electric ● Bernard Malis ● Core and Main ● Edge Analytical ● Expenses – Ben ● Expenses – Mark </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> ● Mid-Willamette COG ● Mid-Willamette COG ● Napa Auto Parts ● Newberg Hardware ● OrVac West ● One Call ● Peggy Sellers </td> </tr> </table>	<ul style="list-style-type: none"> ● AKS Engineering ● Arnzen Electric ● Bernard Malis ● Core and Main ● Edge Analytical ● Expenses – Ben ● Expenses – Mark 	<ul style="list-style-type: none"> ● Mid-Willamette COG ● Mid-Willamette COG ● Napa Auto Parts ● Newberg Hardware ● OrVac West ● One Call ● Peggy Sellers
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	<ul style="list-style-type: none"> • Expenses – Office • Hach • Marion Ag • Sam McKillip 	<ul style="list-style-type: none"> • Sedcor • Ultrex • USA Bluebook • Wilco
<p>Result: The Council voted to approve the list of bills to pay. Councilor Sellers recused.</p>		

MAIN AGENDA – DISCUSSION AND ACTION AS NEEDED

Item	Administration/Finance Department	New/Old Business	Introduced By:
a.	Approval of the Ernst Irrigation bill- Result: The Council voted to pay the Ernst Irrigation bill.	New	Councilor Sellers
b.	Discussion of the process of accepting Christie Street from the Catholic Church.- Result: The Council agreed to allow Councilor Sellers to contact the city attorney to proceed with the acceptance of Christie Street from the Catholic Church.	New	Councilor Sellers
c.	Discussion of the job description for the “City Administrator” position: Result: The Council voted to adopt the job description for the “City Administrator” position and take steps to advertise and secure a position.	New	Councilor Sellers
d.	Discussion of the process for adding owners to the water bill responsibility- Result: Councilor Sellers stated that her discussion with the city attorney revealed that an Ordinance is necessary to name the property owner for the ultimate payee. A Resolution is also needed if a deposit is required. The Council agreed to move forward with the process.	New	Councilor Sellers
Parks and Facilities Department			
e.	Park SDC, public notice, and Council approval- Result: The Council agreed that Councilor Sellers will contact the city attorney for guidance in this matter.	New	Councilor Sellers
Water and Wastewater Department			
f.	New water reservoir scope of work- Result: The Council voted to accept the bid from AKS Engineering for an amount not to exceed \$4,000 to prepare an engineering scope of work estimate to present to bidders. This is the first step for the new reservoir.	New	Councilor Dolan

	Streets and Storm water Department		
g.	none		
	Public Safety Department and Planning		
h.	none		
	General Business		
i.	Liquor license renewals for businesses: Harvester Taproom, Rodeo Inn, and St. Paul Market- Result: The Council voted to approve the OLCC renewals for the businesses.	New	Mayor Waldo
j.	Approval of Temporary OLCC Sales License for St. Paul Parochial School Dinner/Auction event- Result: The Council voted to approve the Temporary OLCC Sales License for the Parochial School. Councilor Fleck recused.	New	Mayor Waldo

3. ORDINANCES AND RESOLUTIONS.

1. Resolution No. 2023-01 Authorizing Payment of Routine Monthly Invoices- **Approved by Council**
2. Resolution No. 2023-02 Adopting the Results of the November 8, 2023, Oregon General Election- **Approved by Council**
3. Resolution No. 2023-03 Appointing persons to fill vacancies on Planning Commission- **Approved by Council**
4. Resolution No. 2023-04 Creating a job description for the “City Administrator” Position- **Approved by Council**
5. Resolution No. 2023-05 Designating water/sewer Ordinance rates schedule- **Approved by Council**

4. REPORTS.

- a. Councilor Reports-

Councilor Sellers presented a tribute to Councilor Dolan for his years of service to the city as a Planning Commissioner and as a City Councilor.

Councilor Smith stated that Well 1 rehab. is moving forward as scheduled.

Councilor Fleck found a standardized legal veterans’ application for those applying for the Public Works Operator position.

Councilor Dolan officially resigned from his position on the City Council.

- b. Public Works Report- **printed report**

The next regular City Council meeting is scheduled for Wednesday, February 8, 2023.

6. ADJOURNMENT.

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Meeting duration: 1 hour, 3 minutes

Posted 1-13-2023