



PUBLIC NOTICE
CITY COUNCIL REGULAR MEETING AGENDA
THURSDAY DECEMBER 14, 2023 @ 6:00 pm.
CITY COUNCIL CHAMBERS, 915 NORTH LAKE ROAD,
LAKESIDE, OR.



“The Mission of the City of Lakeside is to serve the citizens of our community with responsibility, transparency, integrity, and dedication”.

In accordance with HB2560, the City of Lakeside, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing cityhall@cityoflakeside.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom call in information:

Meeting ID: 444-313-9923

Numeric Password: 611328

Regular phone users should dial into zoom at 408-638-0968 And then put in ID and Password when prompted by voice

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizens Comments – *Visitor Comments are the opportunity for the community to present information or speak on an issue not on the agenda or on agenda items that do not include public hearings. Comments are limited to three minutes for each person. The Mayor may reduce the time limit per speaker depending on the number of speakers. Videos are not turned on for this portion of the meeting and visitor microphones are muted throughout the meeting, with the exception of the allotted three minutes. Visitors may state their comments and should not expect the Council to engage in back-and-forth dialogue regarding the comments. Public hearing testimony will be taken during the public hearing and not under Visitor Comments. During public hearing agenda items, the Mayor will announce a separate procedure for the Council to hear public testimony relating to the subject matter of the hearing”*
5. Consent Agenda: *Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event a Councilor requests an item be discussed, it will be removed from the Consent Calendar and placed under General Business.*
 - a. Minutes of November 9, 21, 27 and December 4, 2023
 - b. November Expense & Payroll reports
 - c. Monthly update reports from Library & Planning – (No updates)
6. FY22-23 Audit Report: HMW CPA’s & Associates, LLC- Laura Fisher
7. Wastewater Plant project Update: Dyer Partnership – Aaron Speakman
8. Planning Commission Appointments; Rob Ward and Dave Smith
9. Approval of Contract for new City Manager/Recorder Rick Hohnbaum
 - a. Introduction of new City Manager/Recorder Rick Hohnbaum
10. Resolution 2023-11; Delegation of Authority in the event of a lack of quorum
11. Lakeside District, Board and Committee Reports:
 - A. Airport: Mayor/City Manager; No Meeting
 - B. Watershed: Councilor Miller
 - C. Water District; Councilor Hurn
 - D. Tenmile Lake Association; Councilor Ritter
 - E. Fire District: Councilor Pointer
 - F. Lakeside Business Owners; Councilor Smith
12. City Manager Report:
13. Mayor & Council Comments
14. Adjourn- Next meeting; Pending

The above meeting is open to the public. The Lakeside City Hall is handicapped-accessible. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 804 of the Rehabilitation Act of 1973. All City Council Meetings are recorded and kept on audio media.

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Thursday, November 9, 2023.

1. CALL TO ORDER: 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Tom Miller, Nikki Wood

ABSENT: None

STAFF PRESENT: City Manager Melissa Bethel

4. Citizens Comments:

Jane Mathews: Ms. Mathews spoke regarding a fund-raising raffle for a quilt.

Karen Crouch: Ms. Crouch spoke regarding the City Charter

5. Consent Agenda:

- a. October 26, 2023 meeting minutes
- b. Acceptance of October Expense & Payroll reports
- c. Monthly report from Library

Motion: Councilor Hurn moved and Councilor Wood second to approve the Consent Agenda.

Discussion: Councilor Miller inquired about the status of wastewater plant project. Bethel advised the project is on time and slightly under budget.

Motion passes 6-1 with Councilor Pointer voting no.

6. Resolution 2023-10 Expenditure Appropriation Transfer Resolution:

Bethel explained the resolution would allow funds to be transferred from the contingency line item in general fund to the election line item in general fund. The transfer is necessary to provide for the special election and the possibility of an additional special election if needed.

Motion: Councilor Hurn moved and Councilor Wood second to approve Resolution 2023-10.

Motion passes 7-0 unanimously.

7. Resolution 2023-11 Delegation of Authority in the event of lack of quorum:

Bethel explained the resolution was to keep the bills paid and city hall operational in the case the city must hold a special election and a quorum of council does not exist.

Motion: Councilor Hurn moved and Councilor Ritter second to approve Resolution 2023-11.

Discussion: Councilor Wood inquired if a resolution could be approved which would allow 3 councilors to be a quorum. Bethel explained the City's attorney and research into the case law suggest no. The Mayor stated the League of Oregon Cities also suggested a quorum of council is needed to conduct business. Councilor Miller inquired if the Council could table this Resolution until December. Bethel stated yes as the present Council will still be in office until certified around December 20th if they do happen to be recalled.

Councilor Hurn withdrew her motion.

Motion: Councilor Wood moved and Councilor Pointer second to table the resolution until the December 14th City Council meeting. Motion passes 7-0 unanimously.

8. Lakeside Business Owners request for TLT funding for Million Lights of Lakeside event:

Adam Hand, LBO president spoke regarding TLT tax dollars and what restrictions are on them. He gave an overview of the event. The LBO is requesting funding to pay for advertising, bathrooms and hand washing stations.

Motion: Councilor Wood moved and Councilor Ritter second to approve a grant of \$1500.00 to LBO for the Million lights of Lakeside event.

Discussion: Councilor Wood stated she appreciates the continuation of the event.

Motion passes 7-0 unanimously.

9. Discussion regarding parking on Park Avenue: Bethel explained the item was placed on the agenda based on a comment from a citizen at the last meeting. The Council discussed the best way to discourage long term parking and agreed 90-minute parking signs would be placed along that portion of the Park Avenue. The Council agreed 90 minutes would allow time for shopping and eating. Councilor Miller stated he would work with the County Road and Bridge Director to get the signs.

10. Lakeside District, Board and Committee Reports

A. Airport: Mayor/City Manager: No meeting

B. Watershed: Councilor Miller: No meeting

C. Water District: Councilor Hurn: No meeting.

D. Tenmile Lake Association: Councilor Ritter: Did not attend due to health issues. Councilor Miller stated he attended and increasing membership was discussed.

E. Fire District: Councilor Pointer: Councilor Pointer gave an overview of the calls for the month and the haunted house event.

F. Lakeside Business Owners: Councilor Smith; no meeting.

11. City Manager Report:

Bethel advised the Council another signer should be added for checks. She suggested Councilor Pointer since he is the only one not up for reelection next year. Bethel advised the CM position has been advertised and will close on November 20. She advised in the interest of time; the Council might want to meet that evening to review applicants and decide who to interview. Council agreed to meet at 5:15 Nov 20. She stated interview could take place on Nov 27th and the Council could possibly decide that night of who they would want to offer the position. She advised the Holiday lights over 8th should be up around December 1.

12. Mayor & Council Comments:

Councilor Hurn: Councilor Hurn thanked the public for attending and looking forward to the million lights of Lakeside Event. Councilor Hurn thanked Ms. Mathews for the quilt raffle.

Councilor Smith: Agreed with Councilor Hurn.

Councilor Wood: Councilor Wood asked for an update regarding code enforcement. Bethel stated the attorney is doing some research behind the scenes. She stated it would not be good for her to start discussions and then have another person come in and start over. Councilor Wood thanked everyone for attending and excited about the event.

Councilor Ritter: Councilor Ritter thanked the public for attending and the event.


Councilor Miller: Councilor Miller encouraged everyone to vote.

Councilor Pointer: Councilor Pointer echoed Councilor Miller.

Mayor Kinsey: Mayor Kinsey stated she will be presenting the fire department with a letter of commendation on Tuesday the 14th. She also reminded the public of the town hall taking place on November 17 at 6:00 p.m. She stated this year there will be a giving tree for seniors and children.

Adjournment: Next Regular City Council Meeting December 14, 2023: 6:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed 

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 5:15 p.m. on Tuesday, November 21, 2023.

1. **CALL TO ORDER:** 5:15 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn, Nikki Wood

ABSENT: Tom Miller

STAFF PRESENT: City Manager Melissa Bethel

4. **Resolution 2023-12; A Resolution adopting hiring criteria and policies for the City Recorder/Manager position.**

Motion: Councilor Wood moved and Councilor Ritter second to approve Resolution 2023-12.

Discussion: There was discussion regarding whether public comment was allowed and whether it was specifically called for on the agenda and in the meeting.

Motion passes 4-2 with Councilors Wood and Pointer voting no.

The Lakeside City Council met in executive session under the following to consider applications for employment for the City Recorder/Manager position:

5. **Executive Session: ORS 192.660 (2)(a): To consider employment of a public officer, employee, staff member or individual agent.**

This executive session will be held pursuant to ORS 192.660(2)(a), which permits the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

The Council came out of executive session at approx. 5:50 p.m.

Motion:

Councilor Hurn moved and Councilor Ritter second to have the City Manager set up interviews with the top two candidates. **Motion passes 5-0 with Councilor Pointer abstaining.**

Adjournment: Next Regular City Council Meeting December 14, 2023: 6:00 p.m.

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Signed/initialed 

The Lakeside City Council held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Monday, November 27, 2023.

1. **CALL TO ORDER:** 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:**

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn Tom Miller,

ABSENT: Nikki Wood

STAFF PRESENT: City Manager Melissa Bethel

4. **Citizens Comments:**

Elaine Armstrong: Ms. Armstrong discussed the duties for a City Recorder and Manager are different and the steps for hiring in executive session.

Michael Armstrong: Mr. Armstrong discussed potential ethics violations and threatened filing violations if the Council enters executive session.

Karen Crouch: Ms. Crouch stated the citizens should have been given an opportunity to decide if the city hires a recorder or manager.

David Smith: Mr. Smith discussed rules of conduct for Council and specifically the required behavior from the Council Rules and Procedures.

5. **Revocation of Resolution 2023-12; A Resolution adopting hiring criteria and policies for the City Recorder/Manager position.**

Motion: Councilor Hurn moved and Councilor Smith second to revoke Resolution 2023-12.

Motion passes 6-0 Unanimously.

6. **Resolution 2023-13; A Resolution adopting hiring criteria and policies for the City Recorder/Manager position.**

Motion: Councilor Pointer moved and Councilor Ritter to adopt Resolution 2023-12.

Discussion: Councilor Miller confirmed the position was advertised as required.

Motion passes 6-0 unanimously.

The Lakeside City Council met in executive session under the following to consider applications for employment for the City Recorder/Manager position:

7. **Executive Session: ORS 192.660 (2)(a): To consider employment of a public officer, employee, staff member or individual agent.**

This executive session will be held pursuant to ORS 192.660(2)(a), which permits the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

The Council came out of executive session at approx. 6:40 p.m.

Motion:

Councilor Hurn moved and Councilor Smith second to have the City Manager set up interviews with the top three candidates. **Motion passes 6-0.**

The Council discussed possible days and times for interviews to be held in executive session. The Council all expressed appreciation for the public attending and encouraged the public to vote. Bethel reminded everyone regarding the tree lighting on December 1st and gave an update regarding agenda items for the December 14 regular meeting.

Adjournment: Next Regular City Council Meeting December 14, 2023: 6:00 p.m.

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Signed/initialed MB

The Lakeside City Council held a special meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 4:45 p.m. on Monday, December 4, 2023.

1. CALL TO ORDER: 4:45 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

PRESENT: Mayor Sherry Kinsey, **Councilors:** Alan Pointer, Jaci Smith, Kim Ritter, Karen Hurn Tom Miller, Nikki Wood

ABSENT: None

STAFF PRESENT: City Manager Melissa Bethel

The Lakeside City Council met in executive session under the following to interview applicants for the City Recorder/Manager position:

4. Executive Session: ORS 192.660 (2)(a): To consider employment of a public officer, employee, staff member or individual agent.

This executive session will be held pursuant to ORS 192.660(2)(a), which permits the council to meet in executive session to consider the employment of a public officer, employee, staff member or individual agent. Representatives of the news media and designated staff will be permitted to attend the executive session. All other persons will not be permitted to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as announced. No decision will be made during the executive session.

The Council came out of executive session at approx. 7:35 p.m.

5. Decision to hire a City Manager/Recorder and have the City Attorney work on a contract for Council approval:

Motion: Councilor Pointer moved and Councilor Smith second offer employment to Rick Hohnbaum with an initial offer of 70k year contingent upon a background check.

Discussion: Councilor Miller suggested the offer be extended at the 60k range to start negotiations.

Amended Motion: Councilor Pointer amended his motion to 60k a year with Councilor Smith second the amendment.

Motion: Procedurally the Council moved to formally add agenda item #5 to the agenda:

Councilor Wood moved and Councilor Ritter second to formally add agenda item #5. Motion passes unanimously.

Vote on Amended Motion to have the City Attorney extend an offer of hire to Rick Hohnbaum with a starting negotiation of pay for 60k year/ with a contract to be forthcoming. Motion passes unanimously.

6. Discussion regarding quorum after certification of recall election – City Attorney:

Gary Darnelle, City Attorney explained how the charter and Oregon case law specify the remaining 3 councilors will constitute a lack of quorum and will require a special election to operate and do business.

Adjournment: Next Regular City Council Meeting December 14, 2023: 8:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All City Council Meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed MB

1:12 PM

12/05/23

City of Lakeside AP Monthly Check Listing November 2023

Date	Num	Name	Memo	Credit	Amount
Nov 23					
11/02/2023	ach	Cardmember Service		3,482.81	3,482.81
11/16/2023	ach	Central Lincoln PUD		7,045.68	7,045.68
11/21/2023	ach	umpqua bank		172.44	172.44
11/07/2023	ach	CIS Trust-benefits		8,311.33	8,311.33
11/13/2023	ach	PERS		3,032.86	3,032.86
11/08/2023	33233	CFE - LLC		952.00	952.00
11/08/2023	33234	City of Lakeside		665.95	665.95
11/08/2023	33235	Clean Cut Landscape Maintenance		635.00	635.00
11/08/2023	33236	Coast Pavement Maintenance		140.00	140.00
11/08/2023	33237	Coastal Paper & Supply, Inc	1967	67.32	67.32
11/08/2023	33238	Joe's Plumbing1		445.00	445.00
11/08/2023	33239	Kathie Ullom	VOID: Lakeside Fire haunted house donation		0.00
11/08/2023	33240	League of Oregon Cities		80.00	80.00
11/08/2023	33241	McCowan Clinical Laboratory		205.00	205.00
11/08/2023	33242	Oregon International Port of Coos ...	corp 060413	1,660.37	1,660.37
11/08/2023	33243	South Coast Development Council	membership fee	500.00	500.00
11/08/2023	33244	Tenmile Lake Wireless Internet		50.00	50.00
11/08/2023	33245	Travel Southern Oregon Coast		1,200.00	1,200.00
11/08/2023	33246	Tri-County Plumbing Cont., Inc.		350.00	350.00
11/08/2023	33247	The Automation Group		2,183.00	2,183.00
11/08/2023	33248	Lakeside Firefighters Association		500.00	500.00
11/15/2023	33249	Cascade Columbia		1,498.50	1,498.50
11/15/2023	33250	Central Lincoln PUD		79.50	79.50
11/15/2023	33251	Comp-U-Talk		358.90	358.90
11/15/2023	33252	Econo Rooter Services, Inc.		2,540.00	2,540.00
11/15/2023	33253	Hennick's Home Center, Inc		159.41	159.41
11/15/2023	33254	HMW CPAs & Associates, LLC	6/30/23 interim billing	11,250.00	11,250.00
11/15/2023	33255	Lane Council of Governments		1,748.89	1,748.89
11/15/2023	33256	Main Rock Products, Inc.		936.00	936.00
11/15/2023	33257	Northwest Code Professionals		1,601.89	1,601.89
11/15/2023	33258	Pacific Office Automation-		95.29	95.29
11/15/2023	33259	Sherry Kinsey	conference travel	131.00	131.00
11/15/2023	33260	Stephanie Stroud, CPA, LLC		2,056.25	2,056.25
11/15/2023	33261	Travel Southern Oregon Coast		1,850.00	1,850.00
11/15/2023	33262	Triangle Pump & Equipment, Inc.		6,822.89	6,822.89
11/15/2023	33263	US Bank		800.00	800.00
11/22/2023	33264	Auto-Chlor System		422.65	422.65
11/22/2023	33265	Heard Farms, Inc.		11,178.00	11,178.00
11/22/2023	33266	McCowan Clinical Laboratory		205.00	205.00
11/22/2023	33267	One Call Concepts, Inc.	CLS01 - 0000151	25.20	25.20
11/22/2023	33268	Oregon Linen	03-0971-00	121.88	121.88
11/22/2023	33269	Oregon Pacific Company		134.52	134.52
11/22/2023	33270	Portland Engineering, Inc.		90.00	90.00
11/22/2023	33271	Roto-Rooter		149.00	149.00
11/22/2023	33272	Willamette Graystone, Inc.		2,555.00	2,555.00
11/22/2023	33273	Ziply Fiber		718.17	718.17
11/22/2023	33274	Lakeside Business Owners	Million lights of Lakeside	1,500.00	1,500.00
11/29/2023	33275	Billeter Marine LLC		3,575.00	3,575.00
11/29/2023	33276	Cascade Columbia		1,404.27	1,404.27
11/29/2023	33277	Government Ethics Commission	Annual Billing Oregon Ethics Commission F...	945.68	945.68
11/29/2023	33278	HMW CPAs & Associates, LLC	6/30/23 interim billing	1,388.60	1,388.60
11/29/2023	33279	McCowan Clinical Laboratory		517.50	517.50
11/29/2023	33280	McKay's Markets		19.13	19.13
11/29/2023	33281	The Dyer Partnership, Inc.		69,645.25	69,645.25
				158,202.13	158,202.13

Nov 23

Quickbooks
fee 24.65
158,226.78

1:09 PM

12/05/23

Cash Basis

City of Lakeside Expenses by Vendor Detail November 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
Auto-Chlor System						
11/22/2023	Senior Center	50234 · Operating Supplies Admin	01-General Fund	422.65		422.65
Total Auto-Chlor System				422.65	0.00	
Billeter Marine LLC						
11/29/2023		50026.2 · Contracted Repair & M...	07- Wastewater Tr...	3,575.00		3,575.00
Total Billeter Marine LLC				3,575.00	0.00	
Cardmember Service						
11/02/2023		500034 · Operating Supplies	21- Library Fund	137.30		137.30
11/02/2023		500046 · Miscellaneous Expense	21- Library Fund	14.95		14.95
11/02/2023		500037 · Materials & Subscription	21- Library Fund	1,412.64		1,412.64
11/02/2023		50234 · Operating Supplies Admin	01-General Fund	28.98		28.98
11/02/2023		50233 · Postage Admin	01-General Fund	198.00		198.00
11/02/2023		500034 · Operating Supplies	03- State Tax Stre...	1,690.94		1,690.94
Total Cardmember Service				3,482.81	0.00	
Cascade Columbia						
11/09/2023		500034 · Operating Supplies	07- Wastewater Tr...	213.98		1,712.48
11/09/2023		500034 · Operating Supplies	07- Wastewater Tr...		213.98	-213.98
11/15/2023		500034 · Operating Supplies	07- Wastewater Tr...	1,498.50		1,712.48
11/29/2023		500034 · Operating Supplies	07- Wastewater Tr...	1,404.27		1,404.27
Total Cascade Columbia				3,116.75	213.98	
Central Lincoln PUD						
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	4.38		4.38
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	15.00		15.00
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	15.00		15.00
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	15.00		15.00
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	4.21		4.21
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	4.13		4.13
11/15/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	6.78		6.78
11/16/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	15.00		15.00
11/16/2023		500031 · Utilities	03- State Tax Stre...	2,691.42		2,691.42
11/16/2023		500031 · Utilities	03- State Tax Stre...	96.16		96.16
11/16/2023		500031 · Utilities	03- State Tax Stre...	94.01		94.01
11/16/2023		500031 · Utilities	07- Wastewater Tr...	2,162.24		2,162.24
11/16/2023		500031 · Utilities	03- State Tax Stre...	25.46		25.46
11/16/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	574.86		574.86
11/16/2023		500031 · Utilities	07- Wastewater Tr...	80.94		80.94
11/16/2023		500031 · Utilities	07- Wastewater Tr...	574.41		574.41
11/16/2023		500031 · Utilities	07- Wastewater Tr...	673.28		673.28
11/16/2023		500031 · Utilities	07- Wastewater Tr...	45.90		45.90
11/16/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	27.00		27.00
Total Central Lincoln PUD				7,125.18	0.00	
CFE - LLC						
11/08/2023		500026 · Contracted Services	07- Wastewater Tr...	952.00		952.00
Total CFE - LLC				952.00	0.00	
CIS Trust-benefits						
11/07/2023	General Fund-Bethel, Langley, L...	500015 · Health Insurance	01-General Fund	1,323.05		1,323.05
11/07/2023	State Street-Bethel, Langley	500015 · Health Insurance	03- State Tax Stre...	1,272.73		1,272.73
11/07/2023	Wastewater-Bethel, Lowry, Mcki...	500015 · Health Insurance	07- Wastewater Tr...	5,494.31		5,494.31
11/07/2023	Lowry	500015 · Health Insurance	07- Wastewater Tr...	43.34		43.34
11/07/2023	Bethel	500015 · Health Insurance	01-General Fund	59.00		59.00
11/07/2023	Way	500015 · Health Insurance	07- Wastewater Tr...	118.90		118.90
Total CIS Trust-benefits				8,311.33	0.00	
City of Lakeside						
11/08/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	296.74		296.74
11/08/2023		500031 · Utilities	07- Wastewater Tr...	296.73		296.73
11/08/2023		50731 · Utilities (Elec,Water, Etc.)	01-General Fund	72.48		72.48
Total City of Lakeside				665.95	0.00	
Clean Cut Landscape Maintenance						
11/08/2023		50539 · Beach Maintenance	05 - Tourism	635.00		635.00
Total Clean Cut Landscape Maintenance				635.00	0.00	

1:09 PM

12/05/23

Cash Basis

City of Lakeside Expenses by Vendor Detail November 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
Coast Pavement Maintenance						
11/08/2023		500035 · Street Work Maintenance	03- State Tax Stre...	140.00		140.00
	Total Coast Pavement Maintenance			140.00	0.00	
Coastal Paper & Supply, Inc						
11/08/2023		50234 · Operating Supplies Admin	01-General Fund	67.32		67.32
	Total Coastal Paper & Supply, Inc			67.32	0.00	
Comp-U-Talk						
11/15/2023		500026 · Contracted Services	07- Wastewater Tr...	179.45		179.45
11/15/2023		50226 · Contracted Services Admin	01-General Fund	179.45		179.45
	Total Comp-U-Talk			358.90	0.00	
Econo Rooter Services, Inc.						
11/15/2023		500027 · Contracted Services ST...	07- Wastewater Tr...	2,540.00		2,540.00
	Total Econo Rooter Services, Inc.			2,540.00	0.00	
Government Ethics Commission						
11/29/2023	Annual Billing Oregon Ethics Co...	50220 · Dues, Travel & Conferen...	01-General Fund	945.68		945.68
	Total Government Ethics Commission			945.68	0.00	
Heard Farms, Inc.						
11/22/2023		50026.1 · Contracted Services Sl...	07- Wastewater Tr...	11,178.00		11,178.00
	Total Heard Farms, Inc.			11,178.00	0.00	
Hennick's Home Center, Inc						
11/15/2023		500034 · Operating Supplies	07- Wastewater Tr...	115.77		115.77
11/15/2023		500034 · Operating Supplies	03- State Tax Stre...	43.64		43.64
	Total Hennick's Home Center, Inc			159.41	0.00	
HMW CPAs & Associates, LLC						
11/15/2023	6/30/23 interim billing	500025 · Audit & Filing Fees	07- Wastewater Tr...	5,625.00		5,625.00
11/15/2023	6/30/23 interim billing	500025 · Audit & Filing Fees	03- State Tax Stre...	1,125.00		1,125.00
11/15/2023	6/30/23 interim billing	50225 · Audit & Filing Fees Admin	01-General Fund	4,500.00		4,500.00
11/29/2023	6/30/23 interim billing	500025 · Audit & Filing Fees	07- Wastewater Tr...	694.30		694.30
11/29/2023	6/30/23 interim billing	500025 · Audit & Filing Fees	03- State Tax Stre...	138.86		138.86
11/29/2023	6/30/23 interim billing	50225 · Audit & Filing Fees Admin	01-General Fund	555.44		555.44
	Total HMW CPAs & Associates, LLC			12,638.60	0.00	
Joe's Plumbing1						
11/08/2023		50026.2 · Contracted Repair & M...	07- Wastewater Tr...	445.00		445.00
	Total Joe's Plumbing1			445.00	0.00	
Lakeside Business Owners						
11/22/2023	Million lights of Lakeside	50545 · Event Expense	05 - Tourism	1,500.00		1,500.00
	Total Lakeside Business Owners			1,500.00	0.00	
Lakeside Firefighters Association						
11/08/2023	Firefighters Halloween Event	50246 · Miscellaneous Expense A...	01-General Fund	500.00		500.00
	Total Lakeside Firefighters Association			500.00	0.00	
Lane Council of Governments						
11/15/2023		50251 · Professional services	04 - Community D...	74.25		74.25
11/15/2023		50223 · Legal Fees	01-General Fund	1,674.64		1,674.64
	Total Lane Council of Governments			1,748.89	0.00	
League of Oregon Cities						
11/08/2023		50222 · Advertising & Elections A...	01-General Fund	20.00		20.00
11/08/2023		50220 · Dues, Travel & Conferen...	01-General Fund	30.00		30.00
11/08/2023		500020 · Dues, Travel & Confere...	07- Wastewater Tr...	30.00		30.00
	Total League of Oregon Cities			80.00	0.00	
Main Rock Products, Inc.						
11/15/2023		500035 · Street Work Maintenance	03- State Tax Stre...	936.00		936.00
	Total Main Rock Products, Inc.			936.00	0.00	

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Cash Basis

City of Lakeside Expenses by Vendor Detail November 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
McCowan Clinical Laboratory						
11/08/2023		500026 - Contracted Services	07- Wastewater Tr...	205.00		205.00
11/22/2023		500026 - Contracted Services	07- Wastewater Tr...	205.00		205.00
11/29/2023		500026 - Contracted Services	07- Wastewater Tr...	517.50		517.50
	Total McCowan Clinical Laboratory			927.50	0.00	
McKay's Markets						
11/29/2023		500034 - Operating Supplies	07- Wastewater Tr...	19.13		19.13
	Total McKay's Markets			19.13	0.00	
Northwest Code Professionals						
11/15/2023		500024 - Electrical & Building Fees	04 - Community D...	1,601.89		1,601.89
	Total Northwest Code Professionals			1,601.89	0.00	
One Call Concepts, Inc.						
11/22/2023		500026 - Contracted Services	07- Wastewater Tr...	25.20		25.20
	Total One Call Concepts, Inc.			25.20	0.00	
Oregon International Port of Coos Bay						
11/08/2023	annual rail lease	50221 - License Fees & Permits	01-General Fund	1,660.37		1,660.37
	Total Oregon International Port of Coos Bay			1,660.37	0.00	
Oregon Linen						
11/22/2023		50234 - Operating Supplies Admin	01-General Fund	60.94		60.94
11/22/2023		500034 - Operating Supplies	07- Wastewater Tr...	48.75		48.75
11/22/2023		500034 - Operating Supplies	03- State Tax Stre...	12.19		12.19
	Total Oregon Linen			121.88	0.00	
Oregon Pacific Company						
11/22/2023		500034 - Operating Supplies	07- Wastewater Tr...	134.52		134.52
	Total Oregon Pacific Company			134.52	0.00	
Pacific Office Automation-						
11/15/2023		50234 - Operating Supplies Admin	01-General Fund	47.65		47.65
11/15/2023		500034 - Operating Supplies	07- Wastewater Tr...	47.64		47.64
	Total Pacific Office Automation-			95.29	0.00	
PERS						
11/13/2023		500014 - PERS	01-General Fund	452.65		452.65
11/13/2023		500014 - PERS	03- State Tax Stre...	458.49		458.49
11/13/2023		500014 - PERS	21- Library Fund	385.89		385.89
11/13/2023		500014 - PERS	07- Wastewater Tr...	1,735.83		1,735.83
	Total PERS			3,032.86	0.00	
Portland Engineering, Inc.						
11/22/2023		500026 - Contracted Services	07- Wastewater Tr...	90.00		90.00
	Total Portland Engineering, Inc.			90.00	0.00	
QuickBooks Payroll Service						
11/14/2023	Fee for 4 direct deposit(s) at \$1...	50221 - License Fees & Permits	01-General Fund	2.90		2.90
11/14/2023	Created by Payroll Service on 1...	500021 - Licenses, Fees & Permits	07- Wastewater Tr...	2.90		2.90
11/29/2023	Fee for 13 direct deposit(s) at \$...	50221 - License Fees & Permits	01-General Fund	4.35		4.35
11/29/2023	Created by Payroll Service on 1...	500021 - Licenses, Fees & Permits	07- Wastewater Tr...	5.80		5.80
11/29/2023	Created by Payroll Service on 1...	500046 - Miscellaneous Expense	21- Library Fund	8.70		8.70
	Total QuickBooks Payroll Service			24.65	0.00	
Roto-Rooter						
11/22/2023		50026.2 - Contracted Repair & M...	07- Wastewater Tr...	149.00		149.00
	Total Roto-Rooter			149.00	0.00	
Sherry Kinsey						
11/15/2023	conference travel	50220 - Dues, Travel & Conferen...	01-General Fund	131.00		131.00
	Total Sherry Kinsey			131.00	0.00	
South Coast Development Council						
11/08/2023	membership fee	50220 - Dues, Travel & Conferen...	01-General Fund	500.00		500.00
	Total South Coast Development Council			500.00	0.00	

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 12/05/23
 Cash Basis

City of Lakeside
Expenses by Vendor Detail
 November 2023

Date	Memo	Account	Class	Debit	Credit	Original Amount
Stephanie Stroud, CPA, LLC						
11/15/2023		50226 · Contracted Services Admin	01-General Fund	719.69		719.69
11/15/2023		500026 · Contracted Services	07- Wastewater Tr...	1,336.56		1,336.56
	Total Stephanie Stroud, CPA, LLC			2,056.25	0.00	
Tenmile Lake Wireless Internet						
11/08/2023		500026 · Contracted Services	07- Wastewater Tr...	50.00		50.00
	Total Tenmile Lake Wireless Internet			50.00	0.00	
The Automation Group						
11/08/2023		500029 · Repairs & Maintenance	07- Wastewater Tr...	2,183.00		2,183.00
	Total The Automation Group			2,183.00	0.00	
The Dyer Partnership, Inc.						
11/29/2023	ARPA grant	500050 · Grant expense	07- Wastewater Tr...	68,685.25		68,685.25
11/29/2023		50521 · Professional services	04 - Community D...	960.00		960.00
	Total The Dyer Partnership, Inc.			69,645.25	0.00	
Travel Southern Oregon Coast						
11/08/2023		50528 · Tourism Promotion	05 - Tourism	1,200.00		1,200.00
11/15/2023		50528 · Tourism Promotion	05 - Tourism	1,850.00		1,850.00
	Total Travel Southern Oregon Coast			3,050.00	0.00	
Tri-County Plumbing Cont., Inc.						
11/08/2023		50026.2 · Contracted Repair & M...	07- Wastewater Tr...	350.00		350.00
	Total Tri-County Plumbing Cont., Inc.			350.00	0.00	
Triangle Pump & Equipment, Inc.						
11/15/2023		500034 · Operating Supplies	07- Wastewater Tr...	6,822.89		6,822.89
	Total Triangle Pump & Equipment, Inc.			6,822.89	0.00	
umpqua bank						
11/21/2023		50221 · License Fees & Permits	01-General Fund	172.44		172.44
	Total umpqua bank			172.44	0.00	
US Bank						
11/15/2023		500021 · Licenses, Fees & Permits	07- Wastewater Tr...	800.00		800.00
	Total US Bank			800.00	0.00	
Willamette Graystone, Inc.						
11/22/2023		500034 · Operating Supplies	07- Wastewater Tr...	2,555.00		2,555.00
	Total Willamette Graystone, Inc.			2,555.00	0.00	
Zipty Fiber						
11/22/2023		500032 · Telephone	07- Wastewater Tr...	124.08		124.08
11/22/2023		500032 · Telephone	21- Library Fund	129.24		129.24
11/22/2023		50232 · Telephone Admin	01-General Fund	379.85		379.85
11/22/2023		500032 · Telephone	03- State Tax Stre...	85.00		85.00
	Total Zipty Fiber			718.17	0.00	
TOTAL				<u>158,440.76</u>	<u>213.98</u>	

< 213.98 credit on account
158,226.78

City of Lakeside
Payroll Summary
 November 2023

	Hours	Rate	Nov 23
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Recorder 01 Holiday	12		376.34
City Recorder 01 Reg	81		2,540.32
City Recorder 03 Holiday	2.4		75.27
City Recorder 03 Reg	16.2		508.06
City Recorder 07 Holiday	9.6		301.08
City Recorder 07 Reg	64.8		2,032.26
Street/Maintenance 01 Holiday	4		95.95
Street/Maintenance 01 Reg	37		887.55
Street/Maintenance 01 Vac	3		71.96
Street/Maintenance 03 Holiday	12		287.85
Street/Maintenance 03 Reg	111		2,662.66
Street/Maintenance 03 Vac	9		215.89
WW Asst Oper #1 07 Reg-JW	160		3,228.39
WW Asst Oper #1 07 Sick-JW	9		181.60
WW Asst Oper #2 07 Holiday-RM	24		553.24
WW Asst Oper #2 07 Reg-RM	152		3,503.84
WW Supervisor 07 Holiday	24		738.64
WW Supervisor 07 Reg	128		3,939.39
WW Supervisor 3 07 Sick	24		738.64
Hourly-WW Asst Oper JW 07 Comp-	9	19.67	177.03
Hourly - Holiday	16	19.00	304.00
Hourly - Utility Clerk	143	19.00	2,717.00
hourly - WW Asst Oper #2	151	18.54	2,799.54
Hourly - WW Asst Oper #2 Holida	36	9.84	589.14
Hourly OT- WW Asst Oper #1JW	9	29.51	265.59
Hourly OT-WW Operator Sup.	5	35.12	175.60
Hourly Vacation	1	19.00	19.00
Librarian 21 Reg	95.5	25.00	2,082.00
Library Aide 21 Reg	201	12.73	2,833.32
Medical			200.00
On Call			644.00
Total Gross Pay	<u>1,549.5</u>		<u>35,745.15</u>
Adjusted Gross Pay	1,549.5		35,745.15
Taxes Withheld			
Federal Withholding			-2,454.00
Medicare Employee			-518.29
Social Security Employee			-2,216.21
OR - Withholding			-2,401.00
Medicare Employee Addl Tax			0.00
OR - Paid Fam Med Leave Emp.			-214.49
OR - Statewide Transit Tax Emp.			-35.75
OR - WBF Assessment			-16.55
Total Taxes Withheld			<u>-7,856.29</u>
Deductions from Net Pay			
Draw			0.00
Garnishment - RM			0.00
OR St Tax Garnishment-RM			-159.87
Supp Life Insurance			-221.24
Total Deductions from Net Pay			<u>-381.11</u>
Net Pay	<u><u>1,549.5</u></u>		<u><u>27,507.75</u></u>

City of Lakeside
Payroll Summary
November 2023

	<u>Hours</u>	<u>Rate</u>	<u>Nov 23</u>
Employer Taxes and Contributions			
Medicare Company			518.29
Social Security Company			2,216.21
OR - Unemployment			587.88
OR - Paid Fam Med Leave Co.			0.00
OR - WBF Assessment Company			16.55
Total Employer Taxes and Contributions			<u><u>3,338.93</u></u>

STEPHANIE STROUD, CPA, LLC

750 Central Avenue, Suite 102 • Coos Bay, OR 97420
(541) 269-1358

ACCOUNTANT'S COMPILATION REPORT

City Council
City of Lakeside
PO Box L
Lakeside, OR 97449

Management is responsible for the accompanying financial statements of the City of Lakeside (a municipal corporation), which comprise the statement of assets, liabilities, and fund balance - cash basis as of November 30, 2023, and the related statement of receipts and disbursements, budget and actual - cash basis for the five months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. I have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. I did not audit or review the financial statements nor was I required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

The accompanying budget of the City of Lakeside for the year ended June 30, 2024 has not been compiled or examined by me and, accordingly, I do not express an opinion on any other form of assurance on it. The forecasted or projected results may not be achieved and I assume no responsibility to update the report for events and circumstances occurring after the date of the report.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the City's assets, liabilities, equity, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has elected to omit the summaries of significant assumptions and accounting policies required under established guidelines for presentation of prospective financial statements. If the omitted summaries were included in the budgeted information, they might influence the user's conclusions about the City's budgeted information. Accordingly, this budgeted information is not designed for those who are not informed about such matters.

I am not independent with respect to the City of Lakeside.



Stephanie Stroud, CPA, LLC

Coos Bay, Oregon
December 5, 2023

City of Lakeside
Statement of Assets, Liabilities, and Fund Balance - Cash Basis
Substantially All Disclosures Required by OCBOA Omitted

November 30, 2023

	General Fund	State Street Tax Fund	Community Development Fund	Tourism Fund	Wastewater Treatment Plant Fund	Wastewater System Development Fund	Wastewater Capital Reserve Fund	Library Fund	Total
ASSETS									
Current assets									
Slate Pool	\$ 456,084.75	\$ 85,044.16	\$ -	\$ -	\$ 1,238,665.65	\$ 2,394.43	\$ 360,766.62	\$ 20,913.46	\$ 2,163,869.07
Northwest Community CU	-	-	-	-	-	-	-	33,247.00	33,247.00
Umpqua Bank	75,844.65	197,045.36	67,849.52	139,435.53	(511,525.08)	174,562.79	80,046.25	57,366.52	280,625.54
Petty cash	250.00	-	-	-	100.00	-	-	100.00	450.00
Petty cash - OCF Grant	100.00	-	-	-	-	-	-	-	100.00
Undeposited Funds	-	-	-	-	-	-	-	-	-
Total Assets	\$ 532,279.40	\$ 282,089.52	\$ 67,849.52	\$ 139,435.53	\$ 727,240.57	\$ 176,957.22	\$ 440,812.87	\$ 111,626.98	\$ 2,478,291.61
LIABILITIES AND FUND BALANCE									
Current liabilities									
Payroll liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund balance (cash basis)									
Beginning fund balance	531,483.35	115,932.51	65,567.90	89,849.29	637,976.52	174,637.26	433,854.55	133,214.45	2,182,515.63
Net changes in fund balance	796.05	166,157.01	2,281.62	49,586.24	89,264.05	2,319.96	6,958.32	(21,587.47)	295,775.78
Total fund balance	532,279.40	282,089.52	67,849.52	139,435.53	727,240.57	176,957.22	440,812.87	111,626.98	2,478,291.61
Total liabilities and fund balance (cash basis)	\$ 532,279.40	\$ 282,089.52	\$ 67,849.52	\$ 139,435.53	\$ 727,240.57	\$ 176,957.22	\$ 440,812.87	\$ 111,626.98	\$ 2,478,291.61

City of Lakeside - General Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 8,776.10	\$ 2,000.00	\$ 6,776.10
407000	1,772.98	500.00	1,272.98
409000	29,850.55	35,000.00	(5,149.45)
410000	15,652.06	30,000.00	(14,347.94)
41000	604.72	1,100.00	(495.28)
412000	7,617.99	14,000.00	(6,382.01)
413000	746.88	25,000.00	(24,253.12)
414000	1,800.00	3,000.00	(1,200.00)
415000	-	1,500.00	(1,500.00)
416000	3,788.00	5,000.00	(1,212.00)
418000	16,897.74	50,000.00	(33,102.26)
420000	2,150.17	3,000.00	(849.83)
432000	2,000.00	300,000.00	(298,000.00)
	91,657.19	470,100.00	(378,442.81)
Disbursements			
Administration			
Personal services			
5000	24,306.64	75,000.00	50,693.36
500012	1,859.43	5,900.00	4,040.57
500013	548.59	4,000.00	3,451.41
500014	2,208.85	6,500.00	4,291.15
500015	6,615.25	25,000.00	18,384.75
500016	433.30	2,100.00	1,666.70
	35,972.06	118,500.00	82,527.94
Materials and services			
50220	4,495.66	7,000.00	2,504.34
50221	2,882.95	3,000.00	117.05
50222	508.53	1,500.00	991.47
50223	2,933.80	10,000.00	7,066.20
50225	9,565.64	12,000.00	2,434.36
50226	5,961.65	53,000.00	47,038.35
50229	-	2,000.00	2,000.00
50230	990.03	15,000.00	14,009.97
50232	2,203.49	3,500.00	1,296.51
50233	897.00	2,747.00	1,850.00
50234	6,179.18	20,000.00	13,820.82
50235	-	1,500.00	1,500.00
50236	-	1,500.00	1,500.00
50246	900.00	3,000.00	2,100.00
50731	4,355.45	25,000.00	20,644.55
50745	-	300,000.00	300,000.00
50747	868.92	4,000.00	3,131.08
	42,742.30	464,747.00	422,004.70
	78,714.36	583,247.00	504,532.64

City of Lakeside - General Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Capital Outlay			
500060 Capital Outlay	9,507.25	105,000.00	95,492.75
Total Capital Outlay	<u>9,507.25</u>	<u>105,000.00</u>	<u>95,492.75</u>
Debt Service			
500070 Debt Service Principal	-	20,697.00	
500071 Debt Service Interest	2,639.53	18,207.00	15,567.47
Total Capital Outlay	<u>2,639.53</u>	<u>38,904.00</u>	<u>36,264.47</u>
General Operating Contingency	-	60,000.00	(60,000.00)
Total Disbursements	<u>90,861.14</u>	<u>787,151.00</u>	<u>696,289.86</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>796.05</u>	<u>(317,051.00)</u>	<u>317,847.05</u>
Other Financing Sources (Uses)			
500094 Transfer to Community Dev.	-	(50,000.00)	50,000.00
Total Other Financing Sources (Uses)	<u>-</u>	<u>(50,000.00)</u>	<u>50,000.00</u>
Unappropriated Ending Fund Balance	-	(100,000.00)	100,000.00
Excess (Deficiency) of Receipts Over (Under) Disbursements and Other Financing Sources (Uses)	<u>\$ 796.05</u>	<u>\$ (467,051.00)</u>	<u>\$ 467,847.05</u>

City of Lakeside - State Street Tax Fund
Statement of Receipts Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 1,640.29	\$ 500.00	\$ 1,140.29
40006.1	62,181.44	120,000.00	(57,818.56)
407000	10,000.00	50.00	9,950.00
432000	161,000.00	300,000.00	(139,000.00)
Total Receipts	<u>234,821.73</u>	<u>420,550.00</u>	<u>(185,728.27)</u>
Disbursements			
Personal services			
5000	18,748.65	65,000.00	46,251.35
500012	1,434.28	5,500.00	4,065.72
500013	95.96	2,000.00	1,904.04
500014	2,257.91	7,000.00	4,742.09
500015	6,363.65	20,000.00	13,636.35
500016	425.55	2,000.00	1,574.45
Total Personal services	<u>29,326.00</u>	<u>101,500.00</u>	<u>72,174.00</u>
Materials and services			
500020	-	2,000.00	2,000.00
500022	-	1,200.00	1,200.00
500023	-	1,200.00	1,200.00
500025	2,391.41	3,500.00	1,108.59
500026	221.35	40,000.00	39,778.65
500029	-	5,000.00	5,000.00
500030	-	6,500.00	6,500.00
500031	14,290.50	39,000.00	24,709.50
500032	737.56	1,000.00	262.44
500034	2,407.28	5,000.00	2,592.72
500035	1,636.00	25,000.00	23,364.00
500036	580.09	3,000.00	2,419.91
500047	-	3,666.00	3,666.00
500050	17,074.53	300,000.00	282,925.47
50024.1	-	10,000.00	10,000.00
Total Materials and services	<u>39,338.72</u>	<u>446,066.00</u>	<u>406,727.28</u>
Capital Outlay			
500060	-	60,000.00	5,000.00
Total Capital Outlay	<u>-</u>	<u>60,000.00</u>	<u>5,000.00</u>
Operating Contingency	<u>-</u>	<u>45,000.00</u>	<u>(45,000.00)</u>
Total Disbursements	<u>68,664.72</u>	<u>652,566.00</u>	<u>(45,000.00)</u>
Unappropriated Ending Fund Balance	<u>-</u>	<u>(50,000.00)</u>	<u>50,000.00</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>166,157.01</u>	<u>(282,016.00)</u>	<u>448,173.01</u>

City of Lakeside - Community Development Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted

July 01, 2023 through November 30, 2023

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts				
416000	License, Fees & Permits	\$ 1,500.00	\$ 2,500.00	\$ (1,000.00)
417000	Elect & building Permit Revenue	10,875.27	25,000.00	(14,124.73)
431000	Planning grants	-	300,000.00	(300,000.00)
Total receipts		<u>12,375.27</u>	<u>327,500.00</u>	<u>(315,124.73)</u>
Disbursements				
Materials and services				
500020	Dues, Travel & Conference	-	5,000.00	5,000.00
500022	Advertising & Elections	-	2,500.00	2,500.00
500024	Electrical & Building Fees	6,653.70	25,000.00	18,346.30
500026	Contracted services	-	6,000.00	6,000.00
500033	Postage	-	1,000.00	1,000.00
500046	Miscellaneous Expense	-	1,000.00	1,000.00
500050	Grant expense	-	300,000.00	300,000.00
50250	Planning administration	2,405.70	30,000.00	27,594.30
50251	Professional services	1,034.25	10,000.00	8,965.75
50541	Code Enforcement	-	500.00	500.00
Total Materials and services		<u>10,093.65</u>	<u>381,000.00</u>	<u>370,906.35</u>
Operating Contingency		<u>-</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Total Disbursements		<u>10,093.65</u>	<u>431,000.00</u>	<u>420,906.35</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements		<u>2,281.62</u>	<u>(103,500.00)</u>	<u>105,781.62</u>
Other financing sources (uses)				
495002	Transfer from General Fund	-	50,000.00	(50,000.00)
Total other financing sources (uses)		<u>-</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Unappropriated Ending Fund Balanc		<u>-</u>	<u>(20,000.00)</u>	<u>(20,000.00)</u>
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)		<u>\$ 2,281.62</u>	<u>\$ (73,500.00)</u>	<u>\$ 75,781.62</u>

City of Lakeside - Tourism Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted

July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
409000 Transient Tax revenue	\$ 69,651.34	\$ 80,000.00	\$ (10,348.66)
Total receipts	69,651.34	80,000.00	(10,348.66)
Disbursements			
Materials and services			
50528 Tourism Promotion	5,535.00	25,000.00	19,465.00
50539 Beach Maintenance	2,950.00	15,000.00	12,050.00
50540 City Parks Maintenance	-	1,500.00	1,500.00
50545 Event Expense	1,580.10	15,000.00	13,419.90
50546 July 4th Fireworks Display	10,000.00	35,000.00	25,000.00
Total Materials and services	20,065.10	91,500.00	71,434.90
Operating Contingency	-	50,000.00	50,000.00
Total Disbursements	20,065.10	141,500.00	121,434.90
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	49,586.24	(61,500.00)	111,086.24
Unappropriated Ending Fund Balanc	-	(51,500.00)	(51,500.00)
Excess (Deficiency) of Receipts over (Under)			
disbursements and other financing			
sources (uses)	\$ 49,586.24	\$ (113,000.00)	\$ 162,586.24

City of Lakeside - Wastewater Treatment Plant Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 21,801.74	\$ 10,000.00	\$ 11,801.74
407002	-	2,000.00	(2,000.00)
421000	572.00	1,500.00	(928.00)
432000	167,981.00	6,000,000.00	(5,832,019.00)
497000	505,878.76	800,000.00	(294,121.24)
Total Receipts	<u>696,233.50</u>	<u>6,813,500.00</u>	<u>(6,117,266.50)</u>
Disbursements			
Personnel Services			
5000	106,369.87	270,000.00	163,630.13
500012	8,207.97	22,000.00	13,792.03
50013	1,274.02	6,000.00	4,725.98
50014	8,440.70	25,000.00	16,559.30
50015	27,471.55	65,000.00	37,528.45
50016	2,249.79	6,500.00	4,250.21
Total Personnel Services	<u>154,013.90</u>	<u>394,500.00</u>	<u>240,486.10</u>
Materials and Services			
500020	1,830.07	7,000.00	5,169.93
500021	4,532.50	7,000.00	2,467.50
500022	-	500.00	500.00
500023	-	5,000.00	5,000.00
500025	11,957.05	15,000.00	3,042.95
500026	19,952.17	110,000.00	90,047.83
500027	18,798.00	20,000.00	1,202.00
500029	6,244.94	30,000.00	23,755.06
500030	12,763.00	50,000.00	37,237.00
500031	22,266.48	60,000.00	37,733.52
500032	1,241.97	6,500.00	5,258.03
500033	1,000.00	3,500.00	2,500.00
500034	32,865.99	120,000.00	87,134.01
500036	496.83	6,000.00	5,503.17
500046	-	5,572.00	5,572.00
500047	-	5,000.00	5,000.00
500050	236,665.90	6,000,000.00	5,763,334.10
500051	-	2,000.00	2,000.00
50024.1	561.00	15,000.00	14,439.00
50026.1	36,202.00	55,000.00	18,798.00
50026.2	5,019.00	50,000.00	44,981.00
50035.1	-	2,000.00	2,000.00
50529	1,000.00	15,000.00	14,000.00
Total Materials and Services	<u>413,396.90</u>	<u>6,590,072.00</u>	<u>6,176,675.10</u>
Capital Outlay			
500062	-	90,000.00	90,000.00
500064	652.82	25,000.00	24,347.18
500059	-	25,000.00	25,000.00
Total Capital Outlay	<u>652.82</u>	<u>140,000.00</u>	<u>139,347.18</u>
Debt Service			
561004	38,905.83	82,312.00	43,406.17
500070	-	75,000.00	75,000.00

See accountant's compilation report.

City of Lakeside - Wastewater Treatment Plant Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Total Capital Outlay	38,905.83	157,312.00	118,406.17
Operating Contingency	-	31,174.00	(31,174.00)
Total Disbursements	606,969.45	7,313,058.00	6,417,161.20
Excess (Deficiency) of Receipts			
Over (Under) Disbursements	89,264.05	(499,558.00)	588,822.05
Other Financing Sources (Uses)			
500093 Transfer to WW Capital Reserve Fund	-	(50,000.00)	50,000.00
Total other financing sources (uses)	-	(50,000.00)	50,000.00
Unappropriated Ending Fund Balance	-	(25,000.00)	25,000.00
Excess (Deficiency) of Receipts Over (Under)			
Disbursements and Other Financing			
Sources (Uses)	<u>\$ 89,264.05</u>	<u>\$ (574,558.00)</u>	<u>\$ 638,822.05</u>

City of Lakeside - Wastewater System Dev. Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	Actual	Budget	Variance
Receipts			
422000 System Development Charges	\$ 2,273.77	\$ 5,000.00	\$ (2,726.23)
404000 Interest Revenue	46.19	50.00	(3.81)
Total Receipts	2,319.96	5,050.00	(2,730.04)
Unappropriated Ending Fund Balance	-	(168,769.00)	168,769.00
Excess (Deficiency) of Receipts Over (Under) Disbursements	2,319.96	(163,719.00)	166,038.96

City of Lakeside - Wastewater Capital Reserve Fund
Statement of Receipts and Disbursements - Budget and Actual (cash basis)
Substantially All Disclosures Required by OCBOA Omitted
July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000 Interest Revenue	\$ 6,958.32	\$ -	\$ 6,958.32
Total receipts	<u>6,958.32</u>	<u>-</u>	<u>6,958.32</u>
Other financing sources (uses)			
495000 Transfer from WWTP Fund	-	50,000.00	(50,000.00)
Total other financing sources (uses)	<u>-</u>	<u>50,000.00</u>	<u>(50,000.00)</u>
Unappropriated Ending Fund Balanc	<u>-</u>	<u>(483,139.00)</u>	<u>(483,139.00)</u>
Excess (Deficiency) of Receipts over (Under) disbursements and other financing sources (uses)	<u>\$ 6,958.32</u>	<u>\$ (433,139.00)</u>	<u>\$ 440,097.32</u>

City of Lakeside - Library Fund
Statement of Receipts and Disbursements-Budget and Actual(cash basis)
Substantially All Disclosures Required by OCBOA Omitted

July 01, 2023 through November 30, 2023

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Receipts			
404000	\$ 403.37	\$ 100.00	\$ 303.37
42600.1	129.18	70.00	59.18
407000	4,205.70	800.00	3,405.70
423000	17,886.31	90,000.00	(72,113.69)
444000	-	1,000.00	(1,000.00)
443000	-	5,000.00	(5,000.00)
Total Receipts	<u>22,624.56</u>	<u>96,970.00</u>	<u>(74,345.44)</u>
Disbursements			
Personal services			
5000	28,085.28	98,000.00	69,914.72
500012	2,249.42	7,050.00	4,800.58
500013	32.91	150.00	117.09
500014	1,603.51	6,200.00	4,596.49
500015	1,000.00	2,400.00	1,400.00
500016	691.54	2,450.00	1,758.46
Total Personal services	<u>33,662.66</u>	<u>116,250.00</u>	<u>82,587.34</u>
Materials and services			
500020	317.02	5,000.00	4,682.98
500026	-	5,000.00	5,000.00
500032	641.37	2,000.00	1,358.63
500033	-	50.00	50.00
500034	3,632.35	5,500.00	1,867.65
500035	-	2,000.00	2,000.00
500037	3,837.90	16,330.00	12,492.10
500038	998.75	5,000.00	4,001.25
500044	1,063.53	1,000.00	(63.53)
500043	-	5,000.00	5,000.00
500046	58.45	700.00	641.55
500048	-	70.00	70.00
Total Materials and services	<u>10,549.37</u>	<u>47,650.00</u>	<u>37,100.63</u>
Contingency	<u>-</u>	<u>15,000.00</u>	<u>(15,000.00)</u>
Total disbursements	<u>44,212.03</u>	<u>178,900.00</u>	<u>134,687.97</u>
Unappropriated Ending Fund Balance	<u>-</u>	<u>\$ (47,527.00)</u>	<u>\$ (47,527.00)</u>
Excess (Deficiency) of Receipts Over (Under) Disbursements	<u>\$ (21,587.47)</u>	<u>\$ (129,457.00)</u>	<u>\$ 107,869.53</u>

CITY OF LAKESIDE
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: December 14, 2023			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information
Date Prepared: May 4, 2023		Dept.: City Manager's Office	
SUBJECT: Appointments to Planning Commission		Contact Person for this Item: Melissa Bethel, City Manager, manager@lakeside.org, (541) 759-3007	

SUBJECT: Appointment to Planning Commission (two openings)

BACKGROUND: The Lakeside Planning Commission has two vacancies starting in Jan. of 2024. City Code § 30.03 (C) 6 sets out the requirements for appointment of Planning Commissioners.

“By the second week of October, prior to the expiration of any Commissioner’s term of office, the City Recorder/Manager shall cause to have the opening for a Commissioner posted for two weeks.”

The City Recorder/Manager posted the opening in City Hall, on the City Website, digital sign board and in the October Lakesidetonian in excess of two weeks and by the second week in October.

“Applications shall be submitted to City Hall and forwarded to all Planning Commissioners and to City Councilors. The Planning Commission evaluates the candidates and makes its recommendation and /or nomination to the City Council.”

The Planning Commission met on November 2, 2023 to review applications and make recommendations to the Council. (see attached November 2, 2023 PC minutes).

“The City Council shall consider all applicants and make appointments at the December meeting.”

The city received two applications and both applicants were recommended for appointment by the Planning Commission. (See attached applications materials and minutes of Nov 2, 2023 PC meeting).

Term of appointment: §30.03 (C)(3) states, *“The term of office on the Commission shall be four years and no member shall serve for more than two consecutive full terms. The term of office shall commence on January 1, and expire on December 31.”*

FINANCIAL IMPACT:

§ 30.03 (C)(7) states, *“Members shall serve without compensation other than reimbursement for duly authorized expenses”.*

Suggested Motion: “I move the Lakeside City Council appoint (name appointees Council wishes to appoint) to the Planning Commission for a term of 4 years starting January 1, 2024 and ending December 31, 2027.

ATTACHMENTS:

1. Application responses of David Smith and Rob Ward
2. Planning Commission Minutes of 11-2-23

City of Lakeside Planning Commission Meeting Minutes November 2, 2023

The Lakeside Planning Commission held a meeting at Lakeside City Hall, 915 North Lake Road, Oregon at 6:00 p.m. on Thursday, November 2, 2023.

1. CALL TO ORDER: 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

PRESENT: Chairman Mark Crouch; Commissioners Karl Granzow, Lanelle Comstock, and Randy Thomas

ABSENT: Mary Gray

STAFF PRESENT: City Manager Melissa Bethel;

4. Citizens Comments:

None

5. Approval of October 5, 2023 PC Minutes:

It was pointed out that the agenda had the wrong date for the minutes, but the actual minutes reflected the correct date of the October 5, 2023 meeting.

Motion: Commissioner Comstock moved and Chairman Crouch second to approve the October 5, 2023 minutes. Motion passes 4-0 unanimously.

6. Planning Commission recommendations to Council:

Applicants Rob Ward and David Smith were interviewed. Rob Ward was recommended 4-0 and David Smith was recommended 3-1 with Chairman Crouch voting no. Recommended candidates will be on the December City Council agenda.

Adjournment: Next Scheduled Regular Planning Commission Meeting December 7, 2023: 6:00 p.m.

The Above meeting was open to the public. Lakeside is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973. All meetings are digitally recorded, available for viewing at City website: www.cityoflakeside.org.

Signed/initialed 

D. Smith Response

This information is a matter of public record, and may be published or reproduced.

Please answer the following questions, attaching additional sheets as may be necessary.

1. Experience serving on an elected/appointed board: LAKESIDE WATER BOARD.
LAKESIDE ORDINANCE COMMITTEE

2. Experience volunteering with the City of Lakeside:
K-12 PROGRAM. LAKESIDE RIDERS, VOLUNTEERING
WITH EVENTS.

3. Describe your community involvement experience: IT HAS BEEN AMAZING
AND EDUCATIONAL CONNECTING WITH OUR
COMMUNITY

4. Describe your vision for the future of Lakeside: I WANT THE CITY
TO BECOME A DESTINATION.

5. Describe the time commitment you can make to the Planning Commission position:
AS MUCH TIME AS NEEDED.

6. Your reason(s) for applying for the Planning Commission position:
TO HELP THE CITY GROW CORRECTLY

Printed Name:

Please attach any other relevant information to this application. Applications must be submitted to the City Recorder, Manager@cityoflakeside.org City of Lakeside, 915 North Lake, Lakeside, OR 97449.

R. WARD RESPONSE

This information is a matter of public record, and may be published or reproduced.

Please answer the following questions, attaching additional sheets as may be necessary.

1. Experience serving on an elected/appointed board: Board of directors of multiple non-profit corporations; HOA board of directors; faculty senate; Lakeside Planning Commission; SCUHS Institutional Review Board

2. Experience volunteering with the City of Lakeside: Commissioner, Lakeside Planning Commission

3. Describe your community involvement experience: I have no idea what the question intends. Neighborhoods, cities, workplace cultures, non-profits and institutions are forms of community, and I have participated at all of those levels.
4. Describe your vision for the future of Lakeside: I'd like to see Lakeside cleaner, self-sufficient and with well-maintained infrastructure.

5. Describe the time commitment you can make to the Planning Commission position: I am aware of the time required to attend & prepare for meetings, and will make the time to do so properly.

6. Your reason(s) for applying for the Planning Commission position: I am readily familiar with state planning requirements and Lakeside MC 155, and would be an asset to the Commission.

Printed Name: Robert Ward

Please attach any other relevant information to this application. Applications must be submitted to the City Recorder, Manager@cityoflakeside.org City of Lakeside, 915 North Lake, Lakeside, OR 97449.

**EMPLOYMENT AGREEMENT
CITY RECORDER/MANAGER, CITY OF LAKESIDE**

BETWEEN: The City of Lakeside (City)

AND: Rick Hohnbaum (Employee)

RECITALS:

A. The Charter of the City of Lakeside provides that the Mayor may, with the consent of the City Council, appoint any city officers the City Council deems necessary.

B. The City wishes to enter into an Employment Agreement with Employee as the City Recorder/Manager.

AGREEMENT:

SECTION 1. TERM

The term of this Agreement shall be six months, beginning on December 15, 2023 and ending on June 15, 2024, unless terminated earlier pursuant to this Agreement. This Agreement, in its entirety, will be automatically extended an additional six-month periods unless the four members of the Council specifically take action to not renew this Agreement or negotiate a new agreement.

SECTION 2. DUTIES AND HOURS OF WORK

A. DUTIES

The duties and responsibilities of Employee shall be in accordance with state law, all ordinances and resolutions of the City, and such policies as shall be adopted from time to time by the City Council. The duties and responsibilities shall include, but are not necessarily limited to the following:

1. Employer agrees to employ Rick Hohnbaum as City Recorder/Manager to perform the functions and duties specified in Sections 10 and 22 of the Lakeside Charter, *et seq.*, and to perform other legally permissible and proper duties and functions without interference.
2. Employee is the chief administrative officer of the Employer and will faithfully perform the duties as prescribed in the Employer's ordinances and as may be lawfully assigned by the Employer, and will comply with all lawful Employer directives, state and federal law, Employer policies, rules, and ordinances as they exist or may hereafter be amended.
3. Employee or designee will attend, and will be permitted to attend, all meetings of the City Council, both public and closed, except for those closed meetings devoted to the

subject of this Agreement, or any amendment thereto, or the Employee's evaluation or otherwise consistent with Oregon State law.

4. Employee shall supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures. In addition, the Employee will provide information and advice to the Mayor, City Council, other public officials and the public regarding the City's operations.
5. Employee shall act as the City's representative in such areas as labor relations, intergovernmental relations, conferences, conventions, and seminars related to public management.
6. The Employee shall prepare and submit to the Mayor and Council such reports as may be required by that body, or as he may deem advisable to submit. In addition, the Employee shall recommend for adoption by the Council such measures as he may deem necessary or expedient.
7. The Employee shall keep the Mayor and Council fully informed and advised of the financial conditions of the City and its future needs. He shall coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.
8. The Employee shall perform other such duties as the Mayor and Council may determine by ordinance or resolution.
9. The City Council, individually and collectively, will refer in a timely manner all substantive criticisms, complaints, and suggestions called to their attention to the Employee for study and/or appropriate action.
10. The Employer, only upon Agreement with Employee, will fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Lakeside charter, Lakeside Revised Municipal Code, or any other law. Employer shall provide Employee with seven (7) days' written notice of additional terms and conditions of employment.

B. HOURS OF WORK

Employee shall work 40 hours per week plus attending meetings required by the Mayor.

SECTION 3. COMPENSATION

- A. Employer agrees to pay Employee an annual base salary at the current annual rate of \$70,000, payable in installments at the same time that the other employees of the Employer are paid. This Agreement will be automatically amended to reflect any salary adjustments

that are approved by Employer. Consideration will be given on an annual basis to an increase in compensation. Employee will receive all cost-of-living increases, if any, which Employer provides to its other employees, at the same time and in the same manner said increases are granted to those employees. Merit increases based on annual performance evaluations and salary reviews are exclusive of any general cost-of-living increases provided to other employees.

- B. Upon each anniversary of employment, the City Council shall review Employee's performance annually to determine annual salary increases. Employee shall also receive any cost of living adjustments (COLA) received by the administrative management employees of the City during the period of this Agreement.
- C. At any time during the term of the Agreement, Employer may, in its discretion, review and adjust the salary of the Employee, but in no event will the Employee be paid less than the salary set forth in Section 3 of this Agreement except by mutual written agreement between Employee and Employer. Such adjustments, if any, will be made pursuant to a lawful City Council action. In such event, Employer and Employee agree to provide their best efforts and reasonable cooperation to execute a new agreement incorporating the adjusted salary.

SECTION 4. HEALTH, DENTAL, VISION, AND LIFE INSURANCE BENEFITS

In lieu of medical, dental, vision insurance benefits for Employee and family and life insurance with a benefit of \$10,000 for Employee, the Employer agrees to compensate the Employee with cash in an equivalent amount to the cost of said benefits. (The equivalent amount is estimated to be around \$800 per month.)

SECTION 5. VACATION, SICK, AND HOLIDAY LEAVE

Employee's vacation accrual is 6.85 hours per pay period. After two years vacation hours increase progressively according to the employee handbook. Employee shall begin his employment with 40 hours accrued vacation time.

Paid sick leave accrues at 8 hours per pay period. Employee is entitled to the same paid holiday benefit as other full-time employees of the Employer, as specified in the Employer's personnel policy. The Employer currently provides 12 paid holidays to full-time employees.

SECTION 6. PROFESSIONAL ACTIVITIES

The City shall, to the extent it is financially viable, budget and pay expenses for Employee's membership and participation in professional activities and conferences, including professional dues, the League of Oregon Cities, and any other membership fees and travel, which, in the judgment of the Mayor, are necessary and desirable for Employee's continued participation, growth, and advancement as City Recorder/Manager.

SECTION 7. RETIREMENT

The Employee (Hohnbaum) has been in the past and is currently a participant of the PERS system and will maintain his participation following the rules and expectations from PERS including paying his contribution to PERS if required by PERS.

SECTION 8. PERFORMANCE REVIEWS

- A. Employer will annually review the performance of the Employee in May subject to a process, form, criteria, and format for the evaluation which will be mutually agreed upon by the Employer and Employee.
- B. The annual evaluation process, at a minimum, will include the opportunity for both Parties to: (1) conduct a review session where the governing body and the Employee meet first to discuss goals and objectives of both the past twelve (12) month performance period as well as the upcoming twelve (12) month performance period; (2) following that review session, prepare a written evaluation of goals and objectives for the past and upcoming year; (3) next meet and discuss the written evaluation of these goals and objectives; and (4) present a written summary of the evaluation results to the Employee. The final written evaluation should be completed and delivered to the Employee within 45 days of the initial review session.
- C. The evaluation of the Employee will always be conducted in open session of the governing body unless requested in writing by the Employee to be held in executive session. The evaluation process and evaluation results will be considered confidential to the extent permitted by law. Nothing in this Agreement will prohibit the Employer or Employee from sharing the content of the Employee's evaluation with their respective legal counsel.
- D. If the Employer decides to modify the evaluation instrument, format and/or procedure, and such modifications would require new or different performance expectations, then the Employee will be provided thirty (30) days to demonstrate such expected performance before being evaluated.

SECTION 9. CONFLICTS OF INTEREST

Both parties acknowledge that in his capacity as City Recorder/Manager, Employee is subject to the ethics provisions of ORS Chapter 244 that apply to public officials. Further, both parties recognize the potential, no matter how small, that in his capacity as public official, Employee's official actions may have a private pecuniary benefit or detriment to his, a relative, or business.

In the event that Employee has a potential or actual conflict of interest, he shall abide by the provisions of ORS 244.120. In the event that Employee is determined to have an actual conflict of interest, those duties that constitute the conflict shall be assumed by the Mayor. is subject to the ethics provisions of ORS Chapter 244 that apply to public officials. Further, both parties recognize the potential, no matter how small, that in his capacity as public official,

Employee's official actions may have a private pecuniary benefit or detriment to her, a relative, or business.

Employee will always uphold the tenets of the ICMA Code of Ethics. Specifically, Employee will not support candidates for elected office, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time. Employer will support Employee in keeping these commitments by refraining from any order, direction, or request that would require Employee to violate the ICMA Code of Ethics.

SECTION 10. TERMINATION.

For this Agreement, termination will occur when:

- A. Termination for Good Cause. A majority of the City Council votes to terminate the Employee for good cause at a properly posted and duly authorized public meeting, in accordance with ORS 192.610. "Good Cause" is defined as the following:
1. Any willful, knowing, grossly negligent, or negligent breach, disregard or habitual neglect of any provision, duty or obligation of this Agreement, an ordinance of the City or the laws of the United States or the State of Oregon.
 2. Any misconduct involving an act of moral turpitude, criminal illegality (except minor traffic violations), or habitual violations of traffic laws, whether or not related to Employee's official duties hereunder.
 3. Any willful, knowing, grossly negligent, or negligent misapplication or misuse, direct or indirect, by Employee of public or other funds or other property, real or personal, owned by or entrusted to the City, any agency or corporation thereof, or Employee in his official capacity.
 4. Employee is unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of four successive weeks beyond any accrued sick leave, or for twenty working days over a thirty working-day period.
- B. Termination Events. This Agreement shall terminate upon any of the following events:
1. Mutual written agreement of the Council and Employee's, signed by both Employee and the designated representative of the City
 2. Retirement or death of the Employee
 3. Termination of employment for "good cause"
 4. Unilateral severance agreed to by four members of the City Council
 5. Resignation
 6. Expiration of the term of this Agreement.

C. Unilateral Severance

In the event Employee is terminated by the City, the City will either (a) pay Employee a lump sum cash payment equal to three (3) months base salary, or (b) provide two (2) months advance written notice to Employee. However, if Employee is terminated “for cause”, then City shall have no obligation to pay the severance sum or give notice under this provision.

The severance pay shall be paid only after the Employee executes a waiver and release agreement prepared by the City Attorney.

SECTION 11. RESIGNATION

A. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time. In the event Employee voluntarily resigns prior to the expiration of the term of this Agreement, Employee shall give City thirty (30) days’ written notice, unless otherwise agreed in writing. In the event of voluntary resignation, no severance will be paid.

B. Exception for Disability: In the event Employee resigns or employment is severed due to disability of Employee, Employee shall be entitled to the severance pay set forth above and to be compensated for accrued, compensable leave and other accrued benefits.

C. Mutual Non-Disparagement

In case of Employee’s termination or resignation under Sections 10 or 11, Employee and Employer’s elected officials each agree not to disparage or make negative comments about the other, either verbally or in writing, except where such comments are required by law.

SECTION 12. INDEMNIFICATION AND BONDING

Consistent with the Oregon Tort Claims Act and the City's insurance coverage, the City shall defend and indemnify Employee against any tort, professional liability claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee’s duties as City Recorder/Manager. Employee shall be covered under the City’s liability insurance policies for covered acts or omissions occurring in the performance of Employee’s duties as a city official at no expense to Employee. City shall be responsible for the cost of defense, prosecution, judgment, or settlement of claims or suits, provided that the City reserves the right to choose or approve legal representation for Employee and will retain control over the defense of the claim, including the sole power to compromise and settle any claim or action and pay the amount of the settlement or judgment.

The City shall bear the cost of any bond required of Employee by any law or ordinance.

SECTION 13. GENERAL PROVISIONS

- A. PERSONNEL MANUAL. Except as otherwise specified in the Agreement, the terms and provisions of the City's Personnel Manual shall apply to the City Recorder/Manager.
- B. REVIEW BY INDEPENDENT COUNSEL. Employee acknowledges that the City has advised him to have this Agreement reviewed by an attorney of his choice.
- C. EFFECTIVE DATE. This Agreement shall be effective beginning December 15, 2023 and shall continue as provided in Section 1 of this Agreement.
- D. NOTICES

Any notice required or permitted by this Agreement shall be in writing and shall be personally served upon the other Party, or sent by US Postal Service, certified service postage prepaid and addressed to the appropriate Party as follows:

If to City: Mayor Sherry Kinsey
City of Lakeside
PO Box L 915
North Lake Road
Lakeside, OR 97449

If to Employee: Mr. Rick Hohnbaum
2810 High Street SE
Salem, Oregon 97302

Notice shall be deemed given as of the date of personal service or upon the date of deposit in the in the course of transmission in the US Postal Service.

- E. VOLUNTARY AGREEMENT. Employee acknowledges that he understands the terms of this Agreement and that she has entered into it voluntarily.
- F. INTEGRATION. The terms of the agreement are set forth completely in this written document. This Agreement supersedes all prior or contemporaneous oral and written agreements, understandings, and commitments. Employee acknowledges that he has not relied on any other representation or promises by the City, its agents, employees or representatives, except those contained in this Agreement.
- G. SEVERABILITY. Any provision, or portion of any provision, in this Agreement that is held unenforceable, void, or unconstitutional shall not affect the remainder of the terms of this Agreement or any portion thereof which shall be deemed severable and shall remain in full force and effect.
- H. MODIFICATION. This Agreement may not be modified in any respect, except by a written agreement executed by both parties.

- I. GOVERNING LAW. This Agreement will be governed by Oregon State law.
- J. ARBITRATION. In the event either party undertakes any action to enforce or contest any matter arising out of or relating to this Agreement, that action will be brought in binding arbitration pursuant to ORS chapter 36.600, *et seq.*, The Uniform Arbitration Act. The prevailing party in such action will be awarded such attorney fees and costs as the arbitrator will deem reasonable, considering the complexity, effort, and result against the prevailing party .

IN WITNESS WHEREOF, the City of Lakeside has caused this Agreement to be signed and executed in its behalf by its Mayor, and Employee has signed and executed this Agreement.

CITY OF LAKESIDE

By: _____
Sherry Kinsey, Mayor City of Lakeside

DATE: _____

EMPLOYEE

By: _____
Rick Hohnbaum, City Recorder/Manager

DATE: _____



RESOLUTION 2023-11

A RESOLUTION TO DELEGATE AUTHORITY IN THE EVENT A LACK OF QUORUM EXISTS AND A SPECIAL ELECTION IS NECESSARY.

WHEREAS, a recall election is to be held on November 28, 2023; and

WHEREAS, the potential exists for a quorum of Council to be recalled; and

WHEREAS, if the recall is successful, a special election will need to be held to in order to obtain a quorum to conduct business; and

WHEREAS, the City needs to continue to operate during the interim.

NOW, THEREFORE, BE IT RESOLVED, the Lakeside City Council authorizes the City Manager, interim City Manager or other designee to conduct business not requiring legislative action that is in the best interest and on behalf of the City. This Resolution only becomes effective if the aforementioned lack of quorum exists.

PASSED and ADOPTED by the Lakeside City Council on this 14th day of December by a vote of _____.

APPROVED:

Sherry Kinsey, Mayor

Attest by:

Melissa Bethel, City Recorder/Manager