

**CITY OF DUFUR COUNCIL MEETING**

**February 10, 2015**

**7:00 PM**

**DUFUR CITY HALL**

**Minutes**

**Call to order: Robert called the meeting to order at 7pm**

**Attendance: Glenn Miller, Merle Keys, Richard Lyon, Stan Ashbrook, Robert Wallace, Paul Sumner, Doug Peters, Jon Keyser**

**Guests in Attendance: Brandon Beachamp, Ann Ferguson, Lucille and Bob Stevens, Bryce Macnab Ralph Favorit**

**Additions to Agenda: Employee reviews for Brandon and Kathy**

**Approval of Agenda: Merle made motion to approve changes made to agenda, Jon second; all approved**

**Consent Agenda: Jon made motion; Stan 2<sup>nd</sup>; approved by all**

**Special Presentations: none**

**Unfinished Business:**

- **Account 758 - Late Fee on Water bill – Merle spoke to customer and had reported that account holder would agree to pay half of the \$50 fee. Jons' concern is that we are being consistence down the road. Same policy for everyone. Merle to continue to work with account holder to resolve.**
- **Complaint – 6<sup>th</sup> and Main- Kathy sent a certify letter. Have received confirmation that he picked up letter. In the letter Kathy gave him until February 10, 2015 to have an action plan. Have not received a plan from home owner. Kathy to try to track down a phone number to contact home owner to find out if homeowners have a plan and collect on outstanding water bill, Merle made motion for Kathy to find phone number, Richard 2<sup>nd</sup>; all approved**

**Citizen Input: None**

**Ordinances and resolutions: None**

**New Business:**

- **Complaint - 460 NE Main Street – Living in RV in drive, against ordinances. Property has had a long history of the same issue, and it was taken to court and the City won. The residents go in and out of the trailer at all hours of the night, there is an extension cord running to the trailer. Paul suggested that someone go and speak with homeowner in regards to living in the RV. Address the concerns of the neighbors and the city ordinances. Suggest to them that the city doesn't want to have to go down the same road as before; get assurance from resident that no one is living in the RV and this is not going to continue to be a problem. Glenn has offered to go speak with them and deliver and copy of the ordinance to the property owner. Stan made motion to have Glenn go and speak to property owner and granddaughter; 2<sup>nd</sup> by Richard; All approved. Will review outcome at next city council meeting**
- **Review for Brandon – Glenn did Brandon review passed it around for Council to look at and offered to do Kathy's review as well. Glenn recommended that Brandon goes from a step 6 to step 7 for a pay increase. Brandon and Glenn discussed with council the requirements and different type of certification that Brandon has. Brandon's next certification would be treatment. Brandon is required to have so many certifications to run the system. Robert would like Brandon to have a goal for Brandon for the next increase. Glenn feels that with Brandon as maintain his goals by earning his certification and keeping them update. Brandon currently has four certification to keep maintain. Merle made motion the Brandon get pay increase from a step 6 to 7 as of February 7, 2015, Jon 2<sup>nd</sup>; All approved**
- **Review for Kathy – 90 day review, Hire July 14, 2014 – Robert spoke with Diana in regards to what was discussed when Kathy was hired. Diana didn't have Kathy review done - Kathy had agreed to start at step 1 with a 90 day review. Diana recommended going to step 2 with a retroactive back to October 14, 2014. Merle recommend from step 1 to step 3 due to the fact that it was not done in a timely matter**

and then Kathy has done a great job. Glenn recommended that he start doing Kathy review sense he works me all the time. Jon made motion to move Kathy from step 1 to step 3 retroactive to 90 day probationary period; 2<sup>nd</sup> by Stan; all approved.

- Risk Management Report - Robert and Kathy met with John Zakariassen from CIS and Mike Luebke from Oregon Trail Insurance for our Best Practice Survey.
  - Priorities - Robert made a priority list off report of Best Practice Survey. Council to discuss what they feel should be priority. Drug testing for all new applicants and for Safety Sensitive positions. Robert went through the priority list to discussing each item and having Glenn and Kathy work on priorities. All these are just to be ready for if OSHA walk came into the office and asked for records Kathy would have a file. Glenn feels that it is important for the council to take a basic governing class specially the ones that our new to council. Paul has said that Dufur has held training for Council members in the past; Shared the cost with other cities. Kathy to look into the cost for a third party company for random drug testing
  - Grants funds – Locking fire proof file cabinet – Jon made motion to order cabinet under grant application, 2<sup>nd</sup> by Merle; all approved

Public Works Report – Glenn Miller – Working on Chlorinator down at the lagoon; Glenn and Brandon are working on getting a Crack sealing machine for the city. Benefit for the city would be catching some of the cracks sooner than having to wait for the county to be available.

Mayor's Report- Robert Wallace – Feb 25 – Forest Collaborative started; to get Restoration in the Barlow Ranger District, 2pm Dufur school cafeteria; Feb 26 – Kate Sinner- 10 am – Balch Hotel ; Ann Buckley watershed group 15 mile intake.


Attorney's Report – Paul Sumner – Discussed the City policy for NSF check any further payment needs to be cash or money order for 6 months; Open meeting law book never respond to email by replay all. In house training; Employment manual review; Set up as a work shop. CIS is creating a small company handbook.

#### Commissioners Reports

- Public Works – Merle Keys - None
- Administration – Diana Austin – Robert spoke about Diana wanting to be replacing as Kathy Administrative Representative.
- Fire/Ambulance – Jon Keyser- 6 ambulance runs – Fire hall moving along...estimate time of completion End of March – But have had some hiccups last couple weeks looking at mid - April
- Planning and Development – none

Administration Report – Kathy Bostick – CIS Annual Conference – Merle made motion for Kathy to Attend CIS conference: Jon 2<sup>nd</sup>; all approved. Budget Committee – Looking for 2 more people; Ann to cover while at Bias conference –

Adjournment: Merle mad motion to Adjourn; 2<sup>nd</sup> by Richard ; adjourn 9:51 pm

  
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Mayor, Robert Wallace

  
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City Recorder, Kathy Bostick