

CITY OF DUFUR COUNCIL MEETING

February 09, 2016

7:00 PM

DUFUR CITY HALL

Minutes

Call to order: Mayor Robert Wallace called meeting to order at 7:00 pm

Attendance: Councilors: Jon Keyser, Doug Peters, Leona Egeland, Merle Keys, Stan Ashbrook, Richard Lyon; Mayor Robert Wallace; Attorney Paul Sumner; Public Works Supervisor Glenn Miller, City Recorder Kathy Bostick

Guests in Attendance: Brandon Beachamp, Wasco County Sherriff Rick Eisland, LaVelle Underhill, Jack Frakes, Malcolm and Barbara McKenzie

Additions to Agenda: Jack Frakes on Behalf of Chamber; Review Process

Approval of Agenda: Merle made motion to approve agenda with additional items; Jon seconded; All Approved
Consent Agenda: Jon made motion approve bills and minutes from previous meeting; 2nd by Richard; All Approved.

Special Presentations: None

Unfinished Business:

- RFP Discussion – Merle, Doug, and Robert conducted an interview Tenneson Engineering gave a report to the follow council members on what Darrin from Tenneson was willing to offer. Tenneson was willing to do a short term contract to see how it goes, working on a more month to month billing. Council members talked about each individual interview with Tenneson and Anderson Perry the pros and cons with each one. Anderson Perry doesn't have a Planner so they would contract with Nick Kraemer from Tenneson. Paul made sure everyone was aware of conflict of interest need to financial benefits, with that being said Doug and Stan Abstain from vote. Merle made a motion to have Anderson Perry be the new Engineer of Record with a sub contract with Tenneson for Planning; 2nd by Jon; 4 for yes; 2 abstain. Jon made a motion for Paul to work on an MOU with Anderson Perry; 2nd by Leona; 4 approved; 2 abstained.
- Community Center - Leona reported on the ongoing is concerns with insurance for the public to use the community center. She spoke with Mike at Oregon Trail Insurance and her contact with Payne West insurance. The city gets too decided whether it will require to have insurance or not. It was suggested that if they want to have an event then they will need to purchase insurance or it's a cooking class, or yoga it would be covered under the city insurance. Robert suggested that Mike from Oregon Trail insurance come out an address council and answer all of council question instead of several people talking to him.

Citizen Input: None

Ordinances and resolutions: None

Public Hearing: None

New Business:

- **Dufur School/City of Dufur – Contract** – The city is in contract with the school for the public use of the library two evenings a week during the school year and then open during the summer. Merle made motion to accept Liability Release; 2nd by Richard; All approved
- **Dufur School – Pasture** – Robert spoke with the school for the FFA to use the pasture in exchange for the yard maintenance of the community center. Merle made motion to have Robert and Paul work on and MOU with the school; 2nd by Jon; All Approved.
- **Planning Commission Vacancy** – Kathy Reported that there are two spots available on the planning commission and has posted the vacancy and has got three letters of interest. Council decided to have a second council meeting on February 23, 2016 to conduct interviews of the three individuals.
- **Shirts for Employees and decals for City Truck** – Council approved Kathy, Glenn and Brandon to look into pricing for employee shirt and work wear for city staff.
- **Chamber of Commerce** – Jack Frakes approached council on behalf of the Cities Chamber – The Chamber would like to add additional Christmas decoration to the light poles. Chamber has looked at doing 3 poles this year and 3 next year. PUD will put power to the poles for \$100 each and wants to see if the city will split the cost with the chamber. Merle made a motion to have the city pay up to \$700 for all 6 poles; 2nd by Richard; All Approved
- **Review of Review Process** – Months for review are Brandon in February, Glenn in May, and Kathy in July; Glenn conducts Brandon review and Merle does Glenn's and Kathy's. Liaison for city staff were appointed to different parts of the city – Merle does Public Works and Admin. Jon does fire and ambulance – Leona is planning and development. Does anyone want to change or switch? No, everyone is good. Robert would like to look at changing the review form to a more written form. Want to know if the reviews could be done at one time - The hand book states them to be down on anniversary date. In the past the council has said the supervisor will do the review and

present to council – the council has the right to object to the review and ask more proof, but the supervisor does the review. Robert would like to maybe look at exploring benefits – Paul mention that CIS came out and talked for over 2 hours and council decided on the current plan we have. Would like to get different forms and compare and possibly come up with one for the city to use. With more detailed form with such things as Skills, Goal, accomplished, complaints.

Public Works Report – Glenn Miller – Purchased a 50# of Cold patch to put in holes along 3rd street. This type of cold patch will work with water in holes. Brandon reviewed was discussed with council and it was recommended that a Brandon go to the next step increase. Merle made motion for Brandon to go to next step increase; 2nd by Jon; All approved

Mayor's Report - Robert Wallace – 15 mile water lease was submitted to fresh water trust they will review and get back to the city in the spring will come up with an agreement forward on to Paul and bring it back to council. Estimate amount is about \$11,000 a year. Working with Steve Kramer in working on a getting a code enforcement officer to share between Maupin, Dufur, Moiser, and The Dalles; ODOT – Highway speed increasing to 65 on March 1st – working on taking trees down along 197.

Attorney's Report – Paul Sumner – Reported that he wrote the complaining party located at 565 Church Street – wanted council to see let prior to sending out. All agreed letter sounded fine

Commissioners Reports

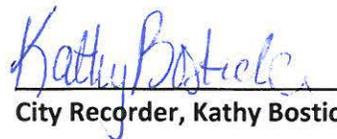
- **Public Works – Merle Keys** – Merle spoke to the water master with the county and he recommend that with the necessity of the new reservoir and pumping at a different elevation that may need a bigger pump and set around 300 feet on the shaft costing around \$50,000. The quote that was received was just for the pump. It really is in two phase to make sure we have water during the summer second phase is potential development, but has not been submitted – Question is do we invest in the pump that we know for the summer or do we do something that will fit the new system. Robert recommend that we turn this over to our new engineer to get some advice from them. Leona asked what it would take to get an idea on what it what the potential are for growth is and to get a plan to make sure the city current water and sewer system could meet the demands for that growth. This would take the city getting a Master Plan and would cost around \$40,000 to \$100,000.
- **Administration – Merle Keys** – None
- **Fire/Ambulance – Jon Keyser** – Are using the New Ambulance – Had 6 runs last month; old ambulance needs some major work done but concerns about budget. Will be looking over the budget on different items and sense Jason Davis is doing more of the training to save money. Besides the mechanical upgrades it's going to need we are going to need an AD machine before it can be put into use they cost around \$20,000. Jack talked to Steve Kramer tonight that's its possible Shaniko could use one of the surpluses fire pumpers. Fire and Ambulance is doing another Spaghetti Dinner on Saturday, February 13, 2016
- **Planning & Development** – Leona Egeland – None – Preliminary meeting with Glenn, Brandon, Doug Peters, Tom Peters, Nick Kraemer, Darrin Eikman and Hayes Mccoy about the development that could be coming. Make sure Leona is aware of the meetings are.

Administration Report – Kathy Bostick – Budget for the code enforcement 2012-2013 was \$8800. Would like go a meeting for the fire and ambulance to work on budget with Fire and Ambulance to make adjustment where need. Kathy gave a financial update on the community center.

Adjournment: Merle Made Motion to Adjourn at 9:48pm; 2nd by Richard; All Approved



Mayor, Robert Wallace



City Recorder, Kathy Bostick