

CITY OF DUFUR COUNCIL MEETING
Special Meeting
January 26, 2017
6:30 PM
DUFUR CITY HALL
Minutes

Call to order: Mayor Merle Keys called the meeting to order at 6:30 pm

Attendance: Mayor Merle Keys; Councilors: Stan Ashbrook, Bill Parke, Bob Parke, Josiah Dean, Barbara McKenzie, City Attorney Paul Sumner, City Recorder Kathy Bostick, Public Works Brandon Beachamp

Guests in Attendance: None

Addition to Agenda: Paul would like to discuss having the ordinance codified and change February council to the 16th.

Approval of Agenda: Josiah made motion to approve agenda; 2nd by Barbara; All Approved

Swear in Josiah and Richard – Josiah Dean was sworn in by Paul Sumner. Richard didn't attend the city council meeting
Business:

- **Ordinance Codified** – Paul would like to the city to consider having the ordinance codified since the last time it was done was 2006. Culver just had there's done for about \$4500. There are a couple place on line but would like to do some looking and report back to council with a price. Barbara made motion for Paul to start researching; 2nd by Josiah; All Approved
- **Employment Consideration** – Hiring committed met on January 24th after one applicant had withdrawn their application. Hiring committed was still divided between the one applicant or reposting position. Hiring committed agreed to bring the public works applicant back to the council, so full council would make the decision. It was discussed between council that applicant has done the job for a limited time and did a great job when he work for the city. Councilor Ashbrook asked in general if any applicant has a medical marijuana card, how does the city handle it if someone has one. The City has a zero drug, policy and is subject to a drug screening at hiring. Current policy with for the city is no tolerance. Currently the city is set up with random for CDL. The City is also set up with DMV with driving notifications. In City council discussed time line of event that took place up until this meeting. The original job posting ran from November 4 through December 4th, 2016 in newspaper and took application until December 9th.

Bob made motion to offer job to applicant on file; 2nd by Barbara; 4 yes; 2 no

Was asked if need to go to executive session –Procedure for going into executive session for new hire unless there is procedure in place prior to advertising for interview/evaluation if not in place then everything is done in open except for deliberation then all decisions need to be made in open session. In this case council already decided to offer; only thing for executive session would be wages. Barbara would like to have a policy develop that interviews be held within executive session. Interviews always are unless there are policies in place due to open meeting law. After a deliberation council decided to offer the applicant:


- 1) Wage of \$12.74/hour offered to begin,
- 2) 6 month probation,
- 3) Re-evaluation at 6 months,
- 4) Employee expected to obtain CDL within 120 days,
- 5) Employee expected to begin process to get sewer and water certifications,
- 6) Employee to pass pre-hire drug test, "no tolerance drug policy"
- 7) Employee driving record will be checked and employee must have 5 year clear record

Council talked about possibly working with ODOT Cindy Drake (maiden name) or Wasco County about CDL classes.

Adjournment: Barbara made motion to adjourn at 7:30 pm; 2nd by Josiah; All approved



Mayor, Merle Keys



City Recorder, Kathy Bostick