

**Metolius City Council**  
**Minutes of Regular Meeting**  
**April 2<sup>nd</sup>, 2018**  
**7:00 pm**

**I. Call Meeting to Order** – The regular meeting was called to order at 7:03 p.m. by Mayor John Chavez.

**II. Roll Call** –John Chavez, Patty Wyler, Tryna Muilenburg, Dan Dulaney, Carl Elliot and Candy Canga present.  
Pat Hanenkrat, Anzie Adams, James Stratton, Tasha Alegre and Attorney Collin Edmonds were also present.

Brion Hanks, Brandon Duppenhaler, Traci McKenzie, Nick Korcek, Mae Huston, George Gonzales, Courtney Snead, Becky Stever, Carolyn Reynolds and Glen Muilenburg were also present.

**III. Public Presentations**

- a. Nick Korcek presented a petition for the resignation of City Council member Carl Elliot. Nick received 49 signatures on the petition. Carl Elliot said he will not be putting in his resignation.
- b. Courtney Snead introduced herself to the Council and let them know she was running for Jefferson County Commissioner position number 2.

**IV. Consent Agenda**

- a. Regular Council Meeting Minutes – April 2<sup>nd</sup>, 2018
- b. Council Workshop Minutes – April 2<sup>nd</sup>, 2018
- c. Spike and Rail Minutes-- April 2<sup>nd</sup>, 2018
- d. Authorize Payment of Bills
- e. Financials

**Tryna Muilenburg moved to approve the consent agenda with corrections; seconded by Patty Wyler. Motion passed unanimously.**

**V. Unfinished Business**

- a. George Gonzales presented his argument concerning information he received from former City Recorder Rhonda Stewart regarding the System Development Charges on his property. This has been an ongoing discussion with the City Council. Attorney Collin Edmonds explained that even though George Gonzales received wrongful information, he still needs to pay the SDC.
- b. Anzie Adams presented copies of the planning commission duties and the site plan approval from the municipal code book. Carl Elliot explains that if a conditional use permit is changed, then it needs to be approved by the planning commission.
- c. Danny Zook presented revised plans of his property to the Council.

**Tryna Muilenburg moved to approve the plans; seconded by Candy Canga. Motion passed unanimously.**

- d. Anzie Adams discussed with the Council to allow a \$20 finance charge on sewer bills that are 3 months overdue. Mayor John Chavez asked for public input.

**Tryna Muilenburg moved to approve the finance charge; seconded by Dan Dulaney. Motion passed unanimously**

- e. Mayor John Chavez appointed James Stratton to research drug testing procedures and swab kit costs.
- f. Appointment of the Budget Officer, will be James Stratton.

**Tryna Muilenburg moved to approve James Stratton; seconded by Patty Wyler. Motion passed unanimously.**

- g. Miller house is currently for rent. Applications are being handled through Mid-Oregon Property Management. Applications are ongoing.
- h. Brion Hanks, President of the Home Owners Association of Martin's Commons, read a letter asking the council to resolve the dispute of fees once and for all by forgiving the past due amounts. Brion Hanks submitted the letter to the council board. The council has already set April 12<sup>th</sup> at 4:30pm for council members to discuss this issue and come up with a resolution.
- i. Anzie Adams reported that corrections were made on the overcharged business sewer rates. Anzie is waiting for the Metolius Elementary School to research the past 6 years of attendance. The rate of credit is pending for the Elementary School.

## **VI. New Business**

- a. Anzie Adams provided the City Council with formation on a used Pitney Bowes paper folding machine for \$350.

**Patty Wyler moved to purchase the folding machine; seconded by Carl Elliot. Motion passed unanimously.**

- b. Mayor John Chavez introduced interim City Recorder James Stratton and Volunteer Tasha Alegre.
- c. James Stratton provided the City Council with a Budget Wish List for them to complete and return by April 6<sup>th</sup>.
- d. Anzie Adams checked with Barnett to confirm a date for an audit, which was not scheduled. Anzie did research to provide new auditor possibilities. The City Council needs to send a request for proposal letter to possible new auditor, Mitch Saul.

**Candy Canga moved for proposal of new auditor; seconded by Patty Wyler. Motion passed unanimously.**

- e. Mayor John Chavez explained that Senator Merkley has invited council members to attend the K-8 Academy in Warm Springs on April 4<sup>th</sup> at 4:30 pm for officials and 5:00 pm for others.

## **VII. Staff, Council and Committee Reports**

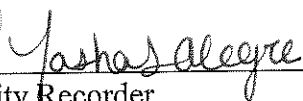
- a. Mayor John Chavez explains that the office has been running smoothly with new staff members. Anzie Adams has been working full time since Carol Funk left the City Recorder position.
- b. Pat Hanenkrat explained that the vac. truck was sent to Portland for repairs. Pat found out that the City of Metolius has a contract with Culver regarding the vactor truck. The City of Metolius owns 51% and Culver owns 49%. The bathroom at the park has been de-winterized. Irrigation should be running soon. Miller house is currently for rent and applications are being processed. Spike and Rail discussion is ongoing. Pat submitted a report to the City Council members.

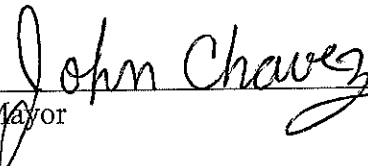
- c. Interim City Recorder, James Stratton and Volunteer, Tasha Alegre have been doing the duties of the City Recorder as of March 13<sup>th</sup>. Many of the aspects of the job have been researched and applied. Research on the City's finances is being conducted along with learning the applications of QuickBooks. A report was submitted to the Council. The report is attached to the minutes.
- d. Anzie Adams reported code enforcement activity is going well. The Easter Egg Hunt and Pancake Breakfast were successful. Anzie explains that we fed 59 people at the Pancake Breakfast.
- e. Attorney's Report: Collin Edmonds explains that if the City of Metolius wants to Annex a new property they must follow state law. He was unable to review the handbook and explained that there is about a 2 to 3-week deadline for it to be completed.
- f. COIC Report: Mayor John Chavez was unable to attend the last meeting. Tryna Muilenburg has offered to be an alternate and will attend meetings when Mayor John Chavez is unable to.
- g. Chamber Report: Pat Hanenkrat explained that the cycle kiosks for Madras, Metolius and Culver are scheduled to be put in on April 20<sup>th</sup>.
- h. COACT Report: no report given.

**VIII. Adjournment:** Meeting was adjourned at 7:55 pm.

**Schedule of upcoming events/ meetings**

Council Discussion Regarding Martin's Commons- April 12<sup>th</sup>, at 4:30 pm  
Pancake Breakfast—April 28<sup>th</sup>, at 8:00 am  
Next Council Meeting – May 7<sup>th</sup>, 2018

  
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City Recorder

  
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Mayor