

Metolius City Council
Minutes of Regular Meeting
May 7th, 2018
7:00 pm

- I. Call Meeting to Order** – The regular meeting was called to order at 7:04 p.m. by Mayor John Chavez.
- II. Roll Call** –John Chavez, Tryna Muilenburg, Dan Dulaney, Carl Elliot and Candy Canga present. Patty Wyler was absent.
Pat Hanenkrat, Anzie Adams, James Stratton, Tasha Alegre and Attorney Collin Edmonds were also present.

Brion Hanks, Lonnie Parsons, Dick Nelson and Carolyn Reynolds were also present.

III. Consent Agenda

- a. Regular Council Meeting Minutes – April 2nd, 2018
- b. Council Workshop Minutes – April 2nd, 2018
- c. Spike and Rail Minutes-- April 2nd, 2018
- d. Executive Session Minutes—April 30th, 2018
- e. Special Meeting Minutes--- April 16th, 2018
- f. Authorize Payment of Bills
- g. Financials: Website Cost and Budget Committee Progress

Tryna Muilenburg moved to approve the consent agenda with corrections and approved addition; seconded by Carl Elliot. Motion passed unanimously.

IV. New Business

- a. Collin Edmonds requested that the council pass an ordinance to change the city code regarding the repayment of overcharges. Collin is going to draft an Ordinance and present it to the next City Council meeting in June.
- b. Mayor John Chavez, Patty Wyler, Tryna Muilenburg and Dan Dulaney are up for re-election. Position 4 is an open position that the council is looking to appoint someone. Lonnie Parsons submitted an application to the Council for this open position. Anzie Adams explained that anyone who would like to be apart of the City Council must attended at least 3 council meetings.
- c. The council came to a decision that they did not want a filing fee.
- d. James Stratton presented a copy of the Budget Calendar to the City Council. James explained that the first meeting went well, and the next meeting will be held on May 15th. James explained that there will be another meeting for the budget committee to approve the budget with the necessary changes. James assured the Council that the budget will be completed and approved by July 1st. The council gave consensus to approve the budget calendar.
- e. Candy explained to the Council that she suggested a conference phone in the absence of a City Council member. James Stratton suggested that we get all the facts together and research the cost of different conference phones.
- f. Mayor John Chavez introduced the new City Recorder to the Council and Public.

Tryna Muilenburg moved to approve Tasha Alegre as the new City Recorder; seconded by Candy Canga. Motion passed unanimously.

- g. Mayor John Chavez has been filling this position since March 13th. The Maintenance Worker position has been posted in the pioneer and closes Tuesday May 8th. Interviews for this position will follow.
- h. The Audit update is pending until further meetings.
- i. James Stratton presented a new procedure for hiring new employees to the Council. He explained that he took information from City Insurance Services (CIS) and the Employee Handbook to create this new procedure.

Carl Elliot moved to accept the new Hiring Procedures with corrections; seconded by Tryna Muilenburg. Motion passed unanimously.

- j. Pamela Alvarado is unable to pay her balance of \$217.53 due to personal issues.

Carl Elliot moved to place her account on hold for 90 days with further follow up; seconded by Tryna Muilenburg. Motion passed unanimously.

- k. State Revenue Sharing Law, ORS 221.770, requires cities to annually pass an ordinance or resolution requesting state revenue sharing money.

Tryna Muilenburg moved to accept State Revenue Sharing Law, ORS 221.770 pending an ordinance drafted by Attorney Collin Edmonds; seconded by Candy Canga. Motion passed unanimously.

- l. Tryna Muilenburg explained to the Council that we have been sitting on \$98,000 designated each year for Economic Development. Tryna Muilenburg is proposing that we put together a committee to gather more information on what we can use this money towards. Candy Canga clarified that these meetings will be opened for the public.

Candy Canga moved to form an Economic Development Committee for the City of Metolius; seconded by Carl Elliot. Motion passed unanimously.

V. Unfinished Business

- a. Pat Hanenkrat has Compensatory Time Off (CTO) of over 230 hours with a payoff of \$4,723.00.

Carl Elliot moved to pay Pat Hanenkrat in full of \$4,723.00 for his CTO by June 30th, 2018; seconded by Candy Canga. Motion passed unanimously.

- b. James Stratton ordered the Medimpex drug testing kits and they are in the safe and ready for new hire employees.
- c. Mitch Saul (Auditor) from Oster Professional Group sent a quote of up to \$12,600 for the Council approval for the 2017-18 audit.

Carl Elliot moved to approve the quote of \$12,600 from Mitch Saul at Oster Professional Group for the 2017-18 audit; seconded by Tryna Muilenburg. Motion passed unanimously.

- d. The City Council received a signed contract between The City of Metolius and the Martin's Commons Home Owners Association (HOA) regarding the ongoing irrigation issue. The document was signed by both parties on May 1st, 2018. This agreement was send to the attorney pending a written contract between both parties.

Tryna Muilenburg moved to accept the agreement between the City of Metolius and Martin's Commons HOA upon approval of legal counsel; seconded by Candy Canga. Motion passed unanimously.

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. Anzie Adams explains that a letter from J.C. Orozco Reforestation, Inc given to the Council needs to be approved. This letter is for a temporary business providing wildland firefighting crews for the Oregon Department of Forestry. The Council gave consensus to approve this business previously at the Workshop.
- b. Pat Hanenkrat explained in the Workshop that the Special Cities Allotment for Opal and 9th St. paving has been approved. Pat needs to clarify with the Attorney which signatures need to be on the worksheet before returned. Pat explains that he has been having issues with Pump #3 and needs to order a new valve from Thompson Pump. Pat is requesting approval from the council to buy a 13,500-watt generator for the State Surplus Warehouse for \$400.00.

Carl Elliot moved to approve Pat Hanenkrat to buy the 13,500-watt generator at \$400.00; seconded by Dan Dulaney. Motion passed unanimously.

- c. Tasha Alegre was hired on as the new City Recorder April 18th, 2018. James Stratton and Tasha Alegre explained that they have been working on the budget and getting it completed. They are both excited to be a part of the City of Metolius. The report is attached to the minutes.
- d. Anzie Adams reported code enforcement activity is going well. The Pancake Breakfast was successful. Anzie explained that we fed 39 people at the Pancake Breakfast. The report is attached to the minutes. Anzie asked the Council if they had any objections to having a City-wide yard sale this year. The City Council agreed to have the yard sale.
- e. Attorney's Report: Collin Edmonds explains that he has reviewed the Employee Handbook and has notes that he will be giving back to the council. He is also drafting an ordinance to change the table of sewer charges to match the resolution that was requested by Anzie. The ordinance will be ready for the Councils approval by the next meeting.
- f. COIC Report: Mayor John Chavez was unable to attend the last meeting. No report was given.
- g. Chamber Report: No report was given.
- h. COACT Report: No report was given.

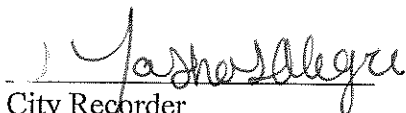
VII. Public Presentations

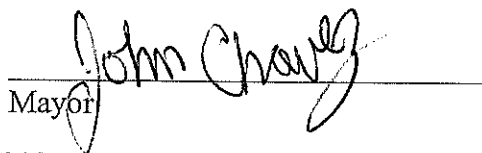
There were no public presentations at this meeting.

VIII. **Adjournment:** Meeting was adjourned at 7:47 pm.

Schedule of upcoming events/ meetings

Staff Meetings—2nd and 4th Tuesday at 2:30 pm
Budget Committee Meeting---May 15th, at 5:00 pm
Pancake Breakfast—May 26th, at 8:00 am
Next Council Meeting – June 4th, 2018


City Recorder


Mayor