

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

- I. Call Meeting to Order** – The regular meeting was called to order at 7:02 p.m. by Mayor John Chavez.
- II. Roll Call** –John Chavez, Patty Wyler, Tryna Muilenburg, Dan Dulaney, Carl Elliot, Candy Canga and Lonnie Parsons were present.  
Pat Hanenkrat, James Stratton, Tasha Alegre and Attorney Collin Edmonds were also present.  
Visitors: Larry Semm, Danny Zook, Lynne Fisher, Traci McKenzie, Nick Korcek and Robert Harris.
- III. Consent Agenda**
- a. Regular Council Meeting Minutes – June 4<sup>th</sup>, 2018
  - b. Council Workshop Minutes – June 4<sup>th</sup>, 2018
  - c. Spike and Rail Minutes - June 4<sup>th</sup>, 2018
  - d. Planning Commission Minutes - June 14<sup>th</sup>, 2018
  - e. Special Meeting Minutes – June 21<sup>st</sup>, 2018
  - f. Authorize Payment of Bills
- Patty Wyler moved to approve the consent agenda as presented; seconded by Dan Dulaney. Motion passed unanimously.**
- IV. Unfinished Business**
- a. Council to Appoint Lonnie Parsons to be on the Council – Lonnie was Sworn in by City Attorney Collin Edmonds at 7:20 p.m. on July 2<sup>nd</sup>, 2018.  
  
**Carl Elliot moved to Appoint Lonnie Parsons to the open position on the Metolius City Council; seconded by Candy Canga.**
  - b. Martins Commons Contract – City Attorney Collin Edmonds reviewed the Contract between the City of Metolius and Martins Commons Home Owners Association. Attorney Steve Bryant suggested we clarify some of the wording on the agreement. Collin and Steve shall have the Contract ready to be adopted at the August 6<sup>th</sup> Council Meeting.
  - c. Employee Handbook from Attorney – Attorney Collin Edmonds explained to the Council that the Handbook is ready for the Committee ( including Patty Wyler and Tryna Muilenburg) to look over and review. Collin explained that the Sick Leave Law has changed to allow all employees including Part- time employees to occur Sick Leave. Collin suggested to have the Committee members meet with him next week to discuss this new Law. The Attorney shall have the Handbook ready for adoption at the August 6<sup>th</sup>, 2018 Council Meeting.

- d. Discussion on raising the current sewer rate – Attorney Collin Edmonds explained to the Council that a Resolution must be drawn up for adoption of the new sewer rate suggestion.

**Carl Elliot moved to continue with the process of raising the current sewer rate; seconded by Candy Canga. Motion passed unanimously.**

- e. Wooden Train Structure – As discussed in the Workshop Minutes, John Chavez, Pat Hanenkrat and Kevin Raines will be moving the Train to the City Shop on Monday July 9<sup>th</sup>, 2018.
- f. 2016-17 Audit Update – Tasha Alegre explained that Oster Professional Group will be here July 10<sup>th</sup> to begin the process and have last year's Audit wrapped up by the beginning of September. Once last year's Audit is completed, Oster Professional Group will proceed with the current 2017-18 Audit.
- g. Danny Zook is requesting a Variance for front door – As discussed in the Workshop Minutes, Danny Zook will need to fill out a Variance Application from the City Hall and present it to the Planning Commission.
- h. Forming and establishing pay rate steps for Employees – James Stratton and Tasha Alegre explained to the Council that there needs to be a base pay and top out pay for each City Employee Position. The Council has requested the staff to draft up pay rate steps for each position and present them to the Council at the next Council Meeting.
- i. The Town Hall Meeting will be postponed until after the Last File Date of August 28<sup>th</sup>, 2018.
- j. Action on the proposal from Greg Blackmore to update the City's Comprehensive Plan – Tryna Muilenburg is suggesting to the Council that we as a City update the Comprehensive Plan. Tasha Alegre explained that Anzie Adams has applied for a Grant through DLCD to help with the cost of a new Comprehensive Plan. Tryna would like to see a Vision for the City of Metolius and believes that Greg Blackmore has the recourses to do so. James Stratton suggested that we as a City start small and reach out to the Citizens of Metolius to see what their Vision would be.

*RESOURCES*

**Tryna Muilenburg moved to proceed with the development of an updated Comprehensive Plan; seconded by Candy Canga. Motion passed 4-3. (Yes Votes: Muilenburg, Canga, Dulaney and Parsons; No Votes: Chavez, Wyler and Elliot).**

Patty Wyler suggested to the Council to wait and see if we receive a Grant to cover the cost of the Comprehensive Plan.

**Tryna Muilenburg moved to contract with Greg Blackmore to facilitate the process as described in his proposal, not to exceed \$20,000, depending on Grants received at the whole expense with a time limit of 6 months; seconded by Candy Canga. Motion passed 6-1. (Yes Votes: Wyler, Muilenburg, Elliot, Canga, Dulaney and Parsons. No Votes: Chavez).**

V. Unfinished Business

- a. Alley way behind the Desert Inn – Larry Semm presented a verbal proposal to the City Council. Larry would like to offer the City of Metolius \$3,000.00 to purchase the Alley starting at 4<sup>th</sup> Street and going north to the Power pole 150 feet. Councilors discussed taking a look at the Alley in person to receive a better understanding of the situation. Mayor John Chavez requested a written proposal from Larry Semm.
- b. The 2018 League of Oregon Cities Annual Conference is September 27-29<sup>th</sup> in Eugene. Tasha Alegre requested the Councilors to let her know A.S.A.P. if they would like to attend.
- c. Lynne Fisher expressed her frustrations and concerns to the Council regarding Communication between the Public and the City. James Stratton suggested to have Lynne come to the City Hall to work on some of her frustrations and concerns as best as possible.
- d. Fee Schedule for the City Hall – This matter was tabled until the August 6<sup>th</sup>, 2018 Meeting.
- e. Discuss future updates to the City Hall – Carl Elliot explained to the Council that he would like to see some upgrades done to the City Hall. These upgrades would include the Council Room, Chairs, Tables, Furniture, Office and Equipment. Mayor John Chavez requested to have Carl Elliot draw up on paper his ideas for the future of the City Hall.
- f. 2018 Oregon Association of Municipal Recorders Annual Association.

**Tryna Muilenburg moved to give approval for Tasha Alegre to attend the Annual Oregon Association of Municipal Recorders Conference September 20-21<sup>st</sup>; seconded by Patty Wyler. Motion passed unanimously.**

VI. Staff, Council and Committee Reports

- a. Mayors Report – No report given.
- b. Public Works – Pat explained that he is awaiting a signature from the Mayor for the Special Cities Allotment Grant. He will fax this in the ODOT on July 3<sup>rd</sup>, 2018. Report attached to the Minutes.
- c. City Recorder – James Stratton reported unlawful use to the City of Metolius’ business debit card. He explained that a new card has been issued and the old card has been canceled.
- d. Codes – Tasha Alegre presented the report in Anzie Adams’ Absence. Tasha explained that Anzie sent out 11 code letters in June and has heard back from 3 of them. Anzie is also trying to find out who owns all of the vacant lots in town that need to be mowed. This has not been done since 2012. The Pancake breakfast fed 42 people in the month of June. Report attached to the Minutes.
- e. Attorney’s Report – Collin Edmonds has presented two Ordinances that need to be reviewed and ready for adoption at the August 6<sup>th</sup> Council Meeting.
- f. Metolius Depot Historical Preservation Committee Report – No report given.
- g. COIC Report – No report given.
- h. Chamber Report – Report attached to Minutes.
- i. COACT Report – No report given.
- j. Economic Development Committee – ~~No report given.~~

*NO MEETING WERE SCHEDULED  
DID NOT MEET*

**VII. Public Presentations**

Nick Korcek presented paperwork to the Council and City Attorney regarding email conversation with the City involving copying of audio recordings.

Robert Harris is requesting a Variance from the Council to raise his fence. Robert explained that his property sits lower than others and has been having issues with his neighbors. Council explained that he will need to fill out a Variance application through the City Hall.

**Carl Elliot moved to approve the Variance from Robert Harris pending Attorney review; seconded by Candy Canga. Motion passed unanimously.**

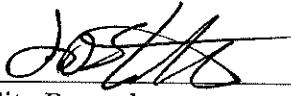
**VIII. Adjournment:** Meeting was adjourned at 8:55 pm.

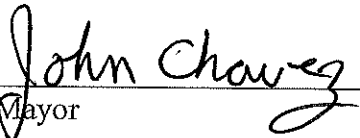
**Schedule of upcoming events/ meetings**

Staff Meetings—2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 2:30 pm

Pancake Breakfast—July 28<sup>th</sup> , at 8:00 am

Next Council Meeting – August 6<sup>th</sup> , 2018

  
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City Recorder

  
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Mayor