

**City of Chiloquin
City Council Meeting
07/27/2010**

Those Present:

Others:

Doug Adkins: City Engineer
Recorder: Teresa Foreman
Public Works: Charles Case

Mayor: Mark Cobb

Council Members: Floyd Hescock
Kay Graham
Jill Prewitt
Raymond Kirk
Donna Depoian: Absent
Jeff Mitchell: 6:35

Mayor Cobb read the opening statement.

The Mayor called the meeting to order at 6:30 PM.

The Mayor called the roll. Present: Kay Graham, Raymond Kirk, Floyd Hescock, and Jill Prewitt.

Also present: City Engineer Doug Adkins, public works employee Mike Jenkins and City recorder Teresa Foreman

Motion to accept the agenda as presented was made by Council Member Hescock, seconded by Council Member Kirk. Ayes: Hescock, Kirk, Prewitt, and Graham.

Motion passed.

Public Input: Jinnie Moore is here tonight to ask the council to support placing receptacles in the different businesses to accept donated school supplies. Jinnie explained that there is a need for elementary children, whose families do not have the resources to purchase supplies when they have several children needing them.

6:35 Council member Jeff Mitchell arrived.

Discussion about placing the receptacles. Jinnie stated she would contact the business owners and be responsible for the donations.

Council stated we could place a notice in the water bills.

More discussion.

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Jinnie will bring a suggested statement to the office, and the recorder will call the council members to approve prior to sending in the bills.

Motion to dispense with the reading of the minutes of the regular City council meeting of 7/12/2010 was made by Council Member Hescoock; seconded by Council Member Graham. Ayes: Graham, Prewitt, Kirk, Mitchell and Hescoock.

Motion passed.

Motion to accept the minutes of the regular City Council meeting of 7/12/2010 was made by Council Member Hescoock, seconded by Council Member Kirk. Ayes: Hescoock, Kirk, Mitchell, Prewitt, and Graham.

Discussion: Council member Mitchell asked to wait one moment while he looked at one thing. Council member Prewitt asked when she could ask about what was done. Mayor Cobb stated Prewitt could ask in public works. Mitchell stated he could wait until specific reports to ask his questions.

Motion Passed.

City Bills:

Council looked over the bills. Prewitt asked about the receipts for the gas. The recorder had forgotten to place them in the bills. She went to get them.

Discussion.

Council looked over the bill and the receipts. The Mayor explained about the bill that shows the card number and the last three digits of the license number of the vehicles. The gas cans show a number such as # 5 or # 18. PW employee Charles Case explained.

More discussion.

Prewitt would like to have the bank statements in the bills. The recorder responded that she wasn't sure that was legal. The council directed her to place it there.

Motion to pay the City bills in the amount of \$10,151.83 was made by Council Member Hescoock, seconded by Council Member Kirk. Ayes: Hescoock, Kirk, Mitchell, Prewitt, and Graham.

Motion passed.

City Correspondence: Council looked over the correspondence.

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Discussion about the job description for Charles Case. When he was placed over at the wastewater treatment plant, he did not receive a job description. Council directed Charles to look over an old description and the past operators contract to come up with something to bring to the council.

More discussion.

Council member Mitchell would like to see a job classification that states a wage.

The Mayor suggested that the council look over the BOLI prevailing wages.

Motion to accept the City Correspondence was made by Council Member Kirk, seconded by Council Member Hescoek. Ayes: Graham, Kirk, Mitchell, Hescoek, and Prewitt.

Motion passed.

Mayor's Report: The Mayor stated that he had only one thing to say under his report. This council has been going through some internal issues here, and we need to work through this as a team. He would like to see the council to focus on the good of the City and to work through these things without butting heads. In the long run it will be for the benefit of the City. He is trying to guide the council through this in a productive way.

City Engineer's Report: Doug and Council member Hescoek looked over the streets to come up with a street priority list. Taking into consideration the past years lists, they came up with the following: 1. Drainage; 2. Improving Valley Street from Schonchin to past Frosty Freids' place; 3. Short section of Blocklinger (needs paved or chip sealed); and 4. Tree and root removal in the City right of way.

Discussion.

Discussion about the drainage at the intersection of Chocktoot and First street. The Mayor explained that, last winter, the water had come in eight feet into the building. The whole wall facing First St. / Sprague River highway had water come under the wall and into the building a full eight feet.

Adkins replied that he had contacted the County about that and their position is that it is a City street out to the City limits and that we need to handle that.

Discussion about the drainage in that area. The catch basin near the railroad does not go anywhere. The railroad had agreed, years ago, that they would place a culvert under the road when they redid the crossing. This would allow the drainage to go south along the tracks. They did not follow through.

Discussion.

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The Mayor pointed out the Special City Allotment grant. This is due Sept 15th. This might be able to be used on that drainage project.

Discussion.

Motion to have the engineer fill out this grant application for that drainage project was made by council member Hescock, seconded by council member Graham. Graham, Hescock, Mitchell and Kirk. (council member Prewitt was out of the room).

Motion passed.

The trade, with the County, for the duplex: The City did fulfill their obligation to the County. The handicapped access behind the big gym was paved. The retaining wall was not done because of the hard formation that would fall in if disturbed. The North end of the building has been cleaned. They had asked us to lower the slough along the building. It has filled back in over the years. It is up to the council if they feel that needs to be maintained.

The Mayor pointed out that they building has asbestos shingles that have come off in that area. He has spoken with the DEQ and the school district. The asbestos management person (of the school district) was going to come out and place a siding up that wall about 8-10 feet to keep the kids from peeling those shingles off. That has not been done. That soil is now contaminated and he does not want the City to be doing anything in that area.

Motion to accept the City engineer report was made by council member Graham, seconded by council member Kirk. Ayes: Graham, Kirk, Prewitt, Hescock and Mitchell.

Motion passed.

Public works report: Hescock reported on the job application process that was followed for the temporary job position. There were 15 applicants. They narrowed it to Alquin Treetop, but he can not work Fridays. He would work 32 hours per week.

Discussion.

He got two quotes for asphalt. \$ 58.00 per ton and \$62.00 per ton. It may be more now because they are busy.

Discussion.

Jill wants to get bids from companies to do the whole project instead of our guys doing it.

The Mayor said Floyd will get the bids. Jill asked for them to be at the next meeting, The Mayor stated that the bids will come when the companies give them.

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Motion to accept the Public Works Report was made by Council Member Graham, seconded by Council Member Kirk. Ayes: Graham, Prewitt, Mitchell, Kirk, and Hescock.

Motion passed.

Finance report: The recorder reported that at the Fourth of July report and receipts are here, if anyone would like to take a look at them. The budget was for \$1000.00. We spent \$ 519.45, and received \$263.71 in donations so that brought our actual expenditures to \$ 255.74. The committee solicited lots of donations. The Mayor stated he wanted the committee to be thanked for all of their hard work.

The events committee hopes to find an inexpensive sound system before next year.

The recorder called the county about inspecting the rodeo grounds bleachers. They do not do that but she left a message for Rex Turner who has to do with the inspections to see what might be done. He has not returned the call.

The recorder explained the election this year. Positions 2, 4 and 6 are open. She will have a packet ready within a few days for anyone interested. She would have had one tonight but the computer had a major problem. It would not shut down and indicated it had an extremely vicious virus. We called Pat Lanctot and he spent all day and just got it fixed, we think, at 5PM.

The application deadline for the election is August 24th at 5PM.

There is a class about records retention that the recorder would like to go to. There are several different towns: Bend, Medford, Eugene, Portland. It doesn't matter to her where. It will be at the end of September. The cost for the class is \$149.00

Motion to allow the City Recorder to go to the records retention course for \$`149.00 was made by council member Graham, seconded by council member Hescock. Ayes: Graham, Hescock, Prewitt, Kirk and Mitchell.

Motion passed.

At the last meeting Council member Mitchell had asked for a search for any job descriptions that would have to do with the sewer plant. She has one that has to do with the employee, but not the council position. She has the description for the council committees which shows a public works committee.

Discussion.

Hescocks' City ID card states Public works director.

The Mayor stated that he seems to remember reading the description of a public works director.

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More discussion.

The mayor stated that when changing the way things have been done, he feels that they need to research all the information before implementing any change.

Mitchell stated that he would like a clear view of the roles and responsibilities.

The Mayor told council that he would look into the records and documents to see what he could find out and make a report on how he thinks it should be run. It will take a couple of weeks.

Old Business:

Summer Part time employee:

Motion to offer the part time position to Alquin Treetop was made by council member Mitchell, seconded by council member Prewitt. Ayes: Mitchell, Prewitt, Hescock, Graham and Kirk.

Motion passed.

Mitchell asked who would be supervising Alquin? The Mayor answered that at this time, Floyd is the supervisor.

Welcome to Chiloquin Sign:

The light on the sign is always being turned off. The Mayor was going to get an electrician to raise the box so the person can not turn it off.

Discussion.

The sign also needs to be re varnished. The recorder will call for some quotes for that.

Discussion.

Cameras: The recorder will look into this. Mitchell stated he would speak with Don Gentry about if the Tribe can help.

Sidewalk repair: The new side walk on Schonchin Street needs a little repair. Warranty repair.

Discussion.

Motion to have the City engineer call for the final inspection on that project was made by council member Hescock, seconded by council member Graham. Ayes: Hescock, Graham, Prewitt, Mitchell and Kirk.

Motion passed.

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City Engineer Adkins left the meeting.

Charles Case left the meeting.

Pickup trash. The vehicle that has trash in it is still on City property. Employee Mike Jenkins stated that when he gets back from his vacation, if the council would like, he will clean out the back of it and have it towed.

Discussion.

Council and mayor said have it done.

New Business: None.

Council member Graham told the council that there were several complaints filed that have not been dealt with.

The Mayor stated there had been an executive session and the council took no action.

The recorder replied that nothing was ever officially stated.

8:45 Executive session ORS 192.660B

9:01 back in regular session.

Jill asked for copies of the complaints. The recorder replied that she did not know if that was legal. Council member Mitchell stated that it was the right of someone to have a copy so they can know what it is. The recorder made copies of the complaints for council member Prewitt.

Motion to adjourn was made by Council Member Hescocock, Seconded by Council Member Kirk. Ayes: Graham, Prewitt, Hescocock, and Kirk.

Motion passed.

9:05 PM Meeting adjourned

Signed 8/09/2010

Mayor Mark Cobb

Attest: Teresa Foreman, City Recorder

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