

City of Chiloquin
City Council Meeting
1/9/2012

Those Present:

Others:

Teresa Foreman: Recorder
City attorney: Sam Ramirez
City Engineer: Doug Adkins

Mayor: Mark Cobb

Council members: Floyd Hescoock: absent due to being Ill

Carolyn Blackmon

Raymond Kirk

Kathy Erion

Jeff Mitchell

Joe Hobbs

6:35 Mayor Cobb read the opening statement and called the meeting to order.

The Mayor called the roll. Present: Jeff Mitchell, Joe Hobbs, Raymond Kirk, Kathy Erion and Carolyn Blackmon. Also the City engineer Doug Adkins and City Recorder Teresa Foreman.

Motion to accept the agenda as presented was made by council member Blackmon, seconded by council member Hobbs. Ayes: Hobbs, Blackmon, Mitchell, Erion and Kirk.

Motion passed.

Public input:

Milo Mecham: Lane Council of Governments. (LCOG)

Mr. Mecham is here tonight to speak about the fiber optic cable they are bringing into Chiloquin. The cable was laid on hiway 97 some years ago. The Lane council of Governments applied for, and received, stimulus money to bring that cable into small communities such as Chiloquin. Mr. Meacham is here tonight to explain the process, answer questions and ultimately to ask the City Council for a franchise agreement allowing them to place this line.

The line is to be placed on Pacific Power line poles. They have an agreement with Pacific Power.

Hunter Communication will be doing the work. Lane Council of Governments has an agreement with Hunter communications for 20 years at which time they may turn over the cable franchise to them.

At this time Hunter Communication will maintain the line, and cause certain public agencies to be connected. If individuals would like to connect, they would enter into an agreement with Hunter Communications, not the Lane Council of Governments.

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If that occurs, Hunter Comm. Would have to enter into a separate franchise agreement with the City. LCOG intend to connect: The Tribal admin building, the Tribal medical/dental building, the community center, the City Hall, the Open door clinic, the sheriffs substation, the fire district offices, the library and the school.

See attachment.

The City asked that the ambulance office and Post office be added to that group. Mr. Mecham stated that he would have to get permission but felt it could be arranged.

6:50 City attorney Sam Ramirez arrived.

Council, the City attorney and the City attorney asked questions.

Council gave the draft franchise agreement to the City attorney to read and make any changes he feels necessary. He was asked to bring it to the next meeting for the council to review prior to any action being taken.

Mr. Mecham and attorney Sam Ramirez exchanged contact information.

Council thanked Mr. Mecham for his information.

Louise Groomer and Karen Gaston: Chiloquin City ambulance. Louise and Karen are here tonight to ask the council for permission to have a car show in the City park on Sat. May 19. They would like to close off the section of Second St. between Pioneer and Schonchin. They would like to have some activities in that area and also, that would be the pedestrian are for people going to and from their cars. They intend to have spectator parking on the field area around their ambulance office building.

Discussion.

Council can not make decisions during public input so they placed that item on 'New Business'.

Regular Business

Motion to dispense with the reading of the minutes of 12/12/2011 was made by council member Blackmon, seconded by council member Hobbs. Ayes: Erion, Blackmon, Kirk, Mitchell and Hobbs.

Motion passed.

Motion to accept of the minutes of 12/12/2011 was made by council member Blackmon, seconded by council member Mitchell. Ayes: Erion, Blackmon, Kirk, Mitchell and Hobbs.

Motion passed.

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City Bills

Council member Erion asked the engineer to change the way he submits his bills. She feels they need to be broken down more, per job. She would like to see what the services rendered are. Such as how much time on each specific task.

The engineer explained that each project has a different number and is billed separately. Each bill is then divided into how much time was spent for the senior engineer and the junior engineer and meetings, etc.

Council member Erion would like to see a listing of how much time is being spent on phone calls and to whom, for example. It would be helpful as far as she is concerned.

Adkins stated he could do that if council wishes and directs him to. It will take extra time for

Council member Blackmon asked to look over the bill. She feels that the breakdown is sufficient.

The Mayor stated that, as a contractor, he is aware that jobs can be broken down very minutely but does the City want that from the engineer? Also, there have been big bills lately due to several projects that require engineering and are being paid for by grants.

The Mayor does not want to see further itemization of the grant project engineering because he would not like to incur further expenses there, if the current itemization is satisfactory for the grant administrators.

The engineering costs coming from the General fund, to pay for non grant projects, could be spent for the extra bookkeeping if the council so chooses.

Council member Mitchell asked if the attorney broke his bill down to the quarter hour etc. The attorney answered that he breaks his down, for example, such as “research” not specifically “ORS 192... etc.”

Mitchell stated he does not have a problem with Council member Erion’s request. It cause more work on the bookkeeping end for the engineer and likely will come back around to us one way or another.

More discussion.

7:55 Council member Mitchell asked to be excused. He had to pick up his wife.

Erion explained the work being lumped together such as meeting with Bob’s excavating, change orders, phone calls, site meeting, contract... we are being charged for those things. Why would it be a stretch to have a break down of time on each of those individual items? Erion stated the engineer must know or how could he come up with a charge.

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The engineer explained that they usually have a block of time that they work on a particular project. During that block of time he might call ODOT, then call Floyd then he may need to do more research or design. So he knows that those are the things he did in the past hour and a half (example).

Erion would like to see the back up sheets on totals. She feels that since the engineering is the biggest expense. The Council should see a more detailed document.

Council member Blackmon stated that she wants to go on the record that she believes that when you hire someone that has a long history and all kinds of knowledge that he enters into everyday, there is some kind of trust. When she looks at the bill and it says senior engineer time on a certain project number then she knows he spent that time on that project. He lists what he did, just not how much time on each of those things. She does not think he is being fiscally irresponsible. She realizes there are a lot of things the engineer does for the City that he does not put down and does not charge the City for.

The Mayor stated there is an itemized billing. There is a project number on the bill and on the bottom there is 'services rendered'. If there is a 'Miscellaneous billing', not a project, he feels it should be itemized out as to what is being billed for.

Motion to ask Doug Adkins do his reporting in a more explanatory manner to collaborate your services rendered with the numbers more closely was made by council member Erion.

Motion died for lack of second.

Discussion: The recorder wanted to discuss the Winema Electric Bill. It is for parts they ordered to fix the Baker St. Lift station. Electrical work. The work has not been done. It was stopped because of high flows and then they were not called back to do it. It was a miscommunication. They have the parts, they will come and work on the lift but if they don't come back to fix the lift station, the City still has to pay for the parts.

The Mayor stated he would talk with Charlie and get this done. We will not pay this bill until the work is done

Motion to move on with the project was made by council member Hobbs, seconded by council member Blackmon. Ayes: Blackmon, Hobbs, Kirk and Erion.

Motion passed.

Motion to pay the City bills as of January 9, 2012, in the amount of \$22,212.71 was made by council Member Erion, seconded by council member Kirk. Ayes: Erion, Blackmon, Kirk, and Hobbs.

Motion passed

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City Correspondence: Council looked over the correspondence.

Infrastructure Finance Authority (IFA) letter: The City has a grant through the IFA to do an upgrade at the wastewater treatment plant. They have done an audit of the administration of this grant. South Central Oregon economic development department (SCOEDD) is handling the grant administration for the City.

There are concerns the management requirements were not met. He called the executive director, Betty Riley at SCOEDD. Betty explained that the items listed by the IFA have already been done. Their inspector showed up when they did not have the paper work altogether. He (Mayor) asked her to give the council a letter explaining that. (attached). The documentation is completed, it was not submitted timely to IFA. They (SCOEDD/Betty Riley) are going to be working on getting the documentation to IFA by tomorrow or Wednesday at the latest.

Discussion.

Motion to accept the City Correspondence was made by council member Blackmon, seconded by council member Kirk. Ayes: Erion, Hobbs, Blackmon and Kirk.

Motion passed.

Mayor's Report: We have a loan application in to ODOT. They should have information to the City by next week.

The IFA grant funded wastewater treatment plant upgrade project is getting close to completion. The Mayor stated to the council that is the first project for the sewer plant. That placed an inflow meter (among other things) which will enable the City to do an I and I study. (Infiltration and Inflow) Infiltration is water that leaks into the sewer by cracks in pipe, or some type of pipe failure. Inflow is like a downspout connected to the sewer or catch basin connected to the sewer line etc. The next step is to get a grant to do that I and I study. That will identify the problems and then those problems can be another grant for a full upgrade to the City wastewater treatment plant.

Discussion.

Motion to accept the Mayors report was made by council member Kirk, seconded by council member Hobbs. Ayes: Erion, Kirk, Hobbs and Blackmon.

Motion passed.

City Engineer report: After making contact with three companies requesting quotes on tree removal, the staff received two quotes for removing trees. (see Dec. 12, 2011 minutes) The count was 105 trees. The two quotes were far apart in costs. Adkins is not comfortable bringing a recommendation to the council at this time. He wants to make sure that the individuals that bid, both bid on the same understanding.

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After the number and locations of the trees are confirmed the engineer will contact the two individuals and re-inform them of the confirmed parameters of the job and give them the opportunity to adjust, or not adjust their original quote.

Discussion.

Wastewater treatment plant upgrade project: The project has a max. dollar amount. Because there were some extra funds we got permission from Gary Viedorfer to spend those funds on additional needs at the plant.

We received prices from the contractor to do both. 1. Commonuter (installed) \$21,895.00
2. Sludge stacking pad. \$18,645.90.

Now we have received this IFA letter. The engineer will speak with Betty Riley of SCOEDD to see if there will, indeed, be enough left to pursue two additional expenditures. SCOEDD may be needing to spend some of those funds to fulfill the reporting. We will still be within the budget, regardless.

Motion to accept the engineer report was made by council member Blackmon, seconded by council member Kirk. Ayes: Erion, Kirk, Hobbs and Blackmon.

Motion Passed.

City attorney: Earl Root: Move ahead with the court date.

Public works report: Council member Hescock is absent due to illness.

City Recorder report: The audit is finished; we should get that document soon. The consultant will be here on Wed. to go over the audit and do the required steps in reconciling with their findings.

Over the holidays there was a resident that had a water leak during off hours for the public works employees. She could not find a number to call so called council member Erion to help her. The council member called the recorder and left a message. When the recorder got the message she called council member Hescock who went over to the house but no one was there and the leak appeared to be fixed.

The numbers for emergencies are posted at the post office on the City's community information board. However, it was decided and agreed upon by the public works department to post the numbers on the phone message machine. The recorder also posted the numbers in the information board in front of City Hall. Doing this should help the community get in touch with public works when a situation like this arises.

Motion to accept the recorder report was made by council member Hobbs, seconded by council member Blackmon. Ayes: Erion, Kirk, Hobbs and Blackmon.

Motion Passed.

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Old Business:

Abandoned buildings/cars: The mayor reported that Aileen Weeks is still in her house. Aileen's house partially collapsed. She was told she needed to move for safety reasons. Both for herself and any visitor as well. This house has been posted by the county as unfit to be lived in. She has not paid a water bill for a long time.

There have been many notices about her water. The council made an agreement with her last year allowing her nearly a year to catch up on another bill so that she could then start paying down the City bill. She has not made any payments.

The Mayor asked what the council would like to do about this. The council feels bad about this but it is very dangerous. Aileen hears noises in the open basement. The Mayor has spoken to the Tribal chairman and he stated he is aware of the problem.

Discussion.

Council member Hobbs stated he would look into some things and see what he might be able to do.

Motion that a letter be sent to Aileen stating that that two weeks from today, due to the unsafe condition of her residence and the overdue water bill, her water will be disconnected, will not be reconnected and that she will not be allowed to reside in the unsafe residence was made by council member Hobbs, seconded by council member Erion. Ayes: Erion, Blackmon, Hobbs and Kirk.

Motion passed.

Abandoned vehicles: Council member Erion stated that at the last meeting there was some question as to the authority council has to tow vehicles from private property. She read the definition of an abandoned vehicle from Ord. #500. She feels this description, because it states public or private land, gives authority to tow vehicles.

The recorder explained that was a description of an abandoned vehicle. The process of dealing with the violation is towards the back of the Ordinance and tells how to cite into court for violations. She does not remember it saying that the vehicle could be towed from private land.

Erion stated she understands the City has a contract with a company to tow cars for \$50. But there are companies in Klamath Falls that will come up here and tow a vehicle and pay the City. She wants to break the contract and then utilize the companies from Klamath falls.

The Mayor stated that he would have to review that document but it was his understanding that you can not go on private property to remove vehicles. He would not like someone coming on his property and remove a vehicle versus contacting him with a citation.

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The attorney stated we can cite them into court, and part of the citation we can ask for authority from the court to remove the vehicle.

Discussion.

The Mayor wants the council to look over the contract the City has with Chi Town Towing to tow vehicles.

New Business:

Car show in the Park.

Motion to allow the Ambulance to have the car show on May 19th in the City Park and allow them to close the portion of Second Av. as requested was made by council member Hobbs, seconded by council member Kirk. Ayes: Kirk, Hobbs, Erion and Blackmon.

Motion passed.

9:22 Council moved to executive session.

9:35 Back in regular session. No decisions were made during executive session.

Motion to adjourn was made by council member Blackmon, seconded by council member Kirk. Ayes: Erion, Kirk, Hobbs and Blackmon.

9:35 Meeting adjourned

Signed 1/24/2012

Mayor Mark Cobb

Attest: Teresa Foreman, City Recorder

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