

City of Chiloquin  
City Council Meeting  
01/22/2013

Those Present:

Others:

Teresa Foreman: Recorder

Mayor: Patricia Twamley  
Council members: Carolyn Blackmon: Absent, ill.  
Raymond Kirk  
Kathy Erion  
Joe Hobbs  
Julie Trevino  
Jill Prewitt

Mayor Twamley read the opening statement.

The Mayor called the roll. Present: Joe Hobbs, Raymond Kirk, Kathy Erion  
Jill Prewitt and Julie Trevino. Also the City Recorder Teresa Foreman.

**Motion to accept the agenda was made by council member Prewitt, seconded by council member Erion.**

Erion would like to make some additions to the agenda.

Mayor Twamley asked if anyone would like to accept or dispense with the reading of the minutes of Jan 14, 2013.

**Motion to accept the minutes of Jan. 14, 2013 was made by councilmember Hobbs, seconded by council member Erion.**

Discussion: Erion stated she would like to publicly commend the recorder for the incredible job she did typing up the minutes. That is the longest set of minutes councilmember Erion has witnessed. Council thanked Teresa.

**Ayes: Hobbs, Kirk, Prewitt, Trevino and Erion.**

**Motion passed.**

**City Bills:** Council member Prewitt asked about the cell phone bill. It states the name Mike Jenkins. He no longer works for the City.

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The recorder explained that, that number is Pete Pates number now. That bill is from the last meeting but is still in the folder because until last meetings minutes have been approved, we do not have authorized check signers. Last meetings bills have not been paid yet. Now that the minutes have been approved, where there was a motion of who the check signers will be, we can now go to the bank and get the signature cards done and then pay bills.

**Motion to pay the City bills as of January 22, 2013, in the amount of \$135.55 was made by council Member Hobbs, seconded by council member Kirk.**

Discussion: Council member Prewitt asked what the bills were for; she didn't feel it was explained. The recorder explained that it was for renewal of a bond, another camera card, and 2 fuel log books. The recorder paid for the staples supplies because we did not have check signers and we needed the supplies prior to this meeting.

**Ayes: Erion, Kirk, Trevino, Prewitt and Hobbs.**

**Motion passed.**

Council member Prewitt asked about the gas cards. She wants to know what we are doing about all the money spent on gas. The recorder stated there was a motion at the last meeting about how the cards were to be kept. She would have to go back and see how that is supposed to be. Now That those minutes have been approved, we will start keeping the cards as the motion stated.

Prewitt feels there should only be one card. There does not need to be two. Also, there doesn't need to be a diesel one. The recorder explained that there is one separate card for off road diesel. Prewitt stated that she had never heard of that. Mayor Twamley stated there will be two cards. They can check them out in the morning, bring the receipt back and check them back in at night.

**City Correspondence:**

Erion addressed council about the ethics workshop from the league of Oregon Cities. She had been asked to contact them and find out when they could come to give us a workshop here at City Hall. The person she spoke with is concerned about traveling over the pass during the winter. Also she works Monday though Friday 8-5. It was suggested that we could have an online training session with her. We could round up enough lap top computers for everyone. We could have two sessions, later in the afternoon so Carolyn could attend. (Carolyn gets off work aprox 2:30). Council member Prewitt stated she had a lap top computer but she doesn't know how to use it. Council member Erion stated we could get it ready for her. Prewitt stated she didn't want to. Erion read from a list of things they would discuss at the training: Prohibitive use of public office, private employment income producing activity, gift limits and restrictions, general gift exceptions, conflicts of interest, Oregon ethics resources and process, not benefiting from contracts you authorize, nepotism, executive sessions and before and after.

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Mrs. Twamley stated this is what we had the basic government class. Prewitt stated she had been to that class and Mrs. Twamley asked if anyone had not gone to an ethics class? There are several members that have not. Erion stated that trainer stated she could do it any time. Erion also stated that if we need her physically here, we will probably have to wait until summer.

Mayor Twamley stated she suggests we wait until Summer. Council members Trevino and Prewitt agreed. Council member Erion stated she felt we needed to do it more on the sooner side.

More discussion. Erion stated we could do it in two, two hour sessions if we did it on line. Prewitt and Twamley both stated they would rather have it in Summer and Mrs. Twamley feels there is no urgency.

**Mayor's report:** Mayor Twamley reported that she had done research since the meeting of Jan. 14. In reference to the bid. She stated that council member Erion seemed to think that the City Ordinance stated anything over \$25,000.00 needed to go out to bid. Twamley checked with Oregon 279c -035 subsections it states that public improvement contracts with a value of over \$5,000.00 must go out to bid.

Discussion. Erion and Trevino asked how to go about changing an Ordinance. Mayor Twamley stated that she would go over that later. As far as the motion of Jan. 14 if that could be changed to read that anything over \$5,000.00 according to State Law that supersedes City law that we must go out to three bids.

Mayor Twamley went on to say that the other issue in regards to 016 in reference to the City pass codes. The recorder was right in regards to snooping being forbidden as far as personnel, they have to be here. She made a suggestion as to how to remove the personnel files. Then anyone can view the computer. She states that the computer is public property and the Mayor acting as the administrator has the right to view its contents.

The recorder asked if she could make a statement. The Mayor allowed that. The recorder explained that the way the motion was stated, at the last meeting, was that the computers and personnel files. Personnel files are not on the computer but there are executive session tapes. Mrs. Twamley said to then take those off. The recorder answered that she can do that. There are payroll checks that have, on the pay stub, confidential information. She can make that part of the check inaccessible.

Mrs. Twamley stated that then; you are saying we can not get into your computer, period. The recorder answered, no, she's stating that you can get into it. The problem with the original motion was it stated that the confidential files would be accessible. Mrs. Twamley stated, alright, you also said the auditors had the pass code and she checked with the auditors and they do not. The recorder answered that she gave it to them and they use it. Maybe they did not keep it. But it was also stated that the consultant also has the pass code.

Mayor Twamley stated that bottom line, as the Mayor she wants the pass code to the computer.

Council member Erion stated a motion.

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**Motion that all sensitive data, i.e.: executive and personnel data be deleted from the computer, put on a disk that is kept in a safe place and then the Mayor and Vice-Mayor if necessary be allowed to have access to the computer.**

Mrs. Twamley said, that is exactly what she (Twamley) just said but the recorder said she can not separate them. Erion answered that is not what was said. She can separate them.

**Seconded by Council member Prewitt. Ayes: Erion, Kirk, Trevino, Prewitt and Hobbs.**

(Note: The recorder assumes it was unanimous because she couldn't hear each voice and when the Mayor asked if any no's or abstentions, someone said no, but recorder assumes that was not a no vote).

One other thing that was brought to the attention of the Mayor. There is a note due January 25<sup>th</sup> to the Oregon Department of Transportation. This goes on to 2031. She asked if that could be explained.

The recorder explained that she was going to report on that during her report, but will do so now. There is a loan document that is for the City's portion of the bridge project. Originally it was to happen in 2013 but there was an amendment and with that came this repayment schedule. The recorder passed out that amortization schedule. The 1<sup>st</sup> payment is due in Jan, 2014.

The City's portion is for the waterline from the East to West side of the river. It is placed on the bridge. Since the bridge is being replaced, the City has to foot the bill to replace the waterline on the new bridge.

The Mayor reported that she received a phone call from Jeremy (Morris, Adkins Engineering) apologizing for not being here tonight. He forgot he had to be in Tulle Lake. He would like to do a 2 hour workshop on Feb. 11<sup>th</sup> at 4PM. This would be prior to the City council meeting. Discussion: Most council can make it, Prewitt is not sure. Mayor Twamley will call Jeremy and let him know.

Public Works: No report. Council member Prewitt stated that she commended The workers, Pete and Charlie that they have done a great job snow plowing. She appreciates no berm in the center of the road. Also they have tried to remove the ice but it's like an ice skating rink.

**Recorders Report:** She received the agenda items request from Kathy today. The camera information. The invoice and how it was purchased. The past Mayor, Mark Cobb signed the contract approving the camera installation. Council member Erion stated that it appears that was done illegally because the motion was to pursue the cameras with a thousand dollar limit. Then the next meeting there was discussion about the service agreement being looked at by the next council. Mayor Twamley asked about seeing the receipt from where it was purchased. The recorder will bring a copy of the receipt to the next meeting. Prewitt stated that we need to be careful because there is \$1500.00 unaccounted for and she has all those minutes that Mark was in the middle of when he bought that computer and we never got reimbursed for. And the man that built it and worked for Mark, which was ethically wrong left the country. And the City is out that money, and we paid. And we never got a computer and then we had to buy another one. We don't want to go through any more of that.

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Mayor Twamley stated that we are in Old business. The recorder quietly stated that she was not done with her report.

**Old Business:**

Council member Erion stated she had old business: Teresa and she had gone over the dangerous houses that she had listed. The recorder stated that when she tried to make copies, the photo printer was out of ink.

Discussion. Council member Erion would like the council to look over the pictures and then pick 2 or 3 places to concentrate on this year. There has been progress. The County has taken over one, another one has been slated to be torn down. Aileen Weeks house has been sold to an individual that is cleaning and repairing it.

Also, there was a resolution passed that the newly elected officials had to go to a newly elected officials LOC workshop. She doesn't want to let that die. Mayor Twamley will look into that and bring that information back to the next council.

Also, there is an online form that needs to be filled out. It is about the ODOT grant application for the sidewalk project. This is for individuals to fill out. It helps in the selection process. We are in the top 5 running for this grant. There is an online site that is different from the one Jeremy gave out.

[http://www.oregongove/ODOT/TO/AT/Pages/TE\\_OBPAC.ASPX](http://www.oregongove/ODOT/TO/AT/Pages/TE_OBPAC.ASPX)

The are using these surveys to help determine who gets the money, therefore the more people that fill these out the more chance we have to get the money. January 31<sup>st</sup> is the deadline. There is a phone number to call if you don't use the computer. # 503-986-3528 or 503- 86-3555.

Council member Erion will post this information at the post office for the public input/comment.

There is an IHS project going on. The archeological survey is supposed to be done this month. We need an update on this.

**The recorder asked to finish her report:** We have to have a public hearing about the waste water treatment facility grant close out. We wanted to do that at the first meeting in Feb. but now the council has scheduled a workshop so maybe we can shoot for the second meeting at 6PM

At the last meeting it was asked of the recorder to bring a list of grants with the monies we have and when the transfers are and will be for the next months. She had stated at the time that we only receive money is when we have an invoice from the contractor and we request the money and then when it is received we send it on immediately. She had forgotten that, though we do it that way, There was one time we requested the money, received the money., and then council and Mayor chose not to pay it out due to the fact there had been some reporting exceptions the SCOEDD was to fix prior to being paid. Those are still pending. That amount is \$7,975.00 . That is in the City account.

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The paper work is being done to close out and part of that process is a public hearing.

In accordance with the WWTP grant contract requirements. There needs to be signatures on file. The Mayor ProTem and the recorder are the signatory people. The Mayor certifies that we are the signers.

We have the new Mayor and ProTem.

**Motion to have Teresa and the Mayor ProTem sign the form was made by council member Erion, seconded by council member Kirk. Ayes: Hobbs, Kirk, Trevino and Erion.**

Prewitt stated she would need to abstain because she did not really understand. The recorder offered to explain again, it is confusing. There is a grant that was got for the WWTP to upgrade. We have been working on this for several years. It is done. Now there are just a few things to finish up. We will need to request funds yet. Any time we request funds, there needs to be a designated signer from the council.

Mayor Twamley asked Prewitt if she was ready to vote or abstain? Does she understand now? Councilmember Prewitt stated she felt she understood and she would vote yes.

**Prewitt: Yes.**

**Motion passed.**

Joe Hobbs signed the document, the recorder Teresa Foreman signed the document and then Mayor Twamley signed the document.

Council member Kirk asked the recorder if it isn't the policy to accept the reports as they are finished. She replied that yes, they should be accepted.

The check signers are to be Joe Hobbs, Patricia Twamley, Kathy Erion and Teresa Foreman. This was the motion at the last meeting and now those minutes have been approved. Now these individuals need to go to the bank and sign a signature card. A copy of the minutes with the motion has to be at the bank before they will allow a new signature card.

We need to do this ASAP because we need to pay bills and to do payroll which was yesterday.

10:30 at the South Valley Bank tomorrow.

The recorder was asked for the remaining budget for cameras. That is \$1100.00

Also, the recorder would like council to think about a policy for the video copies. The charge and such. We can think about this and bring it back to council.

Discussion.

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**Motion to accept the Recorders report was made by council member Erion, seconded by council member Kirk. Ayes: Erion, Kirk, Trevino, Prewitt and Hobbs.**

**Motion Passed.**

**New Business:**

**City internet service:** Discussion. Council would like to find someone to set up a .gov Erion's neighbor will be here in March and he does this. Twamley asked if they wanted to wait until March to see what he would charge.

Council member Hobbs stated he thought we should get bids. Twamley stated that if it is over a certain amount they have to go out to bid. Hobbs stated that he feels we need to do things on the up and up so we need to get some quotes. Erion and Prewitt both spoke up in agreement.

Representative for the sheriff's advisory committee. Mayor Twamley spoke with Dwayne Holster, Fire chief. He would like to see a representative from the council at the advisory meeting. He suggested having council members come to the meeting alternating council members. They meet once a month so that does not put much burden on any one member .

Discussion

**Motion to start attending the sheriff's advisory meeting beginning Feb. 21, 2013 and council will rotate as far as attendance was made by council member Hobbs, seconded by council member Erion. Ayes: Hobbs, Erion, Prewitt, Trevino and Kirk.**

**Motion passed.**

Council member Hobbs will go to the first meeting.

Council member Erion, on the suggestion of chief Holster, suggests that the council take on the project of a safety Committee. We need to have a plan in case of a disaster.

Discussion.

Mayor Twamley will take that on. She will look into that, get some information and bring it back to the council at the next meeting.

The recorder asked for a date for the public hearing on closing the grant for the WWTP.

Council decided Feb 26<sup>th</sup> at 6PM. Prior to the regular council meeting.

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**Motion to accept the new business was made by council member Erion, seconded by council member Kirk. Ayes: Erion, Kirk, Trevino, Prewitt and Hobbs.**

**Motion Passed.**

Public Input: Laurie Wayne with the OSU extension. Laurie is here to discuss the grant funded project called growing healthy kids and communities. This focuses on childhood obesity.

Laurie updated the council about her work. This is discussion about nutrition.

She is asking for the councils help in get a pool of 10 map-ers from all over the community. She wants a cross section of community members. She is looking for folks all over the place. It will take several hours. The training will happen Feb. 9th and Feb. 12<sup>th</sup>.

She went into a little more detail she had passed out information.

Dan Williams: Action Security. Mr. Williams explained that he is an employee of action security, which is employed by the Tribe as well as a few individuals to provide a drive by ( and walk around) security during different hours of the day/night during non business hours. He checks buildings and areas several times a night. He has a process of checking in at different buildings. Mr. Williams explained a little bit about how he did his job and answered a few questions.

There was some public interaction in the conversation.

Mr. Williams gave out pamphlets.

Sam; Lives on Charlie. She wants to point out that she was involved in the discussion when the council first discussed the cameras. She looked up information on the computer from Costco during the meeting. What was presented to the public was two cameras in the chambers and two cameras in the office. She is totally disappointed in the purchase of a single camera when four cameras were discussed.

Mayor Twamley stated that Mr. Jefcoat, the one in the audience here, has said that for that money (\$900.) he can get us those four cameras.

Mayor Twamley stated that there is nothing to do now but go forward. If we can get three more. Trevino stated we just want to move forward and rectify any problems. We can't go back.

Mrs. Twamley stated that if there is \$1100.00 in budget we just need to get in touch with Mr. Jefcoat who knows where we can purchase these.

Mr. Jefcoat stood up and addressed the audience. He explained that after retiring as a cop, he spent 10 years selling commercial security systems and camera systems. He is very familiar with this system. What the council wants can absolutely be done for \$1100.00 and there will be no installation charge for his part.

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Mayor Twamley asked for a written proposal from Mr. Jefcoat. He stated he would bring several proposals.

Tom Prewitt asked that he would like to see the cameras accessible on line.

More discussion.

Julie Wolf: Julie asked if the camera purchased could be returned. Also, why do we have to pay someone to do a website. Why not get a volunteer. Also, Julie would like to offer her help with the safety Task Force. She is a nurse and has talked about this before. There is a lot involved.

Dennis Jefcoat spoke up to discuss the cost of websites. He stated there would be several options the council would have to think about and explore before making a decision.

Edward Horvath. Mr. Horvath came before the council with a complaint letter. He passed out the letter to the council members and then proceeded to read it into the record. After aprox. the first paragraph Mayor Twamley stated that he was to stop reading because it was a derogatory statement and City Rules are you have to give it in advance. Mr. Horvath stated it was not derogatory and he did give them the letter in advance. Mr. Horvath continued reading his letter. Mayor Twamley used her gavel, told him he was supposed to leave now under section 192 and that she would call 911.

Mayor Twamley called 911. Mr. Horvath finished the letter and sat down.

Council member Prewitt stated she would not accept that and she would file charges.

**Motion to accept the public input with one exception was made by council member Erion, seconded by council member Prewitt. Ayes: Erion, Kirk, Hobbs, Trevino and Prewitt.**

**Motion passed.**

**8:10 The Mayor stated that they would now go into executive session.**

**8:25 Back in regular session. No decisions were made during executive session.**

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

**8:25 Meeting adjourned**

Signed 2/11/2013

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Mayor Patricia Twamley

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Attest: Teresa Foreman, City Recorder

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