

**City of Rainier  
Regular Meeting Minutes  
February 6, 2012  
Rainier City Hall  
106 West "B" Street  
Rainier, OR 97048**

Mayor Cole called the meeting to order at 7:07 PM.

**Council Present:** Mayor Cole, Sloan Nelson, William Vilardi, Scott Cooper and Council President Phil Butcher (James Bradfield and David Sills sworn in during the meeting)

**Council Absent:** Mike Avent

**City Staff Present:** Debbie Dudley, Darrel Lockard, Gregg Griffith, Bobby Jo Brusco-Harding

**City Attorney Present:** Steve Petersen

**Flag Salute**

**Agenda Additions/Deletions:**

Deleted -New Business Item (a) – Pauly, Rogers and Company absent due to illness. Item will be moved to the next meeting or next month's meeting per Mayor Cole.

Additions: - Nelson stated that a citizen, Paul Rice, contacted him and Nelson suggested he attend the council meeting regarding a project he was working on. Rice stated he would comment during the visitors comment period of the meeting.

**Mayor's Address:** Mayor Cole read the names of service personnel who have fallen since the last council meeting and a moment of silence was observed.

Mayor Cole stated it has been a month since Debbie Dudley was hired as a temporary City Administrator and he reported that so far so good and everything is coming along and he can truly say that some if not most of the administrative duties that he was doing with the prior City Administrator gone has decreased substantially since Dudley was officially made the Interim City Administrator and Dudley's communication is really good and Mayor Cole stated he wanted to brief the Council on the four weeks that Dudley has been in the Interim City Administrator position. Nelson, Vilardi and Cooper thanked Dudley and Mayor Cole advised the Council that if they had any administrative questions or concerns to not hesitate to contact him or Dudley. Dudley added that if any of the Council needed to meet with her after hours she was always available. Nelson added that he has noticed Dudley at City Hall after hours and Vilardi added he is aware that she is putting in long hours. Mayor Cole wanted to make sure all the Councilmembers had Dudley's phone numbers and they all did.

**Visitors Comments:**

Paul Rice, PO Box 481, Rainier, Oregon 97048 stated he bought a piece of property on Lewis Road of which 5 acres are in the City limits and the rest is in the County and had

intentions of splitting up a few lots, building a house, moving into it for awhile and then putting it up for sale and ultimately it their goal to build a house on the bottom part of the property and raise their kids there. Rice said that when he was checking into a minor partition the best he could see was there wasn't any road improvements or setbacks. Rice said there are minor partitions, major partitions and subdivision so he moved forward with the project, got the property surveyed, spent a lot of cash and when the staff report came back a remonstrance agreement was required and he has had a really hard time accepting that because for him to sign it in clear conscience it could be activated and used and where would he come up with the money. Rice said that Lewis Road is basically a single lane dirt road and to improve it to today's City standards could be an immense amount of money. Rice said they have 8-1/2 acres and they are trying to split off two lots, two 10,000 sq. ft. lots in the City and all together he has 450 feet of road frontage and if he was required to pay for the road improvements he would not be able to afford it. Rice stated he had talked to Nelson and a few other people to try to figure out a solution and he hasn't come up with any solutions. Rice stated he would like to contact a couple of the councilmembers to try to come up with a solution and Mayor Cole said he wasn't sure until he could talk with the planner but he asked Rice if an appeal was supposed to go through the Planning Commission and then if Rice wasn't happy with the Planning Commission decision the City Council could make the final decision and Rice said he didn't know. Mayor Cole stated all the Council would have to declare ex-parte contact. Mayor Cole said he was just guessing and planning wise if there isn't something you don't want to do you can take it to the Planning Commission and asked Rice if he was on the Planning Commission and Rice commented he still was on the Planning Commission. Mayor Cole said the Planning Commission is supposed to hear it first and deferred to the City Attorney for clarification. Mayor Cole suggested to Rice that he might want to stop and stated he did not want to say if he agreed or disagreed with Rice in the meeting if Rice wants to appeal it. Mayor Cole directed Brusco-Harding to help Rice with the appeal process and she told Rice to call her tomorrow. Rice added that Don Mathison (City Planner) suggested he come to the Council Meeting and he (Rice) has talked to a few people about it. Mayor Cole stated he is not saying he agrees or disagrees with Rice but he (Cole) is a process guy. Rice asked what the process was and Brusco-Harding advised Rice to call her tomorrow so she could research it further. Brusco-Harding clarified with Rice that Mathison did the partition and Rice added that Mathison was the one who suggested going to the City because it was a lands right issue. Brusco-Harding suggested Rice call her tomorrow. Mayor Cole said that some of the processes he has seen in the past go Planning, City Council, and then LUBA to make the final decision. Rice said that made sense. Rice said he appreciated the heads up and said that as a City and a Planning Commission we need to look at how we do subdivisions and development in town because he thinks it is unclear. He thinks it is clear now but thinks there are some things that could be done differently. Mayor Cole said he doesn't disagree. Rice added that a small partition versus a big partition there has to be a series of different kinds of partitions and what they are going to cost to do the improvements and it seems like they are being all lumped into one. Rice said the 1995 ordinance lumped them all together and

before that he thinks they were more separate. Nelson added that in Rice's defense he (Nelson) suggested he come to the Council and apologized if he made that suggestion in error. Brusco-Harding added Nelson's suggestion may not have been in error but Mayor Cole is being cautious for Rice's sake. Mayor Cole stated to Rice that he would rather Rice leave here tonight and find out that he (Cole) was incorrect regarding Rice telling them about it then find out he (Cole) was right telling them about it and it got mucked up. Rice said that as a citizen he wanted to come to the Council and inform them there is a glitch in the process, they are trying to build a house and it is not going as smooth and as easy as it would be nice to have. Mayor Cole asked Rice if it was holding up his project and Rice said that it was. Mayor Cole asked Brusco-Harding if she could look into that and Brusco-Harding said that signing the remonstrance was the only thing holding it up and Rice stated that yes, him signing the remonstrance agreement is what is holding everything up because he doesn't think he can sign it with a clear conscience. Nelson suggested Rice get back with Mathison and come up with a plan. Mayor Cole instructed Brusco-Harding to work on it as soon as she could so they can move forward on it.

Mayor Cole stated he wanted to move the new business item (b) accept the recommendation by the Council Selection Committee and deferred to Cooper who stated thanked the citizens who volunteered to be a part of the selection committee and it was a very smooth process. Cooper then thanked everyone who interviewed for the council positions, in November there will be five council positions open for election and anyone that is not chosen tonight could get on the ballot. Cooper said that the people who are selected at this time will also need to be in the general election in November. Cooper said in order of selection he read the names of the four candidates and each one of them would be given an opportunity, three minutes, to address the Council and share their thoughts and ask questions. Cooper said the number one selection was James Bradfield, the number two selection was David Sills, the number three section was Michael Miller and the number four selection is Jeremy Howell. Mayor Cole stated that after the four candidates spoke the Council could have discussion and make a motion.

Jim Bradfield stated he has lived in Rainier 22, almost 23 years, and observing local democracy in process is neat. Bradfield stated his political aspirations are zero but his desire to participate and contribute is at the top of the list and he thinks this is good and appreciates the opportunity to interview and discuss some of the things and strengths he might be able to provide and appreciates the opportunity to be a part of this.

David Sills said he is a school teacher, lives in the community, it would be an honor to serve on Council and it would be an honor to serve and live with such fine folks.

Dudley and Cooper said that Michael Miller was not present and was at the Coast.

Jeremy Howell said he spent the last part of high school in Rainier, has lived here for 23 or 24 years and is now raising his family in Rainier. Howell said he works for the City of

St. Helens so he is out of town, has been working with City and County government on the opposite side as a City worker and seeing how cities work he wants to get involved in Rainier and has seen the kind of problems we face when Trojan shut down years ago and our economy and schools went down and he wants to be part of the solution, we are coming back and USG and wants to serve the City of Rainier.

Dudley said she was not part of the interview process but was impressed with the selection committee, the willingness to work together and the camaraderie. Dudley commented it was refreshing to see a work come together and work as diligently as the selection committee and she wanted to congratulate and compliment that group. Nelson asked for the names of the selection committee and Dudley read Shirley Bartholomew, Dearl Taylor, Al Guist, Erin O'Connell, Scott Cooper and Bill Vilardi. Dudley added that Michael Carter was a participant but had to withdraw because of surgery.

Mayor Cole said the open positions were numbers three and five and instructed the Councilmembers that if they make a motion to please make that motion with the position number. Mayor Cole said that technically speaking position three will be filled first and immediately that person gets sworn in and they become a councilmember so they will actually vote with the rest of the councilmembers for position five. Vilardi and Cooper said there were a lot of good candidates.

Cooper moved, Butcher 2<sup>nd</sup>, to appoint James Bradfield to position 3 for the term ending with the general election in November where he will have to run. When Mayor Cole asked for discussion Bradfield commented that he is a salaried employee of Georgia-Pacific and when he made it known he was interested in the council position he was informed that in order for him to qualify there is an online class he needs to take. Bradfield said that Coke Industries owns Georgia-Pacific and they are extremely sensitive to the political arena and they have made it known to him that in order for him to qualify they need to approve of his training so in order for Bradfield to do this he is about two weeks away from being scheduled and interviewed by the new manager. Bradfield said there is no reluctance on his part but he wanted it known there is a slight complication. Bradfield said he put in his application to do this as soon as his interested but it has taken this much time to get up to the date that he has his interview with those that are involved where he works. Dudley asked if that meant he had to wait two weeks before he was approved through them before he could take position. Bradfield said he didn't realize the level of interest somebody has in this process. Butcher said he is very familiar with the Coke Industry and their indoctrination and it's been on the news. Butcher said it is a very normal process for Coke Industries for anybody entering into the political arena to be indoctrinated. Petersen said a member of Bradfield's company has been on PUD for years and Petersen does not see it as a problem. Mayor Cole said that if the Council was to vote yes to the motion Bradfield would have two weeks to take this and if for some reason Georgia-Pacific gets upset about it Bradfield can step down at anytime. Bradfield said he would be remiss if he didn't inform the council. The motion passed unanimously and

Mayor Cole swore Bradfield in and Bradfield sat as a councilmember after being sworn in.

Vilardi moved, Cooper 2<sup>nd</sup>, to appoint David Sills to position 5. The motion passed unanimously and Mayor Cole swore Sills in and Sills sat as a councilmember after being sworn in.

Mayor Cole thanked the participants reminded everyone that if they were interested in council to get on the ballot in November.

The Council took a five minute break, packet information was given to Bradfield and Sills and then reconvened.

**Unfinished Business:**

a. Approve January 23, 2012 Regular Meeting Minutes. Cooper moved, Nelson 2<sup>nd</sup> to approve the minutes. The motion passed unanimously.

b. Designate a Cowlitz-Wahkiakum Council of Governments Representative. Council appointed Dudley as the representative and if Council wants to go with her they can. Nelson said that he doesn't want to overload Dudley and asked her if she had the time to do that and Dudley replied she would check to see when the next meeting was and could this appointment be effective March and Mayor Cole said that would be okay. Butcher suggested a rotating council member but councilmembers expressed unavailability. Mayor Cole stated he was comfortable appointing Dudley and if a councilmember wanted to give her a break and go in her place that would be fine. Dudley said she would let council know if there was a conflict and then someone else could go. Nelson, Vilardi 2<sup>nd</sup>, to designate Dudley as the representative to the Cowlitz-Wahkiakum Council of Governments.

The motion passed unanimously.

c. "B" Street Update. Lockard said Tom Weatherford, Dudley and he were trying to meet next week with the Engineers because there are some issues. Nelson asked Lockard if we have provided them everything they have asked for and Lockard said that was correct and that some of the stuff is coming in higher and some of the questions that are going to be asked is why is the top salaried person versus a lower salaried person working on the project and see why the estimates are running over.

d. "C" Street Slippage Update. Mayor Cole said they could see the progress and the project was on hold until the weather turns because of plantings and hydro seeding and the blue tarp will be on until sometime this spring.

- e. Gibbs & Olsen Billing for “B Street Town Hall Meeting. Dudley reported that there is good news and originally there was some miscommunication in regards to a former councilmember. Gibbs & Olsen was under the impression the City wanted some specific work done and that wasn’t the case so in talking with them they have agreed to reduce the bill from them that was originally \$4400.00 down to \$1600.35 and Dudley recommended the Council authorize her to pay it. Dudley said Gibbs & Olsen did provide the service in good faith and they reduced their bill to cover their cost. Butcher moved, Cooper 2<sup>nd</sup>, to pay \$1600.35 to Gibbs & Olsen for the work they did on “B” Street Town Hall. Mayor Cole wanted it on record that he caught the amount of that bill and now there is a \$3,000 savings. Nelson said that now with new people on board they work as a team on Council and they are not asked to spend any money for the City without authorizations, you can’t represent the City by yourselves and proceed with caution. Dudley added that Council is a governing body and Nelson said they work as a group. The motion passed unanimously.
- f. Goal Setting. Mayor Cole said they already did.
- g. Amendment to the Legal Services Contract. Dudley stated there was a memo from her in the council packet with an addendum to the legal services agreement that is self explanatory. Dudley said it clarifies some questions and Petersen was present if anyone had any questions. Mayor Cole said these were some missing parts that were found in the contract and these were supposed to be signed in July but the prior City Administrator let it slip through the cracks. Petersen added this was what was agreed to 1-1/2 to 2 years ago and never was signed. Mayor Cole said it came to light that it needed to be fixed. Bradfield asked if it was possible to give an explanation regarding the legal services. Dudley said that July 1, 2010 the City entered into a contract with our attorney, Steve Petersen, for legal services and we are currently paying \$150.00 for criminal, \$175.00 for civil and special litigation is \$200.00 which is his normal rate and additionally the original agreement said the retainage was going to start back in July, we discovered that was being assessed in the billing from Petersen’s office so Steve has forgiven that amount from July until February so February is when the retainage will start and that will be at \$300.00 a month. Dudley asked Petersen if she captured that and Petersen stated that last week he met with Mayor Cole and Dudley and went over it and decided to start fresh and get it done. Nelson moved, Butcher 2<sup>nd</sup>, to accept the addendum to the legal service agreement. The motion passed unanimously.

**New Business:**

- a. Deleted.
- b. Done.

- c. Discuss Pocket Park at West “C” Street and Fern Hill Road. Mayor Cole said there had been some discussion and asked Nelson to discuss his request. Nelson said that a group of involved citizens and maybe the Garden Club wish to beautify a piece of property that is considered a pocket park on the corner of West “C” Street and Fern Hill Road and the group is asking permission to work with the City and the City give permission to move forward on the project. Obviously they will ask for final approval from the City and the group wants to see if the City might be interested in giving some in-kind labor when that project moves forward so tonight they are asking permission to move forward with the project realizing they would have to get final approval for the design and if there would be some in-kind labor available. Dudley asked Petersen if they needed to have a signed waiver for volunteers working on City property and Petersen and Mayor Cole said they did and it was no different than the person who was cutting ivy. Dudley said we do have that form at City Hall and Nelson said that anyone who showed up to work as part of the work party could sign the form that day. Mayor Cole said the cleanest thing to do was for someone to make a motion and Nelson said he just wanted everybody to be aware of it and get a consensus because he didn’t want the group to get going and then find out the Council is against it for some reason or unsupportive. Vilardi, Cooper and Butcher stated the project was a good idea. Petersen advised running it by the insurance carrier to see if he had any problems. Nelson explained to the Council the location of the property, that it was City owned property and has a long history, sometime ago, he believes there is a water station on it with a concrete bunker, it was landscaped and maintained then it was sprayed and everything was killed off, different residents planted and maintained some things and now the City’s current practice is kill everything off, low maintenance and that is where we are at. Nelson said that a group of people have gotten together with the Garden Club and he was spearheading it with what can they do to clean it up, maintain it and ultimately turn it back over to the City. Mayor Cole advised Nelson to come back with the group and maybe Council could give authorization for them to move forward.
- d. Discuss Extension of Library Fee Waiver of Citizens Outside City Limits. Dudley said there was a memo from the Librarian, Patricia Stanley, and Dudley added this issue has not been able to be brought before the Library Board for the newest request but the prior recommendation from the Library Board is that we do this to get library patronage up and we currently have 218 non- resident library cards issued and as people have been coming in they have been told the fee might be implemented. Dudley requested authorization from the Council to go ahead and extend the \$15.00 fee for outside city limit users and continue that until December 31, 2012 and then it will be brought back to the Council for discontinue of the waiver or approval of the waiver. Mayor Cole said 218 and times it by \$15.00 it is over \$3,000 you are giving away and he is not saying people outside the city

limits shouldn't be allowed to use the library but the residents of the city pay taxes and the taxes go to the library and people living outside the city limits are welcome to use the library but they are not paying taxes. Cooper clarified that anyone can use the library for research whether they have a library card or not. Dudley said you can use the computers and reference material while you are in the library but you cannot check anything out. Cooper agreed with Mayor Cole. Nelson said he was previously against the waiver and asked if the Library Board previously brought the request to the Council and Dudley said they did. Mayor Cole said he would rather charge the \$15.00 and if there is a special need due to low income for non-residents the waiver would be implemented. Brusco-Harding said she thinks that is already in place. Dudley asked if the waiver requests would come before Council or would the Library Board be able to approve that. Mayor Cole replied that could be an administrative approval. Nelson said the Library Board is struggling with attendance but it would be nice to see the Library Board come to Council with a recommendation and maybe there are good reasons they need to have high patronage numbers for grants. Nelson said he agrees with Cooper and Mayor Coles' thoughts on once again subsidizing county residents for library use. Nelson said he is not comfortable making a decision without a recommendation from the Library Board. Dudley said we can bring this back to Council at the next meeting and maybe a telephone conference call with the Library Board members can happen. Dudley added that one of the concerns the Library Board raised was that with the economy being as it is people are struggling and they want to be able to provide the service and encourage people to come in. Dudley said that now that people are coming in to use the facility they won't mind paying because they know what the benefit is. Nelson asked if the larger user number affected the Ford Foundation/Community Room grant and Dudley said that was correct. Dudley said patronage is a factor when applying for grants. Dudley said she would bring this back to Council with the Library Board's recommendation. Dudley said he has a problem with it since once again it is more beneficial to not live in Rainier than it is to live in Rainier and he agreed with Nelson that if there is something rather than trying to get people to walk through the door they need to be informed. Nelson asked if right now it was expired and Dudley said it was. Nelson added that they wanted to make sure the librarian wasn't handing out new cards for a year term but that they were maybe just 30 days cards until this was resolved. Dudley said she knows the people who have been in this month have been told there may be a fee assessed, has allowed them to get their card but she has notified the users who have returned to renew their card that there might be a fee. Cooper asked if Vilardi, as council library liaison, would check and see if there is any valid reason for the waiver other than increasing circulation and Vilardi said he would check. Dudley said the issue would be brought back to Council with answers. Sills said he would like to see the numbers for actual patronage usage. Dudley said there is a report provided. Sills asked if the library was a valid use of space and time in its entirety for such a



- small community. Nelson and Dudley said those concerns had previously been raised. Nelson said there had been some talks about merging with the school. Dudley said they would get more information and possibly see if the Librarian would attend the Council meeting for this discussion and Nelson said he thought it was important she attend. Mayor Cole said to put this issue on the agenda as Old Business.
- e. Consider Recommending the Granting of a New Liquor License for Green Bamboo Restaurant. Vilardi moved, Cooper 2<sup>nd</sup>, the motion passed unanimously.
  - f. Consider Recommending the Granting of a New Liquor License for New Sky Deli. Vilardi moved, Cooper 2<sup>nd</sup>, the motion passed unanimously.
  - g. Approve Home Land Grant. Dudley deferred to Chief Griffith since he found the funding for it. Griffith said that last year Mayor Cole asked him to research FEMA and while he was doing that he was trying to make sure the City was compliant as can be and he came across that the City did not have an emergency plan. Griffith said that as he understands it by signing the Homeland Security Grant Program form the money goes to the company that does the grant, they are going to handle all the money, probably get with Dudley, Lockard, himself and the Council if they want to come up with an emergency plan. Dudley stated the amount of the grant is for \$16,000.00. Cooper moved, Vilardi 2<sup>nd</sup>, to approve the Homeland Grant. Mayor Cole and Griffith discussed training programs regarding national disasters and Sills said he is Captain of the National Guard and he volunteered to be Council liaison for the training program. The motion passed unanimously.
  - h. Designate City Administrator as Alternate Representative for the Columbia County Economic Team. Cooper moved, Nelson 2<sup>nd</sup>, the motion passed unanimously.
  - i. Designate City Administrator as Representative for the Northwest Area Commission on Transportation. Butcher moved, Vilardi 2<sup>nd</sup>. Vilardi stated that if Dudley gets too overloaded that she asks that someone step in. Mayor Cole stated that the previous City Administrator was the City's representative on items h. and i. of the agenda. Dudley stated that Butcher is the first representative of the economic team and Mayor Cole added that Dudley would be the alternate and the representative for transportation commission is important and Dudley that is every other month and this is the one she is the most excited about. The motion passed unanimously.
  - j. Designate and Approve Financial Reporting Format. Mayor Cole this is an administrative logistic topic that needs to be addressed and he wants to approve

and approve a consistent financial reporting format that the entire council agrees upon it would help Dudley out by making her job easier. Mayor Cole referred to the sample format Dudley provided and Dudley stated the sample was for December and it was the most current. Mayor Cole said if you don't understand how to read it Dudley would go through it but the format she provided was reader friendly. Mayor Cole said if there was ever a time Council had a question to be sure to ask Dudley and he likes the format. Dudley added that if Council had questions her door was always open if they needed detail. Dudley referred to a detail report that is provided that backs up the report and she can provide at anytime, it is a 35 page report, and what she has done is condense 35 pages into what she provided and if anyone wants more detail she can print it at anytime. Dudley stated that for the sake of continuity she would like to have a specified format so that everyone is on the same page. Nelson added that at the same time we would be lessening the usage of an already ailing copy machine. Nelson moved, Vilardi 2<sup>nd</sup>, to approve the presented format and that Dudley continue to provide the financial reporting format as the said report of February 6, 2012 as the template as they want in the future. Butcher said that one thing that is not on there is the court and Dudley responded by stating the report is in the detail and upon request she can provide and she invited Bradfield and Sills to contact her to go through in depth the budget, the budget process, and the financials. Mayor Cole added that the court could be provided quarterly and it would be nice to have the Judge attend the council meeting with that report. Dudley said the revenue from the court is identified in the general fund revenue but the court expenditure is on the report she provides. The motion passed with Butcher voting nay. Nelson asked Butcher if there was something he would rather have on the report and Butcher said if they are going to do monthly or bimonthly and there is a time for when a report is due and it is 30 days out after the month ends, but have some kind of timeframe for reporting to Council so they have a better idea of what is going on financially is his reason for the no vote but he agrees with the format but a timeline was not specified. Nelson clarified the Council was getting them monthly, Butcher asked if it was monthly and Dudley said it was a monthly report. Nelson said he wanted to make sure everyone was comfortable and not shoved down anyone's throat and asked Butcher if there was something else that Butcher wanted. Butcher said he was fine as long as it is specified monthly. Dudley said it is monthly. Cooper asked if it was the first meeting of the month and Dudley replied that actually the first meeting of the month would be dependent on when she gets the statements because typically it is about 45 days from the end of the month before she can provide the report because she has to wait and get the statements then reconcile everything. Dudley added the City has 15 funds to reconcile and Cooper stated the next packet after she gets done reconciling and it was agreed. Butcher agreed with that and the motion, for the record, passed unanimously.

- k. Authorize Hiring a Part-Time Temporary Office Position. Mayor Cole said that an issue is the workload and deferred to Dudley who stated that she would like to get some technical assistance and what she is envisioning is around 20 hours per week as a temporary part-time position with no benefits, no vacation, medical or anything like that and it would assist with getting all the documentation we need to get going, all the reports that need to be done timely, a lot of grants that have been identified that need to get going on, budget and a lot that needs to get done and she wants to make sure that everything is done on a timely basis. Dudley said that additionally that is not on here is an individual that is out currently from the public works department, she hasn't talked to Lockard about it, but depending on how long the individual is going to be gone maybe we can also bring someone on part-time to assist in public works and Lockard said that would be helpful. Dudley stated that right now we are not incurring any expenditure for this person to be out on FMLA at no cost to the City. Cooper asked if this would be through Cardinal and Dudley said basically she is going to do is the cost factor, depending on which is less expensive, if it is cheaper to do it through Cardinal versus through the City, depending on how many hours the person works and the rate of pay. Dudley added that one of the advantages of going through Cardinal is that the City is not responsible for any of the taxes, the work comp, unemployment but if we hire somebody particularly for public works for temporary part-time it may be less expensive for the City to bring them on because we would not have to worry about the unemployment benefit if they are here for a short time and that is an analysis she will do and depending on which is the lease expensive she will go that direction. Cooper added that as long as it is very well stated that it is temporary part-time so we don't end up like we have in the past with union issues. Dudley said what she has done in the past with these types of positions is that she has actually provided a letter to the individual that clarifies this is a temporary part-time position, it is not expected to exceed 90 days and at that time it can be revisited. Dudley said it would be in the letter to the individual so there is no question as to what is offered. Nelson asked if someone was on FMLA do they have to give a time frame when they will return. Dudley said we have a time frame and it has been extended several times but the individual will not be back through the current leave of March 5<sup>th</sup>. Dudley said it may be by the time we get moving along it may be a mute point but there may be another extension, we have no way of knowing. Nelson asked Lockard if there are currently tasks that need to be done that aren't going to take a long time to bring somebody up to speed to make that happen and Lockard said there were like bathrooms and a lot of little projects that would not take any time to get somebody up to speed. Mayor Cole said his only concern was that you bring on someone part-time and they start getting trained on how to run the water plant. Dudley and Lockard stated that would not happen and this would be for menial tasks like cleaning the shops, organizing the shop, the bathrooms, emptying the garbage and cleaning the sidewalks, and mowing. Dudley said it might be more not equipment running.

Bradfield asked what a position like that would pay per hour and Dudley replied that for the public works position it is probably around \$10.00 per hour and for the position she is looking for she did not want to say because it would limit her negotiating power. Cooper stated that when Dudley took over the city administrator position she also retained her finance director position and the Council knew this was coming. Nelson asked Dudley how long she was asking for the temporary office position and she said to start 90 days. Nelson asked if she would come back then and Dudley said she would. Mayor Cole said that with budget coming up the kind of duties we are talking about is for example after this meeting the meeting minutes will be done and he'd rather have Dudley crunching the numbers for the budget. Dudley said Brusco-Harding has been assisting with that and her workload is backing up and with her expertise she is utilizing her more and more to help her (Dudley) and this person would be able to assist her and Dudley. Nelson moved, Vilardi 2<sup>nd</sup>, to authorize hiring a part-time temporary office position for a 90 day period to be reviewed in 90 days. Bradfield clarified it sounded as if Dudley was working 70 hours a week. Dudley said she recognized that when she took on the job and as some of the projects that have been left undone taken care of, she sees light at the end of the tunnel and her concern is that everything is done timely. Nelson said that in Dudley's defense there was a period of time when Mayor Cole and Dudley were both making the decisions trying to keep everything going but prior to that there was a lot of loose ends that never got tied up which put the City in the position they are in now so that it is not a matter of just moving forward where Dudley has her job and the interim job there is also the job that never got done prior to her arriving and it is significant. Dudley said financially we are doing ok because what the City was paying the previous administrator as a six month severance package ended January. Mayor Cole said we are getting to the plus side and we would still be on the plus side by doing the part-time temporary. Bradfield asked Dudley if she had all the tools she needs to be efficient, the programs, the interfacing that has to happen and Dudley said we are working on phase 2 of the computer system and having another person to assist in the office will help a great deal. Dudley said she has access to the tools, we are going to be undertaking some significant grant projects and she does have the ability to contact people that have the proficiency in that, we run things by the City Attorney if necessary, we have our engineering firm so the short answer is yes and the tools she doesn't have she knows where to get them. The motion passed unanimously. Nelson moved, Sills 2<sup>nd</sup>, to authorize hiring a part-time temporary position for the public works department contingent upon FMLA leave. The motion passed unanimously. Butcher volunteered to assist Dudley in getting phase 2 computer systems updated and it is budgeted. Dudley said the I.T. person is getting proposals together.

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**Staff Reports:**

Lockard – Renewed application for Fox Creek and has been talking with Vilardi regarding Fox Creek. Nelson asked Lockard if the manhole talked about last meeting has been cameraed by Guist’ house and Lockard said it had and hadn’t seen anything.

Griffith – Referenced statistical numbers and Nelson said quarterly was fine. Office Larson is doing truck inspections. Contract with ODOT expired last year, police department’s portion is filled out and it has been returned to ODOT and the police department can’t submit until ODOT signs it. The court found Butts competent to stand trial and the formal arraignment is going to be Wednesday. All officers are current on their vests.

Dudley – Talked to Representative Bonamici’s office and they are trying to set up a town hall in Rainier tentatively on February 25<sup>th</sup> from 12:30 – 2:30 and Dudley is assisting with a location. Nelson, Butcher and she attended a Port meeting that was in Clatskanie regarding rail and barging issues and there are a lot of concerns raised. Dudley said a Town Hall meeting is trying to be set up with the Port, the railroad and other companies involved so the Rainier citizens can have answers. Mayor Cole and she have talked about setting up times to visit the local businesses and Mayor Cole talked about having a meet and greet like he used to in the past and Mayor Cole added these might be located at City Hall. Dudley added that she and Mayor Cole talked about visiting the Senior Center quarterly and any councilmember who might want to so they would be available to answer questions. Cooper expressed his concerns so they didn’t wind up with a quorum. Dudley and Mayor Cole said that as long as it was publicized and decisions were not made it would be okay.

### **Council Reports:**

Mayor Cole announced the two new members were excused from Council reports unless they had something.

Sills – nothing.

Vilardi – talked with Byron Rickert, Forest Consultant, and Lockard regarding Fox Creek as a secondary water source.

Nelson – the City will no longer have to pay for the rail crossing maintenance on Veterans Way. Nelson added that the rail president assured Nelson that the train will not be stopping in Rainier as it was previously. Nelson stated he thinks that council might want to make a statement or take a stance on the coal plant issues and what it could do to the community and he thinks it will devastate the community. Nelson announced there is a citizens’ coal meeting planned for Wednesday, at 6:00 PM in St. Helens. Nelson is meeting with Bob Burnham, President of Friends of Fox Creek, who asked Nelson about the bridge stored in the park and City owned property around Fox Creek to maybe put the bridge over Fox Creek. Mayor Cole added they haven’t come up with finances to make that happen. The senior center group approached him about putting a sign on the highway regarding the senior center, he has talked to ODOT about it and he will work further on it

or put the senior center folks in contact with the ODOT contact, Nelson stated there isn't a direction sign for the boat launch and he is going to pursue it further. Mayor Cole added that there is a Friends of Fox Creek banquet on the 25<sup>th</sup>.

Dudley was asked by Cooper to set up the new council members email addresses and get passwords changed. Cooper said he is asking for the third time when the I.T. company is going to get the aliases set up for council members, police and public works. Cooper said he has talked to them once and left two tickets. Dudley added for the benefit of the two new councilmembers that personal email addresses are not recommended.

Butcher – went to the railway meeting and there was a big turnout. Butcher said the City needs to approach the situation that we don't want the coal train going through town but it is a reality that needs to be approached that it might happen so we have to be prepared to make sure the cost of the train coming through town bears no financial impact on the citizens. Butcher said there needs to be more follow-up. Butcher asked if there was any more word about Karin Tilton and her presentation regarding city goal setting. Dudley said that was on her to do list as a follow-up to references and she did contact the League of Oregon Cities but their training rep was not available so Dudley will report back at the next meeting.

Cooper – asked if the coal depot was originally going in in Longview. Mayor Cole stated there are some loose familiarities to both of them. On that same subject Sills added that his concern was medical emergency services.

Bradfield – nothing.

**Executive Session:**

The meeting was adjourned at \_\_\_\_\_

\_\_\_\_\_  
Mayor Cole

Attested: \_\_\_\_\_  
Debra Dudley, Interim City Administrator/  
Recorder