

**City of Rainier  
Regular Meeting Minutes  
November 7, 2011  
Rainier City Hall  
106 West "B" Street  
Rainier, OR 97048**

Meeting called to order by Mayor Jerry Cole at 7:07 pm.

**Council Present:** Mayor Jerry Cole, Phil Butcher, Sloan Nelson, Russ Moon, Bill Vilardi and David Langford

**Council Absent:** Scott Cooper

**City Staff Present:** Debbie Dudley, Darlene Lavelle, Daniel W. Smith, Darrel Lockard, Bobby Jo Brusco-Harding and Darrel Lockard.

**City Attorney Present:** Steve Petersen

**Visitors Present:** Debbie Hazen, Clatskanie Chief; Tom Weatherford, ODOT; Brady Berry, WH Pacific; Michael Carter, and Barry Smith.

**Flag Salute**

**Additions/Deletions from Agenda:**

Moon stated he would like to take the opportunity to read a note to Mayor Cole, members of the City Council, the Editor of the Clatskanie Chief and to the citizens of Rainier; "I want to apologize for my verbal outburst last Monday afternoon, it was totally unprovoked and totally uncalled for and again I hope you will accept this apology and we can move forward, thank you." Mayor Cole thanked Moon for his apology.

There were no other additions or deletions from the agenda.

**Mayor's Address:**

Mayor Cole read the names of twenty-three (23) soldiers who have fallen since the last council meeting and a moment of silence was observed.

**Visitors Comments:**

Michael Carter, Superintendent of Rainier Schools announced that the first state round playoff game was Saturday at 1:00 against Bandon.

**Unfinished Business:**

- a. Approve October 17, 2011 regular meeting minutes. Butcher moved, Moon 2<sup>nd</sup>, to approve the minutes. **Motion passed with Vilardi abstaining.**

- b. "C" Street Slippage Update: Brusco-Harding stated the agreement between the City and Kynsi has been signed, Kynsi has other projects they are doing and going on vacation, if we get some dry weather they will start on the project and the City has received their insurance certificate.
- c. Approve Scope of Work for the "B" Street Project: Mayor Cole suggested putting it on the agenda for the December 1<sup>st</sup> meeting. Dudley stated she would keep putting it on the agenda for each meeting. Weatherford said that he was anticipating a decision tonight as far as the general scope. Mayor said they could probably make a motion pending the outcome of the utilities. Moon moved, Avent 2<sup>nd</sup>, to approve the scope of the work for the "B" Street project pending the utility investigation. **Motion passed unanimously.**

Discussion – Avent said they had been talking about underground utilities in the project area and he asked for a show of hands for the undergrounding. Prior to the show of hands Nelson added there is a potential that the franchise agreement would get extended and there would be a cost. Avent said they don't know what that cost is but that is what they were investigating and there wouldn't be an increase but a continuation of the old one. Mayor Cole said that one of the proposed ways of paying for it is if you look at your PUD bill there is an acquisition charge for \$4 or \$5 a month and that would continue for such and such years. Nelson commented that the acquisition may expire in two or three years from now and it would be off the bill and if we went in this direction it would add an additional two or three years. There was a show of hands of those interested and not interested. Brusco-Harding stated because of the cost of the telecommunications so she thought it was an unfair question at this point. Mayor Cole said that was fair, Avent said we are running out of time and Butcher added that the costs need to be determined and whether or not we can do it.

- d. Discuss Conrad Wood Storm Water Agreement: Mayor Cole stated he attached an email to the council packets from David Qualman, Environmental and Safety Coordinator for Conrad. Mayor Cole said they are looking for clarification. Mayor Cole stated there was a disagreement between Public Works and Conrad on the size of pipe. Mayor Cole deferred to Darrel Lockard who stated when Conrad came in they asked for a 4" line to tie into our sewer line. Lockard said the first set of plans tied into the Teevin Bros. line and they were told they needed to tie into their own then they came back with tying in with an 8" line which is not what was agreed to so he didn't authorize it. Lockard said 4" would be adequate but 8" would be a burden to the City's system. Mayor Cole said, in Qualman's absence, that Qualman's argument is that nowhere in the resolution or paperwork that was exchanged does it specify 4" or 8". Avent said he also had dialogue with Qualman and he said it doesn't make a difference if you use a 4" or 8" line if you are using 4" volume and they guaranteed they would sign a contract

that the City could shut them off at any time if they exceed that volume, Conrad had already purchased the 8" line and they will guarantee if it 4" volume the City wants and Conrad goes over that 4" volume the City could terminate the contract with a thirty (30) days notice. Avent said Qualman told him their long term benefit is to stay hooked up to the system so they definitely don't want to aggravate the City. Mayor Cole said Qualman said they could shut it off. Nelson spoke with Qualman for clarification and Nelson said he told Qualman he didn't understand the push now for the 8" line. Nelson said he had a conversation with Qualman prior to Conrad coming to the City and Nelson told Qualman that he didn't want the City to get into a situation like the City of Portland where they are spending millions of dollars to reduce the flow to their systems and Qualman told Nelson that how their system works is that there is a collection system that all the water from their facility goes into the collection system and then it is pumped into a filtration tank and then that tank has only a 4" outflow so how they would propose to hook it up is to have the 8" line go through their property, come out of the ground and then the 4" outflow to that tank would be coupled to that 8" line so there would be no other way to get anything into that 8" line unless it went into their filtration system. Nelson said that was how Qualman portrayed it to him today. Lockard said he (Qualman) hasn't sent a set of plans showing what he is doing. Nelson asked Qualman to send him something. Mayor Cole said if the Council is okay with it, it is basically a one year trial and Qualman says he going to kick the City X amounts of gallons per minute whether it is a 10" or 2" pipe if the gallons per minute are X whatever that is. Mayor Cole said that we find it is too much it will be cancelled. Butcher asked if it was going to be monitored and there was going to be a flow meter on what is being discharged into the waste system. Nelson stated that the way it was portrayed to him is that the whole facility drains into collection basins that are then pumped into a filtering tank and the tank only has a 4" discharge so it is irrelevant in Qualman's opinion on what size pipe goes to the City but that tank can only discharge a 4" pipe. Nelson said he asked Qualman why they spent so much money on the larger pipe if they were only going to be dumping 4" of water and Qualman answered it was for the future in case they can expand at a later date and maybe the City puts in a storm water system and then the City could handle an 8" flow. Nelson thinks that if the City can have some kind of assurance that that 8" pipe isn't broken from point A to point B and it is connected to a 4" the flow shouldn't change. Moon said to make sure and get a third party opinion that maybe DEQ should take a look at that. Lockard stated that DEQ has to approve his plans which as far as he knows the plans haven't been sent to DEQ and he doesn't know if they are going to have an issue with that. Lockard said it is not a sewer issue, but a storm water issue and it is not the ideal solution. Avent commented that is when he and Qualman had a conversation and the long term goal is to come up in the next year to develop some kind of plan to work on a long term goal of all the storm drains in the City and any other future development down there is going to have to be addressed at

some point in the future. Mayor Cole asked if Council was okay with the 8" line. Avent said he was fine with it and Vilardi asked if it was for a one year commitment and Mayor Cole replied that was correct and the resolution would still remain the same. Avent stated that if Lockard has a problem with any of the flow he could shut it down. Lockard and Mayor Cole agreed that DEQ has to approve it whether it's a 4" or 8". Mayor Cole called for a motion. Nelson moved, Butcher 2<sup>nd</sup>, to accept the 8" line as long as it is necked down by a 4" line at the filter for a one year term and approved by DEQ. **The motion passed unanimously.**

- e. Approve Hiring the Court Clerk as a City Employee. Dudley stated that one of the things that took place is that she and Butcher have been working on various scenarios for the financial reporting and what was in the council packets adds a couple of more columns and to date the court has generated positive revenue of \$9,905.00 and one of the issues that needs to get resolved is that according to the public works/clerical contract the court clerk is in that contract and is supposed to be a City employee. Dudley said the City is in violation of our own public works contract so the issue needs to be resolved. Dudley said the simplest way to resolve that issue is to add the existing court clerk that currently is paid through a temporary agency to change her status to a City employee. Mayor Cole asked if the court budget could handle the expense and Dudley replied that currently yes and it is something that can be reviewed and make the adjustments down the road but there is adequate funding in the court funding to support the position. Moon moved, Langford 2<sup>nd</sup>, to approve the hiring of the court clerk as a City employee. Discussion – Nelson stated that at the time court drops off and the need for that person isn't as great, what is the process, are they able to cut that back and how does that work. Dudley said that currently the court clerk is working 30 hours per week and that makes her eligible for all benefits and in the event the hours needed to be reduced the eligibility for medical insurance may change so that would reduce the cost to the City. Mayor Cole asked if that had to be less than 20 hours and Dudley said that was correct. Avent asked if that was fairly hard to do and Dudley said it wasn't hard and if you laid somebody off you would be paying the unemployment insurance but the City has the ability to adjust hours as necessary. Avent asked if there had been a big turnaround in that department had Dudley said there has been a huge collection from old fines. **The motion passed unanimously.**
- f. Public Works Director's Contract Update. Langford said he called the Mayor Tuesday or Wednesday last week because Lockard asked about the status of his contract. Lockard said he was trying to find out what the progress was since they are three months behind. Mayor Cole asked Vilardi and Langford where they were with that and Vilardi replied that he would like to put it on hold until things gets cleared up in a couple of situations like the accident and OSHA. Langford

said he had an email from him the other day on that and he hasn't had a chance to take a look at that and he thinks Lockard has been very patient and there was a committee put together to take a look at the contracts back in April and that committee has not completed that and there is no need to keep going and it's been seven or eight months now that he has been on limbo on his contract and he thinks we need to move forward on this. Vilardi stated the contract automatically renewed so there is not a crisis. Moon stated it is not automatically renewed, it is a yearly annual contract and by the 21<sup>st</sup> of July in an individual contract the Council is totally out of line and along with the Mayor because the Mayor and the Council by the 21<sup>st</sup> of July is supposed to have an evaluation with that employee. Moon stated it is the same contract for Debbie, it is the same contract for Lars. Moon said we are out of line. Nelson asked if they could have the evaluation that is scheduled for the next month. Moon said he (Nelson) was in charge of the committee for the contracts so it would follow him (Nelson). Nelson replied, "I'm in charge of it?" Moon said that is what the minutes said. Mayor Cole said he appointed Vilardi and Langford to just concentrate on Lockard's contract. Langford said he got online with the League of Oregon Cities and found an evaluation and Vilardi has a legitimate concern because there hasn't been an evaluation prior so he got online and found one the League of Oregon Cities uses and forwarded it to him (Vilardi) and then he got an email from him a couple of days ago. Vilardi said he had some concerns and questions. Mayor Cole said typically that evaluation is done by the City Manager or Administrator so there was a little bit of limbo there and usually it's not an evaluation that Council particularly does so if we did evaluate him it would be kind of a new thing, I'm not trying to make excuses why we didn't evaluate him but that has played into the process. Lockard said that part of it is the discussion he had with Nelson and Avent several months ago to find out what the policy was because there have been some issues of what the policy actually is. Mayor Cole said that if Council is so inclined an evaluation should be done as the first step at the request of Vilardi and then after the evaluation is done look at the contract situation. Mayor Cole said he would suggest that we have two weeks, you (Langford) as the public works liaison, if you have a particular evaluation form you would like to use as public works liaison you should be able to do that and Council could feel to add to it. Mayor Cole often times when he does evaluations at work he doesn't particularly like it so he will do a paragraph for them and attach it, you are always more than willing to do that. Mayor Cole asked Langford what was a reasonable amount of time to get that to Council and Langford replied he could forward it electronically to everybody tomorrow. Mayor Cole said that if that is forwarded to them by tomorrow would it be reasonable to say they could bring the evaluations in by the next meeting, is that fair and Langford said it was. Langford added that if it is okay with the Council he would like to have them returned to him maybe the Friday prior to the next Council meeting so he will have a chance to review them and maybe make a synopsis of them. Mayor Cole stated that was fine just email

them back. Mayor Cole said to Lockard that at that meeting as an employee he can decide whether he wants a public or executive session, just let him know and it will be noted on the agenda. Lockard asked Mayor Cole if they would get some of the procedures settled out because what they have some of the procedures because one year they did it right and one year they did it wrong. Mayor Cole directed Lockard to meet with Langford and then bounce the procedure off of him (Mayor Cole). Mayor Cole again stated we are a little out of procedure because typically the City Manager would be doing the evaluation but to move forward since we are lacking a City Manager we will do it this time, maybe next year it might be done by a City Manager and we will get back on track. Moon suggested everybody read that contract and read the paragraph about evaluations. For clarification Nelson asked if they were supposed to do the survey and get it back to you (Langford). Langford said the evaluation has scoring points on it, score it however you want and then he will do a synopsis of it and then that way we can all take a look at it. Avent asked about Debbie's contract. Moon replied and Mayor Cole agreed it was not on the agenda but they can put it on a future agenda. Mayor Cole asked Avent if that was a request and Avent replied that whatever policy we do we should try to be as fair. Langford said he thought it was a good idea to put it on unfinished business then they can take a look at it. Mayor Cole said keep in mind there is no perfect evaluation form and he would encourage members of the Council to attach that paragraph form, synopsis or opinion to that evaluation form and make it a little bit easier and get your evaluation. He thinks that is never a bad thing to do. Lockard asked what the time frame of the evaluation would be. Mayor Cole said he was open to suggestions. Butcher said it should be from July to July, if you are going to set up annual contracts for all the employees you need to be consistent throughout and try to make them all for the same time frame maybe if possible to add some consistency in the management of the City. Mayor Cole asked if July to July was the consensus and Nelson stated it would be nice to do it to date because he's not sure he remembers everything back to July. Langford said he thinks July 1<sup>st</sup> to June 30<sup>th</sup> is appropriate. Langford said the next Council meeting is the 21<sup>st</sup> and would like the evaluations back to him by Friday the 18<sup>th</sup> so that will give him the weekend to put them together and make a synopsis out of them and have enough time to forward them to the Council before they meet so they will have enough time to see it. Nelson clarified that they were only supposed to do this up until June or July, not even think about what has happened recently or where we are at recently? Nelson said he thinks that is going to be difficult for him to do that because he doesn't remember what happened six months or a year ago and that is going to be very challenging to do. Mayor Cole said he doesn't have a problem doing it up to today. Langford suggested they make the date October 31<sup>st</sup> and Mayor Cole said that was fair. Mayor Cole said they would look for that email from Langford and then get them back to Langford by the 14<sup>th</sup>. Langford said the

sooner they get them back to him the better but by Friday the 18<sup>th</sup> he can get them put all together.

**New Business:**

- a. Approve Erin O'Connell for the Planning Commission. Mayor Cole said he has reviewed her application and he would recommend her be appointed to the Planning Commission. Moon moved, Vilardi 2<sup>nd</sup>, to appoint Erin O'Connell to the Planning Commission. **The motion passed unanimously.**
  
- b. Consider a Request for a Driveway Size Variance for Barry Smith at 404 West "B" Street. Mayor Cole explained the request because of a disability reason for access. Mayor Cole said Smith called him and Mayor Cole said if Smith could wait it would be best to get the variance from City Council so basically we are just looking for a motion. Moon moved, Langford 2<sup>nd</sup>, to approve the request for a driveway size variance at 404 West "B" Street. **The motion passed unanimously.**
  
- c. Discuss Expenditure Protocol and Authority. Mayor Cole said he requested this item for discussion since Lars left he (Mayor Cole) has been diving into the expenditures and signing stacks of voucher forms and checks. Mayor Cole said he gave staff direction that any expenditure over \$300 needs to be approved by him before the expense and he wants to remind staff of that. The other thing he wants is to remind Councilors that before they talk to our attorney or consultants or whatever, just a reminder that any action by individual Councilors needs Council approval before that direction. Mayor Cole said it is okay to do A, B, C but make sure Council backs it or otherwise you are creating an expenditure on your own. Mayor Cole said he is trying to reign in the expenditures at are going on and again a lot of this is mostly by just being thrown in and seeing all those expenditures happen. Mayor Cole is looking at them all constantly and this is a general reminder by the Mayor about the expenditures. Avent said that in regard to the attorney's contract there was some changes and like a lot of time if he is dealing with USG or one of those contracts and he gets a phone call from the attorney and it is going back and forth, and he asked the board, that he didn't want to get himself in a legal problem to give that authority so basically what we are now saying is that we need to pre-approve authorization to talk to the attorney for any of us. Mayor Cole said it is a fine line you have to work with Council to get those questions answered. Avent said he wanted to be clear because he doesn't want to be responsible for attorney fees on something that is City related. Mayor Cole stated that maybe Steve (City Attorney) could help them with that. Mayor Cole said bounce it off him (Mayor Cole) first and they might be able to get the question answered without going through the attorney or maybe it's something that isn't so time sensitive that they can't wait for a meeting to get the answer. Avent said that hopefully on some of that stuff it will be coming to an end. Mayor

Cole said that again with those expenditures he looks at it like every nickel counts and he's not accusing anybody of any wrong doing it's just good to have a reminder. Lockard asked if that meant getting pre-approval prior to spending over \$300? Mayor Cole said yes. Dudley stated this was similar what was Lars had initiated. Lockard said the problem is justifying it when it does go over \$300, Mayor Cole replied that is right and that Lockard is really good at letting the Mayor know. Mayor Cole said he feels responsible for those funds and Dudley has been doing a good job keeping him (Mayor Cole) in check too.

- d. Approve a Contract with The Specialty Chest LLC for Harvesting of Specialty Maple from the Watershed. Dudley said that in the packet is a memo from Rickert and the actual contact and what this is an individual who looks for specialty wood to make musical equipment so they will be going in where they are actually harvesting so there isn't like there has to be new roads or anything done. Dudley stated Rickert estimates \$3,000 to \$5,000 but it's wood that normally wouldn't have as much value. Dudley said it is specialty maple. Nelson moved, Vilardi 2<sup>nd</sup>, to approve the contract with The Specialty Chest LLC for harvesting of specialty maple from the watershed. Butcher asked if Byron Rickert was signing off on this and Dudley replied he was, the memo is from him. Nelson added that Rickert continues to amaze us with new ideas. **The motion passed unanimously.**

#### **Staff Reports:**

Lockard stated he got back the approved plans for the mobile home park approved by DEQ. As far as the "A" Street project read the memos from Gibbs & Olson because there are some issues down there that will be discussed more. Lockard said that Butcher probably has information regarding that. Butcher said he has been in contact with Gibbs & Olson and the Engineer sent him a copy and there are a lot of gullies in the lines, plugged full of water and rocks and they pumped out nine (9) truck loads of rocks and they are looking at working up a cost estimate of replacing "A" Street sewer and the cost of that with possibly sleeving it, the laterals seem to have some problem coming off of "A" Street, they have not located where the rock is coming from by his place and Foss where the majority of the rock comes out so it might be a broken line somewhere but they have not been able to locate it yet. Butcher stated that Gibbs & Olson suggested putting the City on a maintenance type of schedule and every year, two years or three years take a look at the lines so this doesn't happen again. Butcher said the last time they were cleaned out may have been 15, 18 or 20 years ago. Nelson asked if that meant taking a line a year throughout town. Lockard said normally what they do is set aside a certain amount of money and get as much cleaned out as they can for that. Lockard said they will be looking at that next month and budget it in next year's budget. Butcher added they can approve the flow about 20% more, they ran into concrete in the line somewhere on West 3<sup>rd</sup> or West 4<sup>th</sup> Street. Butcher said they might have to TV "B" Street but basically they are looking at the "A" Street line and the possibility of replacing sections of it. Butcher said they are looking up the prices on it and the possibility of federal grants, it is a big



undertaking. Lockard gave a rundown on the sludge handout. Mayor Cole said that they take on so much sludge is it cost effective. Nelson said that back to the trailer park on Dike Road with the DEQ approving the plans where are we at in the process. Lockard said it is set up to get a contract to do the work and we will just inspect the connection. Lockard said that once we get down there we will go with the larger line and there will be a cost. Nelson asked if it would be a forced line from their facility, under the tracks to tie into the line on the USG side with a gravity feed? Lockard said that was correct so all they will have to go out and get the easements to run their lines. In regard to the sludge information Lockard gave, he said that starting July 1<sup>st</sup> so far the City has brought in roughly with a few emergency dumpings that are not added in the information about \$55,000 and cleared \$37,000 of that after all the expenses and that is very conservative. Lockard said that the 5<sup>th</sup> column from the left reflects how many pounds they put in per day, two lines over that's how many pounds of sludge the hauler brings in and the far corner is the City percent solids so they are getting all of the sludge treated per basically nothing and if there are any questions please contact Lockard. Mayor Cole said his concern was that they always keep track of it and that they are generating a profit from taking it in. Lockard said they only put in \$12,000 in the budget for revenue. Nelson asked if this includes the hauling off of the sludge and Lockard said it does not, and this is revenue that is brought in and we still have that \$35,000 for disposal and we haven't touched any of that this year. Mayor Cole asked Lockard if he anticipates they will exceed that \$35,000 sludge removal cost because of the extra bio solids and Lockard said if we do we are making money and he would have to come back and ask Council for more money but last year what we brought in and what we were able to spread in the fields we kept right at that \$35,000. Nelson said the documentation at the bottom shows the sludge profit is \$37,000 so it does or does not include what we have to pay to haul the bio solids off. Lockard said it does not and this is above and beyond the revenue we thought we were going to get from the wastewater system. Nelson said he was just trying to understand it and Lockard said he has it broke down a little more down at the shop. Lockard said it is about 20 to 22 tons when they have to haul it so the landfill facility and when they have to pay to have it done it costs around \$1100 or \$1200 dollars, it takes about 67 truck loads to do that but they have a good profit margin. Mayor Cole stated if even with the hauling we are still showing a profit and Lockard replied that was correct. Lockard said this is the first year they have done a whole year so they are keeping track of it.

Chief Griffith: On Friday he went to the Police Officers association's annual conference and a purple heart was presented to Chief Painter and his family was there. Griffith said today he started collecting proceeds for the annual donut day, this year it is going to be on December 17<sup>th</sup> and this year the money will go to the HOPE and the back pack program. Griffith said the paper for the reserve association is filed on November 26<sup>th</sup> and so far they have \$500.00. Nelson said he thinks that is a great cooperation with the City Police Department and the Police Department and that it is a neat thing to do, it works out good for both parties.

Dudley: In the packets are some financial statements and additionally at their seating places there are the same statements that went to them except they have added a couple of columns. Dudley said she has been working with Butcher to provide something is easy to read but provides the information that everybody might want to see so basically the font is a little bit smaller because they went from three columns to eight columns so she and Butcher will continue to work with it. Dudley said if there is anything on it you like or don't like please let her know. Dudley said that basically the water and sewer funds are currently operating at a loss, one of the reasons being is that the debt service is being annualized on a monthly basis. Dudley said they have to pay that twice a year so as they catch up with the revenue that will change to a positive and that it is anticipated it being where it needs to be by year end. Dudley stated that additionally you need to keep in mind that when you are looking at it on a monthly basis the figures are going to be offset because we bill on a bimonthly so as an example September's doesn't reflect the bimonthly billing, we billed in September and it was due in October so October's will look much better. Dudley stated we are billing now, the bills will go out in November for a due date in December and she has included the revenue versus the expense summary for all funds, the general ledger, reconciliation and bank statement report, payables register for October and if there are any questions let her know. Dudley stated the City is still being represented at the Chamber meetings and she wants to give the Chamber recognition as a very active group and they have a lot of ideas so support the area businesses and it is exciting to see the Chamber being as active as they are. Dudley stated she has been in contact with Justin Shoemaker with ODOT, Darrel was to sign a form prior to leaving tonight so Dudley can fax the form tomorrow and get the SCA/ARRA money for that grant. Dudley stated the City will not be able to apply for the SCA grant until October 2012 and that grant amount is now \$50,000 but will be in region 1 and be competing with a lot more town than what we have been but that will be submitted as soon as it becomes available. Dudley reported that staff received training as far as the website and are entertaining assistance in getting forms, the budget and all of the minutes added. Dudley said she is working with a couple of individuals in getting some costs figures for that and we anticipate that should be all put together within a month. Dudley said the Springbrook online bill pay is up and running and we staff will be training for that on Thursday. Dudley encouraged staff and council to let staff practice regarding their accounts prior to opening it up to everybody. Dudley said the City County Insurance Risk Management program is underway, which is a program Dudley told Council about several months ago and once we complete that program the City may be eligible to save up to 13%; they offer a lot of venues, safety manuals and personnel manuals. Dudley said she would take a look at the City's existing manual. Dudley, directing to Lockard, stated she and Vilardi are also going to be moving ahead on the bathroom project, the grant will be closing in January so it imperative they get some information on cost figures so they can apply for that grant for the park bathroom. Dudley stated that if anyone had any questions on that project to ask her, Vilardi or Lockard.

Nelson asked Mayor Cole as far as protocol in soliciting information from different vendors and he knows that the City checks come to him often to be signed, is there a protocol he should be following for signing the checks, just look at them and make sure he feels comfortable? Mayor Cole said if he (Mayor Cole) has a question when he is signing the checks he asks and on each one of the checks has a sheet attached to the check. Avent stated when they met with the employees they came up with an idea to save on overtime and has that been implemented yet? Dudley said not to her knowledge and she deferred to Lockard on that. Avent asked Lockard if he had implemented that plan yet and Lockard said he wasn't sure what plan they were talking about. Mayor Cole said it was the start at 6, start at 7 plan. Lockard said they had talked about, he will talk with the liaison about that but he has reservations about that. Avent said it is where they can save money and the employees came up with the idea and he thought it was good on their part to try to help save money and he thinks it should be an action item at the next meeting. Avent said every meeting they are not dealing with it, it is costing the City money. Langford reminded Lockard they did talk about it and one of the reasons it hadn't been implemented is because people need to be certified to be able deal with the sludge correct? Lockard stated they need to be certified but they need to know how to run the equipment. Langford said it is still in the process of getting those people trained and that he and Lockard would revisit on the matter. Avent asked that it sounds like some other things and more than just that factor too isn't there or is it all based on that argument or are there some other things you could do to save money on that so we don't have to have a 10% or 11% increase next year and now we have to work on it early and not wait until the last minute. Lockard said this year was a strange year for the wastewater plant with that centrifuge that makes the sludge thicker and he has three other crew members trained now, just finished up with the second one, I talked with the Mayor a couple of months ago that he didn't want to implement that until the training was up. Avent asked how long and Lockard said he would talk with the liaison and get back in a week but as far as he is concerned they can start between now and the next meeting but he wants to check with the liaison.

**Council Reports:**

Moon – nothing.

Avent – In the discussion at the work session regarding the “B” Street project we need to have somebody talk with the phone and cable companies. Mayor asked Lockard if that was something he could arrange. Avent pointed out to Lockard that this was very time sensitive and Mayor Cole said we were looking at making a decision in December. Avent said they are going to need the information and the cost at the next meeting or at the latest the following meeting. Lockard if there was anything else they could think of besides the phone and the cable. It was determined gas was already underground. Butcher stated the parameters were East 3<sup>rd</sup> Street to West 6<sup>th</sup> Street, down to the Laundromat or whatever that street is that is there. Moon said that since all this is requiring phone calls to those different companies isn't that something City Hall can do since that would take Lockard

out of the field and they are short one employee already. Nelson said that it is the expertise of what is really needed. Lockard said he didn't think it would take that long to run it down and Moon said if it does take more time than he thinks in the production of the public works he should refer it back to City Hall. Avent said the thing is that if it gets going back and forth and bouncing all around we might as well stop right now since we are only three or four weeks out of making some tough decisions and he doesn't want the ball to get dropped and the finger pointed at somebody else. Nelson stated no offense to Dudley but that's a kind of a construction thing. Dudley said no offense taken and she agrees with him. Mayor Cole advised Lockard that if he had a hard time doing that to get in touch with him and they would figure something out and he thinks Lockard will be fine. Avent said he thinks that some time should be set soon regarding different options for the City's direction because a lot of things make it challenging as a council is that everybody is handling things they are not used to handling and whether they get some help from the League as far as training for them but dealing with some kind of time of what direction to go because right now they are in limbo and it could get worse in the upcoming future; what direction are we going to go with the City Administrator, what direction are we going to go in, we had some applications and then backed off but it would be nice to know what direction we are going to be heading in.

Nelson – Wanted to comment on something that was already said that he thinks it's neat to see the City partner with the school district as far as the Reserves, it gives them training and an opportunity for the school district to have some police presence at a reduced rate. Nelson said it was nice to see the City partner and work well with the folks at the Pumpkin Festival, all those are things that we need to build on. Mayor Cole agreed.

Vilardi – Agreed with Nelson had just said and will get with Darrel this week regarding the bathrooms.

Langford – nothing.

Avent wanted to thank Vilardi for helping out with some of the cost and he is appreciated.

Butcher – The Columbia County Economic Team is having a buying local meeting at the utility district November 16<sup>th</sup> from 8:00 to 1:00. Butcher said he can't go and Dudley said she is registered to go and will be representing the City. In regard to the financial report Butcher stated to please give input if they can't read it, if there is something really wrong but he is trying to get some monthly, quarterly and historical data compiled in one and in the last column you can see 2010 so you can do a comparison year to date to where we are here to date at this time. Butcher said that is valuable information and if you want to change that please give input. Butcher said that Dudley has done an outstanding job working with him trying to come up with something that is easier for the Council to read. Butcher said if they could read the old reports they could go back to those too. Butcher

said that Avent brought up something about the City Administrator position and he (Butcher) has a whole book compiled from the League of Oregon Cities, from different cities, everything from contracts to qualifications, job listings, release information, and Butcher was going to gladly turn that information over to the Mayor.

**City Calendar:** The office will be closed for Veteran's Day on Friday, November 11<sup>th</sup>, regular City Council Meeting Monday, November 21<sup>st</sup> at 7:00 PM and the office will be closed for Thanksgiving Day Thursday and Friday, November 24<sup>th</sup> & 25<sup>th</sup>.

Mayor Cole announced that was the conclusion of the regular meeting and there was going to be an executive session regarding ORS 192.660(2)(h) regarding consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Cole asked Petersen if there was going to be any action after the conclusion of the executive session and Petersen said there would not be any action.

Carter announced it's the 100<sup>th</sup> anniversary of Armistice Day, Veteran's Day and he wanted to thank all those who have served on behalf of the school district.

The regular meeting adjourned at 8:15 pm.

Executive Session opened at 8:25 pm and adjourned at 8:35 pm.

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

Attested: \_\_\_\_\_  
Debra Dudley, Recorder