

**CITY OF DUFUR COUNCIL MEETING**  
**April 12, 2022**  
**7:00 PM**  
**DUFUR CITY HALL**

**-MINUTES-**

**Call to order:** 7:01 by Merle Keys

**Attendance:** Mayor- Merle Keys; Council members- Stan Ashbrook, Josiah Dean, Samantha Filbin, Barbara McKenzie, Steve Podvent, Bill Parke, Public Works Superintendent- Brandon Beachamp. City Recorder - Kathy Bostick. Assistant City Recorder - Ursula Schaefer.

**Absent:**

**Guests in Attendance:** City Attorney - Paul Sumner, DF&A - John Keyser Jr., Brian Kittelson. Michael Glover, Doug Peters, Phil Brady, Tyson Marick. Brandon Mahon, of Anderson Perry and Chris Kobak AP attorney, via zoom.

**Minutes By:** Ursula Schaefer

**Approval of Agenda:** Barbara, 2<sup>nd</sup> Josiah. All approved.

**Consent Agenda:** Josiah, 2<sup>nd</sup> Bill. All approved.

- a. Approve accounts payable
- b. Approve Minutes of Regular Meeting March 8<sup>th</sup>, 2022

**Special Presentation**

- a. Wasco County Commissioner Candidate Phil Brady introduced himself and invited community members to attend his town hall meet and greet at the Balch Hotel, Wednesday April 13<sup>th</sup>.

**Citizen Comment:** No comments made

**City Staff Reports**

- a. Public Works Report (*Brandon Beachamp*)
  - i. During the last wind storm on April 4<sup>th</sup>, the tin roof on the reservoir sustained some significant damage. The plywood sub layer was still in tact so there was no risk of exposed water. Brandon will be looking at the roof with a contractor tomorrow and will be filing an insurance claim.
  - ii. Started meter reads last month – so far aware of one minor leak at S. basin.
  - iii. The dump truck will either get worked on this week by a local mechanic or it will be taken to Cody Masterson.
  - iv. Brandon has called in a locate in preparation for installing crosswalk signs.
  - v. Roof at city office is needing to be replaced. The original roof was probably put on in the 70's. There have been several leaks over the years which have been patched but recently water was puddled in the women's bathroom.
    - **Motion** to authorize Brandon to collect quotes for roof repair. Sam, 2<sup>nd</sup> Steve. All approved.
- b. City Recorder (*Kathy Bostick*)
  - i. Kathy will be sending out ethics information to all council members. She explained that log-in information should be the same and that it is due April 15<sup>th</sup>.
  - ii. Ursula has been working on a new website and it was shared during the meeting. Council asked that online Bill Pay be made a priority once website is finished.

**City Attorney & Engineering Reports**

- a. City Attorney (Paul Sumner)
  - i. Peters' agreement with the City for purchase of Community Center has been finalized. The contract is signed, Kathy has the check and will take to Wasco Title this week.
- b. Engineering (Brandon Mahon with Anderson Perry)

- i. The design is done, the reclaimed water use and biosolids management plans are approved, DEQ permit is pending due to some regulatory concerns. City update: We are held up from going out to bid until the land acquisition is settled. This delay will not cause funding agency concerns, but the bidding environment is volatile right now due to unstable material costs, etc.

**Council and Commissioners Reports:**

- a. Mayor's Report (*Merle Keys*)
  - i. City of The Dalles has agreed to sell us the backhoe for \$12K. It is a 580 4WD with 1,300 hrs on it. It was sidelined due to a break problem – they will deliver it and we will have it repaired.
  - ii. The light at the intersection of 1<sup>st</sup> street and HWY 197 is working.
  - iii. Wasco County will be in Dufur soon to work on crack sealing.
- b. Public Works (*Bill Parke*)
  - i. Met with the electrician regarding the siren. There will need to be a meter on the pole and power brought to it. Brandon will dig a ditch from the siren to the power pole for this. It will be roughly 20' x 18". Electrical should be complete mid-late April.
- c. Administration (*Barbara McKenzie*)
  - i. CIS sent out a new sample handbook with recommended changes. We will use it to make updates to our handbook.
- d. Fire/Ambulance (*Steve Podvent*)
  - i. 0 fire/7 ambulance. 2 rescues. Steve met with Sheridan and the Wasco County Ambulance Service Area review. They are coming out with new application forms, changing language to make things more consistent. This will make it easier for customers to compare services. It won't go out until October.
  - ii. Dufur's proposed cost increases are still under review by the Ambulance Service Area committee. They are responsible for capping costs and setting boundaries for ambulance districts.
- e. Planning & Development (*Kathy Bostick*)
  - i. No report today.
- f. Other Council Comments
  - i. (Stan) Stan donated some land to the Park that will be used for additional parking. It will need to be appraised by June 1 to be counted towards matching funds for a grant that Parks & Rec is pursuing. It provides more than a dozen new spaces for vehicles.
  - ii. (Josiah ) Gorge Gravel Grinders, a Cycle Oregon event, will be holding an off-road bike ride in the area April 24<sup>th</sup> – expecting about 300 participants.

**New Business**

- a. Tyson's Review – will discuss in executive session.
- b. Oregon Road Rally – They have submitted an application for another event May 22<sup>nd</sup>. They're expecting about 100 will compete and there will also be spectators and support staff. We will ask that they provide signage for a 4-8 p.m. road closure of Main Street. The museum has A-frame signs that could be used also.
  - **Motion** to approve Oregon Road Rally application: Josiah, 2<sup>nd</sup> Barbara. All approved.
- c. Dufur Threshing Bee – Organizers are looking for donations. The city usually sponsors at the Gold Level for \$500. The car show will be happening on Sunday but there will be no grange breakfast.
  - **Motion** to approve sponsorship of the Threshing Bee for \$500 from City of Dufur. Josiah, 2<sup>nd</sup> Steve. All approved.

**Old Business:**

- a. Wastewater – will discuss in executive session.
- b. Peters' Subdivision – will discuss in executive session.

- c. American Rescue Funds- We are still waiting on a couple of quotes from meter companies. Brandon Mahon offered some suggestions as well which Public Works will look into.
  - **Motion** to authorize the Mayor and City Recorder to submit our spending plan by the deadline of April 24<sup>th</sup>. Josiah, 2<sup>nd</sup> Barbara, all approved.
- d. Surplus Fire Equipment- John Keyser Jr. spoke with the Mitchell, OR fire chief and learned they have an operating budget of just \$3k – would like to be able to offer our surplus truck to them.
- e. Wheeler Co. F&R came and took a lot of the other surplus equipment.
  - **Motion** to revoke our plan to take the truck to the auction. Bill, 2<sup>nd</sup> Samantha. All approved.
  - **Motion** to donate the truck to Mitchell F&R. Bill, 2<sup>nd</sup> Samantha. All approved.

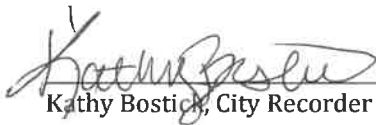
**Special Announcement:** City Attorney Paul Sumner stated he would be resigning from his contract effective May 13<sup>th</sup>, 2022.

**Adjourn Regular Session:** Council adjourned regular session at 8:23 to enter executive session for ORS 192.660 (2)(a)- Employment of Public Officers, ORS 192.660 (2)(e) Real Property Transactions and ORS 192.660 (2)(h) Conferring with Legal Counsel regarding litigation. Councilors Stan Ashbrook and Barbara McKenzie left the meeting at this time.

**Adjourn Executive Session and Re-enter Regular Session: 10:10**

- **Motion** to direct Paul Sumner, Dufur City attorney, to respond to attorney of property owner involved in sewer, rejecting the proposed offer. Josiah, 2<sup>nd</sup> Bill. All approved.
  - **Motion** to direct Paul Sumner, Dufur City attorney, to contact developer's attorney, Chris Kobak, to discuss responses to his red line version. Sam, 2<sup>nd</sup> Josiah. All approved.
- a. Another executive session will be held on this matter on April 19<sup>th</sup>.
- **Motion** to accept Tyson's review, but to keep his pay rate as-is until the criteria for an increase in wages has been met. Josiah, 2<sup>nd</sup> Bill. All approved.

**Adjourn Council Meeting: 10:18**

  
 Kathy Bostick, City Recorder

  
 Merle Keys, Mayor

If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(m) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations