

CITY OF DUFUR COUNCIL MEETING

July 13, 2021

7:00 PM

Dufur City Hall

-MINUTES-

Call to order: Merle keys called the meeting to order at 7:00pm

Attendance: Mayor Merle Keys, Council Stan Ashbrook, Steve Podvent, Josiah Dean, Samantha Filbin, Bill Parke, Barbara Mckenzie; City Attorney Paul Sumner; Public Works Brandon Beachamp; City Recorder Kathy Bostick; City Staff Tyson Marick, Ursula Schaefer

Guests in Attendance: Mike Glover, Richard Frickey, Jon Keyser Jr

Approval of Agenda: Steve made motion to approve agenda; 2nd by Barbara; All approved

Consent Agenda: Bill made motion to consent agenda; 2nd Barbara; All approved

- a. Approve accounts payable
- b. Approve minutes of regular meeting June 8th, 2021 and June 30th, 2021

Citizen Comment – None

City Staff Reports

- a. Public Works Report (*Brandon Beachamp*) – Crack sealing starting
- b. City Recorder (*Kathy Bostick*) –A Planning Committee position is still open and needs to be filled asap. Currently no quorum because one member needs to abstain. The person needs to live within city limits.

City Attorney & Engineering Reports:

- a. City Attorney (*Paul Sumner*) –
 - i. The sewer plan requires acquisition of a small piece of property. Paul will prepare the deed and present it to the County Council. Kristen Campbell needs to approve. It will require an investment by the city of \$3,000. The previous owners will retain the rights to access the property for mineral use.
 - ii. Snow removal ordinance – Paul will do research and put together verbiage for an ordinance that would allow the city to tow vehicles which are left on the street during snow removal. This will require a public hearing to adopt.
- b. Engineering (*Brandon Mahon with Anderson Perry*)
 - i. Drawings - Reviewing final draft drawings now before sending to DEQ. Still working through dam breach analysis but looking on course for a November bid date. Also finishing a reclaimed water use plan which is a DEQ requirement since we are modifying how we are disposing of treated wastewater.
 - ii. Biosolids - We have a new plan on how to approach this since we couldn't meet the various requirements in time for removal and application this summer. Contractor will push solids out of the way/into a corner of the site and begin construction. This will eliminate the need for multiple contractors having to coordinate and allows time to complete the management plan for DEQ. Biosolids will need to be tested for nitrogen before we can determine how much acreage it can cover -maybe 20 to 25 acres. Application would be in about a year from now.

- iii. Land acquisition -- county lot and a piece south of the lagoons – this requires a small lot line adjustment & currently struggling with Title Company on legal description / deed issues, but hopefully close to a resolution.
- iv. Funding – everything will be sent in by Kathy to USDA Rural Development to finalize funding package; funding structure: USDA national office divvies funds out to states. Any leftover funds are pooled once or twice a year - mid-August is the next pool and our deadline.
- v. Will be moving some budget items to IFA funding. Will have an amendment to present at next meeting

Council and Commissioners Reports:

- a. Mayor's Report (*Merle Keys*) – Residents have requested new cross walk signs at 5th & Main. Plans are to replace the existing signs with updated bright green signs. Would also like crosswalk striping done - will try to get the improved paint like what was used at We3. Will talk to property owner at corner of Main (Larry) about the tree that over hangs on the corner. There is an ordinance that can be referenced if needed.
- b. Public Works (*Bill Parke*) – Fire danger due to dry grass/weeds at lot next to Doug Peters'. Shawn Lindhorst to give Jack a quote regarding siren. Shawn has been out of town, but Bill will connect with either he or Jack to follow-up. Discussion about ways to request that residents conserve water. Kathy will write something up to be included on the water bills.
- c. Administration (*Barbara McKenzie*) – Ursula Schaefer has been hired for the new part-time shared administrative position between the city & the community library. We will be reorganizing the office to make space for her new workstation.
- d. Fire/Ambulance (*Steve Podvent*) -- 4 fires; either 3 or 4 ambulance. Thanks to John for the patrol & presence on the 4th of July. Ambulance is seeking funding for a self-CPR machine and a power-lift gurney. Sarah is going to meet with a woman in The Dalles who's a grant-writer and talk to other districts. A fundraising opportunity! The stairs on the W side are showing rust - they didn't get the best quality powder coating & have been damaged by sun exposure. They need to be re-painted with heavy duty paint. Shrubbery also needs to be removed/replaced - the juniper trees there now are still growing and are already too close to the building.
- e. Planning & Development (*Kathy Bostick*) – Kramer's planning was approved. Condition of only 16 parking spaces, fewer than were originally requested. Lot is zoned residential which required 15% shrubbery. Shrubs on corner are going to be removed due to safety hazard/ blind spot. Owner will allow tenants 1 vehicle/unit. Lot will be gravel with concrete parking bumpers. The planning meeting for the Peter's Subdivision will be at 6 pm on July 20th.
- f. Other Council (*Stan Ashbrook*) What if we brought residents who live between town and the inlet into the city fire protection with some taxation? (*Paul Sumner*): Forming a fire district is forming an Oregon Special District- like forming a municipality. The city would then hand the district assets – equipment, infrastructure, etc. As of now, the City is the city and services are to remain in the city limits. Under a mutual aid agreement, we do respond outside of city limits if structures are involved and any fire response outside of city limits is supposed to be a bill by incident. Property within city limits always remains the priority. There is always a 4-person engine crew in town in the case that we do respond outside. If a conflagration is called by the State, city fire and outside agencies are paid to respond.

New Business: (Action items)

- a. Complaint – fire danger due to dry grass on empty lot at 3rd & Heisler. Underhill are property owners. Motion to write a letter: Samantha moved motion, 2nd by Josiah - all approved.

- b. Complaint – fire danger due to stacked wood, etc. at lot by creek. Richard Frickey is the property owner. Tax lots 1S.13E.25C (6400/6300) – Kathy passed pictures around, owner is present at council. Concerns were discussed. Standard complaint process explained. Other property owners have also received letters. Motion to write a letter, including copy of complaint, asking Richard to address the issue ASAP. Brandon will also visit the property to assess. Steve; 2nd Josiah
- c. Fireworks ban through Dec 30, 2021 – This information will be posted to the website and updated on flyers. Motion by Josiah; 2nd by Barbara; All approved
- d. OLCC Renewal for Balch Hotel – Motion by Barbara; 2nd Samantha - 6 yes, 1 abstain (Josiah)
- e. Water Use – pump has been running 16-17 hrs /day per Brandon. Kathy will put a notice on the next water bill requesting that folks try to water before 10 am or after 5 pm. Water usage was high in June due to the extreme heat event. Paul would like council to consider a resolution that would be emergency action public works could take in the event that water needs to be shut off/conserved for specific uses.
- f. Office Equipment-Desks/Computer - Barbara moved motion to authorize purchasing a computer/desk for new staff; 2nd Samantha; All approved

Old Business: (Action items)

- a. Culvert Cost – \$81.00 / ft – 70 ft + couplers, etc. Motion by Stan to approve up to \$7k for culvert; 2nd by Barbara; All approved
- b. Office Security - Table
- c. Sewer Funding – Motion to have Merle allowed to sign the amended Anderson Perry agreement and funding applications. Barbara; 2nd Samantha; All Approved

Ordinances and resolutions:

- a. Firework Ban 07.13.2021A – Merle and Kathy to be able to sign the new resolution to amend the existing res. 06.30.2021 – Motion by Steve; 2nd by Josiah, all approved
- b. Water Restriction 07.13.2021B – tabled - will have new resolution.

Adjourn: Samantha made a motion to adjourn at 8:34pm; 2nd Steve; All approved


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