

CITY OF DUFUR COUNCIL MEETING
September 14, 2021
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; (Samantha Filbin via zoom, all others in-person) Public Works Brandon Beachamp (via zoom); City Recorder Kathy Bostick; City Assistant Recorder Ursula Schaefer.

Absent: Bill Parke

Guests in Attendance: Mike Glover, Brain Durham, Brian Kittelson, John Keyser Jr., Judy Sumner

Approval of Agenda: Barbara, 2nd Steve. All approved.

Consent Agenda: Josiah, 2nd Barbara. All approved.

- a. Approve accounts payable
- b. Approve Minutes of Regular Meeting August 10, 2021

Public Hearing: System Development Charges increase (SDC's)

- a. Is there support for a systems development charges increase?
 - The increase would be from \$1,215 for water, and \$950 for sewer to \$5,000 for each.
- b. Letter received in support of these increases from Dufur resident Bonnie Parker
- c. Public Hearing held & closed – no opposed.
- d. Josiah, 2nd by Steve to accept new rate for SDC's

Ordinances & Resolutions

Citizen Comment

- a. None made

City Staff Reports

- a. Public Works Report (*Brandon Beachamp*)
 - i. Culverts have been ordered. We purchased 3 20' at \$94.10/sq ft. and was within budget. Delivery date to be determined – we have the choice to pick up in Washougal or wait for delivery to Bryant's Pipe in The Dalles.
 - ii. S. basin – decided not to put in a jersey barrier so that emergency response crews have easy access. Stan has a cable that can be used for a gate. Working on verbiage for a sign.
 - iii. Crosswalk signs should be here within the next week.
- b. City Recorder (*Kathy Bostick*)
 - i. Improvements have been made to the office space at City Hall. Ursula has been a big help with this and will also be helping to organize the Public Works office.

City Attorney & Engineering Reports

- a. City Attorney (*Paul Sumner*)
 - i. Jefferson County met in a special session and has drafted a resolution which they expect to be adopted as early as tomorrow. They have declared a state of emergency due to the lack of resources to deliver emergency services as a result of losing volunteers because of the vaccine mandate. The board of commissioners have requested that the State of Oregon repeal its vaccine mandate for emergency responders.
 - ii. Sewer system project – Some issues and questions have come up from the engineer regarding chains of title. Also working with Wasco Title. Jeff Madsen who works with Brandon Mahon will be able to address this when he is back to the office next week.

Wastewater funding – this has been previously indicated as being approved, but it is time for another update so we can discuss the details of the funding.

- b. Engineering (*Brandon Mahon with Anderson Perry*)
 - i. No report shared today.

Council and Commissioners Reports:

- a. Mayor's Report (*Merle Keys*) – Looking forward to installing the crosswalk signs!
- b. Public Works (*Bill Parke*) – No report shared today – Bill is absent.
- c. Administration (*Barbara McKenzie*) – No report shared today.
- d. Fire/Ambulance (*Steve Podvent*)
 - i. Fire department meetings are going to move from 1st Tuesday to 1st Wednesday of the month, which will align with EMT meeting
 - ii. Planning to do a hazardous materials training with Wamic & Tygh Valley crews.
 - iii. Annual food drive is planned for November 3rd. We want messaging to go out about this to people are prepared.
 - Heather Wright will send info and has offered to help create a flyer.
 - iv. Ambulance/Fire would like a monthly report showing what \$\$ is coming in from ambulance runs – as well as any donations to the clothing box.
 - v. Kathy will get updated emails of the fire crew so she can be in better communication.
 - vi. Fire Hydrants – they were last flow tested at Dufur School. We would have to borrow equipment for testing. Test results could affect ISO ratings and insurance rates.
 - Brandon will research the cost of hydrant testing.
 - vii. Gutter leaks on fire building – leak is in front on Bay 3 and needs repairs ASAP before winter weather hits. Brandon will look at this project before next council.
 - viii. Tree removal – someone will help Brandon with this project. Will try to remove the dead tree first, could use a stump grinder is there is any evidence of damage to concrete.
 - ix. Ambulance Drive – can we do something now to prepare?
- e. Planning & Development (*Kathy Bostick*)
 - i. Meeting on 29th was held briefly but the hearing has been extended to Oct 13th at 6 p.m.
- f. Other Council Comments
 - i. (*Stan Ashbrook*) Stan inquired as to whether there been follow-up at the Frickey property. There has been a clean-up day – trees were cut, stumps were treated and a burn pile is ready. A gate has been put up and is keeping the traffic out. Stan requested that the trash and waste wood pile be taken care of by December.
 - ii. (*Stan Ashbrook*) Bike path – park folks are working on it. They need to know the property line to move forward.
 - iii. Wasco County use of city water—Wasco County was using up to 60,000 gallons of our treated water every day for road work for a couple weeks. This was an unauthorized and inappropriate use of drinking water. Merle has spoken with the county and was assured they will not do this again.
 - iv. Sewer Project- Stan asks why the material isn't being spread out more so that it is drying out.
 - Paul reminded Stan that there is already a plan in place for handling this which will involve moving the material aside while prep work is being done. Brandon Mahon is going to be getting back to Paul with more information. There is no liner in the pond. The material doesn't need to be dried to be taken to landfill. Rules are different for land application vs landfill.
 - v. Crack Sealing – Steve Podvent requested that Public Works prioritize streets that need work but are not severely damaged. He used Bohna street as an example of a street which he felt was in too poor of shape to justify crack sealing.
 - Brandon asked for a list so he knows which streets to prioritize. Steve will provide this ASAP.

New Business: (Action items)

- a. Volunteer Fire & Ambulance
 - i. Vaccine Mandate – rule states that all fire & ambulance volunteer staff must be 2-weeks post vaccination by October 18th. For those currently unvaccinated, this deadline will be impossible to meet.
 - Dufur Fire/EMS reports that currently only 4 of 17 volunteers are vaccinated.
 - Insurance for our volunteers will not cover any COVID related treatment/expenses.
 - There is a provision which states that persons can apply for a religious exemption or medical exemption which would require a letter from a Physician.
 - **Motion** to follow state order, including exemptions, and include release to absolve responsibility for volunteers who complete exemptions. Josiah, 2nd Barbara. Passed 4/2, 1 not present.
 - ii. Ambulance Billing – We are in need of a new billing service. Kathy called Jefferson County and they said it would cost \$550 for the set-up fee and \$40 per run to use their system. Another company, called Tactical Group, would charge \$30 per run with no set-up fee. This is the company that Wamic and Cascade Locks went with. They have a staff person there who used to work with us through the City of Springfield, so it will be a pretty seamless transition as she already has our information.
 - **Motion** to accept Kathy’s recommendation to use Tactical Group for Dufur Ambulance billing service. Josiah, 2nd Barbara. All approved.
 - iii. Jason Davis, Director of Dufur EMS, has submitted his resignation.
 - Heather Wright has volunteered to become the new director.
 - **Motion** to accept Jason’s resignation – Steve, 2nd Stan. All approved.
 - **Motion** to appoint Heather as new EMS director. -- Josiah, 2nd Barbara. All approved.
- b. Holiday/Part time employee schedule
 - i. Discussion around part-time schedule for Ursula and how it will be affected by holidays/school day closures. Group agrees that her schedule should be flexible to work around holidays and closures at school. No motion or action needed.
- c. Kathy Review- covered in executive session.
 - **Motion** to approve Kathy’s step increases as discussed in executive session. Barbara, 2nd Josiah. All approved.

Old Business: (Action items)

- a. Community Center Rezoning
 - i. The current offer for the building was given with the stipulation that the property be zoned commercial. Kathy learned from Tammy that this would cost an estimated \$8-\$10K, and that the zoning change wasn’t a guarantee. The process involves a state level approval, then to Wasco County Planning Dept, and finally an approval at Dufur City Council. The offering party has said they have other ideas should the zoning need to remain residential. Council would like the community center committee to move this work forward. Samantha & Josiah are the committee.
 - **Motion** to allow the committee (Sam & Josiah) to meet with offering party to discuss other ideas instead of pursuing rezoning. Barb, 2nd Steve. All approved.
- b. Wastewater Funding
 - i. Funding has been granted in total of \$2,442,000: An IFA construction loan of \$779,000 and an Oregon business grant of \$1,625,000.

- ii. Kathy would like to use an existing checking account for these funds. The account was used for a Bond Sinking Fund and would need to be changed to Wastewater Construction Fund.
 - **Motion** to approve Kathy signing the loan resolution & grant document, (RUS Bulletin 1780-27, RUS Bulletin 1780-12) Josiah, 2nd Barbara. All approved.
 - **Motion** to approve a name change to the checking account to be used for wastewater funds. (SF 3881) Josiah, 2nd Steve. All approved.
- c. 5th St Bid
 - i. Brandon left a voicemail with Bill from Anderson Perry but hasn't heard back.
- d. Right of Way Easement, Right of Way Certificate and Opinion of Council Relative to Right of Way (RD 442-20, RD 442-21, RD 442-22)
 - i. Information needs to be sent to USDA Rural Development by Paul (attorney), Engineer and title company, attesting that there is an easement providing a sufficient right of way to install the system. Title company has a preliminary title that goes with it. A map showing the easement will be shared when available.
 - **Motion** to give Paul the go ahead to work with the engineer to submit right of way information to USDA – Barbara, 2nd Steve. 1 abstain. All approved.

Executive Session at 8:55 p.m. ORS 192.660(2)(i)
Resume Regular Session at 9:00 p.m.

Adjourn: **Motion** to adjourn at 9:03 by Barbara McKenzie. 2nd Josiah. 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