

Council: Kathy Fitzpatrick, Peny Wallace, Arlene Burns, Emily Reed, and Christina LaFever.
Staff: City City Recorder Jean Hadley
Absent: None Excused: Mayor Andrea Rogers and Steve McKibben,

CALL TO ORDER

Meeting was called to order by Council President Kathy Fitzpatrick at 7:00 p.m. and roll call was taken.

ADDITIONS OR CORRECTIONS – Hadley asked Council to include in the consent agenda a second list of bills presented that evening and an application for a liquor license for recommendation.

BUSINESS FROM THE AUDIENCE – David Povey passed out a document saying it is somewhat of a progress report having to do with the Conditional Use Permit (CUP) and the conditions that are required to be met before continuing to use the Accessory Dwellings located on their property. Fitzpatrick directed staff to issue this report to the City Engineer John Grim.

Marc Berry representing the Historic Columbia River Highway asked if Council objected to signage commenting on the ability to “Touch the Columbia”. Fitzpatrick suggested Berry provide something in writing so it can be addressed at a later meeting.

Susan Froehlich spoke about the unsafe conditions that exist regarding the Mosier Creek Bridge. Froehlich spoke about the hazard of falling in the void provided by lack of barriers. Fitzpatrick suggested contacting our local representative from Oregon Dept. of Transportation. Froehlich asked City Council to provide support of barriers or action to address concerns.

Chris Fade provided a timeline from the Farmers Market process in 2011 and how things occurred.

CONSENT AGENDA

- 1) Approval of Minutes, March 20, 2013
- 2) Review/Approve Bills
- 3) Resolution 2013-03 – Becoming a Member of the CIS Worker’s Compensation Self-Insured Group

Councilor Reed read from a list of comments for amendments to the minutes and said she will compile them and provide them to the City Recorder for insertion into the minutes. Councilor LaFever requested amendments to the minutes and provided copies of a two page document with those amendments. Both Reed and LaFever commented on the importance of providing comments made by the public and have the minutes reflect the relevance to the proceedings by inserting comments regarding the application and processes from the Farmer’s Market and the sign permit process for the Wildflower Café.

A motion was made by Councilor Burns to approve the consent agenda with inclusion of the minutes amendments suggested by Councilor Reed and provided by LaFever and the application for a liquor license from Ground Central Coffee. Councilor Reed seconded. There was no discussion. Motion passed unanimously.

BUSINESS

1) Continuation: School property (gas Station) new use; update and request for direction
Fitzpatrick asked LaFever if she had a conflict of interest due to her being the potential applicant and what that conflict might be. LaFever agreed that she has a conflict of interest and explained the series of events related to her doing business at the gas station. LaFever said that as a result of becoming a Councilor and the nature of the business as it now is constituted a need for a CUP. LaFever said she needs a permit of some sort and a cup in a full blown scale is not necessarily very relevant here because I have not changed anything structurally nothing has changed related to parking, landscaping, no water, no electricity which

has not impacted the City or residents around the business. Fitzpatrick asked LaFever to stand down from her position on the Council and sit in audience. This also provides Christina the due process she is entitled to by allowing her to move into the audience and represent her own personal interests in the discussion.

Fitzpatrick mentioned the Planner commend about the avoidance of the merits and proposed action to avoid prejudicing itself; it is not a public hearing, strictly administrative matter to guide staff in a direction regarding a potential application. Fitzpatrick mentioned the three options related to staff direction. Burns asked if LaFever's application could be used as a template for change to the application process. Wallace agreed that it would be a good test case for change. Fitzpatrick said the City would absorb the cost of the learning process. Burns asked if the permit would still have its cost and do we know what the permit would cost. Fitzpatrick explained the City Planner advised that the permit could not be streamlined any more than it is and not remove the tools at the City's disposal to evaluate other applications that could come in. Fitzpatrick explained the cost of the review of any application and the potential pitfalls which could change the cost of a planning review. Reed spoke to the issue of refunding if the charges or activities don't go up to the cost paid. Fitzpatrick said that can be discussed at this time during this meeting and passed on to the group reviewing the process. Chris Fade asked how to prevent the cost from escalating as it did for the Farmer's Market application process a few years ago. Fitzpatrick commented on the ability to cap the cost which will be considered and spelled out clearly during the review. Reed said that with the transparency of the costs and communication in order to know where you are with the fee which will incentivize the applicant to do their homework to reduce the costs. Fitzpatrick commented on the importance of learning from the past and moving forward as we review the process. LaFever said her point of view is shifting due to the complications that could arise with any application and the cost associated with a review by contracted service providers. LaFever said the simple use permit checklist, no matter the application, should have a process to determine the needs of any permit and whether it is an issue related to that application to look at situations as they are.

A motion was made by Councilor Reed to direct staff to proceed with the matter of the Dwelling Station by review as a modified CUP as discussed in the staff report on this matter. Councilor Wallace seconded. Discussion: Fitzpatrick requested clarity in the motion because the discussion had included two other items as options for the City; reimbursement of any cost in order to keep to actual costs and the City would cover the costs of the learning experience due to review by the working group. Reed revised her motion: to direct staff to proceed with the matter of the Dwelling Station by review as a modified CUP as discussed in the staff report on this matter including reimbursement of any costs over those that are actual and in folding it into the learning process and have the City cover the learning costs associated with developing the modified CUP. Wallace seconded the revised motion. Discussion: Wallace agreed with the revised motion and anything reimbursed should be actual costs. Motion passed unanimously.

2) Permit process and how to streamline

Fitzpatrick explained the document provided by the City Planner and the two actions being requested from the Council. Councilor Reed voiced her approval of the suggested options. Fitzpatrick said this action is being considered in order to establish a process in the support of businesses downtown and the consideration of reforming the process to make it more friendly and welcoming. Fitzpatrick summarized the staff report document and its meaning. Wallace supported staff and what is in place and felt the expense of reviewing current processes was unnecessary. Reed said she felt it would save money in the long run in order to have more transparent steps for business and permit applicants and the process would be smoother to reduce costs instead of having added costs. Fitzpatrick said potential reduction of costs when applicants have the opportunity to reduce costs by doing certain steps; it is important that we are more transparent and clear when we are charging the public by the hour for their process. Fitzpatrick felt

it was a good idea for Council to participate and that at least two councilors could help to do the research and get involved in the process because Council should be involved in knowing the permits and processes used in the office. Fitzpatrick mentioned that the scarce resources the City has will be used to create a new direction. Councilor Burns volunteered to be on the committee and Fitzpatrick suggested Mayor Rogers as another person for the committee. Fitzpatrick said because we are not certain what the makeup in the city office will be DeVaney suggested we wait to identify who the city office person will be. Wallace suggested Hadley since the office staff will be doing the permitting.

A motion was made by Councilor Wallace to appoint Councilor Burns and Mayor Rogers to represent the City Council on the work group assignment and that Recorder Hadley represent City Hall at the work session(s) this is the recommendation for composition of work group City Council as they see fit to best support this effort. Councilor Burns seconded. Discussion: LaFever said when she went into the office to get a simple use permit packet it wasn't any different from what it was a few years ago and wants the confidence that we are learning from the process that occurred when we applied for the Farmers market because she did not see a distinction from the one from years ago and the process now which is supposed to be simplified. LaFever said she asked for a copy of the checklist which we are supposed to be inspired by and that was not available either and needs certainty of distinctive changes from what was done a few years ago. Fitzpatrick said she hopes we can learn from the mistakes of the past and bring some of that material into the process. Wallace said the things LaFever might have been after in the office might not have been developed and that is what this group is tasked to do. LaFever said that is not what she meant; she agreed that she has not been here long enough to know but feels there is not progress being made in the direction we think we have and as a City Councilor she wanted to be confident that what we say we have we do have and since we are most likely spending a significant amount of money that we actually produce something that is going to get the result we are looking for. LaFever said brainstorming and execution needs to be done to our satisfaction and the way in which we engage people when they inquire. Motion passed unanimously.

- 3) Report and recommendations for City personnel and direction from Council on how to proceed –
City of Hood River Manager Bob Francis

Fitzpatrick recognized City of Hood River Manager Bob Francis who provided copies of his report and gave a brief synopsis of it. Francis explained how he organized his review of Mosier personnel staffing and operations. The 5 page document covered background, issues addressed, findings, recommendations, and conclusions. Francis also provided written policy suggestions for the personnel committee, City of Hood River budget monitoring documents, payroll spreadsheets showing Mosier's current payroll and proposed recommendations for payroll. Francis had a recommendation for staffing which was to use the Treasurer/Recorder job description from 2006 as a basis for change to the office staff with the Treasurer being the primary (60%) and Recorder as (40%) combined. Review job descriptions and create new ones with changes to the pay rates provided for the job. Create a position of Administrative Assistant to support the Treasurer/Recorder position at an appropriate pay rate. Francis said it was highly unusual for a part time person to receive full time benefits. Francis said his recommendation would save the City possibly \$11,000 a year. Francis said there was no job description for the Water Master other than the Operations and Management document for the Water service in the capital improvement plan. Francis spoke about lack of an employee manual which is critical to daily operations of any City. He also mentioned the lack of yearly reviews of staff which are also critical to provide strengths, weaknesses, and goals. Francis felt it was critical to appoint a Personnel Committee with the Mayor, one Councilor, and one citizen. Francis offered his time to help with assistance with the personnel committee and creation of a personnel manual. Francis also offered assistance of his staff and/or equipment from the City of Hood River; he said this is common practice between municipalities. Francis suggested departmental reports in order for the Council to better understand the daily, weekly, and monthly operations of the City and its

employees. Francis reviewed a spreadsheet showing the current pay scale including vacation/sick leave compensation and the suggested pay scale and benefits and what it would mean to the city payroll. Burns asked Francis if he had an opinion on technological upgrades for how City of Mosier functions. Francis mentioned credit cards and the policies, online bill paying which does have costs associated with processing payments but saves staff time for other activities, and credit card payments are a cost to any business activities. Fitzpatrick thanked Francis and said his recommendations will go before the Personnel Committee for assessment and review.

4) Park Host – job description

Fitzpatrick reported where she is in the process of creating a request for proposals to hire a volunteer park host and creating a job description and contract. Fitzpatrick provided a volunteer description document DRAFT of what is currently being considered. Fitzpatrick admitted to not providing public notice about the Park Committee meeting held on Friday and apologized. Fitzpatrick voiced her concern for bridge clearance and turning radius for living quarters of a camp host and asked if the maintenance person could measure the clearance and turning radius. Hadley mentioned the parking lot out of the park at the entrance as an alternative for a park host campsite. Reed suggested beautification in the park such as flags.

5) Parking Pass charges discussion

Fitzpatrick mentioned her review of how other cities handle charging. Fitzpatrick mentioned that she will be receiving copies of what other places use for their passes. Reed said this is another opportunity to add art, personality, whimsy, or humor to the experience and would make a big difference. Customer satisfaction survey was another idea Fitzpatrick suggested to be handled by the Park Host.

COMMITTEE REPORTS

1. Cemetery committee – Fitzpatrick is reviewing cemetery software and contracts.
2. Park committee – see earlier meeting minutes
3. Public Art committee – Wallace mentioned the 100 year anniversary group and the ideas they are considering for possible public art related to the anniversary.
4. Personnel Committee – Fitzpatrick said the personnel committee will be meeting to discuss the report submitted by Francis.

COUNCIL COMMENTS – Fitzpatrick passed out some notes she made as action items. One of those items is a Council Policy Manual detailing Council rules to better understand the system and chain of command. Reed felt the class provided for new Councilors that she, Fitzpatrick, LaFever, and Burns attended in Dufur earlier that day was extremely good and provided a good basis for knowledge of basic public entity rules. LaFever and Reed suggested more places where the agenda is posted and LaFever suggested 10 copies available at the meeting of the agenda and at least two full packets for the public. Wasco County Sheriff Rick Eiesland spoke about what was happening in the County.

CORRESPONDENCE/STAFF REPORTS – Hadley reminded Council of the upcoming meeting with the Fire District Board and suggested Council provide questions in advance so the Board will know how to respond and what to respond to. Hadley reminded Council of the meeting in May related to the Budget and the need for two more budget committee members. Hadley explained the action of staff related to a utility lien for unpaid bills.

Meeting adjourned at 9:35 p.m.

Approved this 17th day of April, 2013

Attest:

Andrea Rogers, Mayor

Jean M. Hadley, City Recorder