

Council: Kathy Fitzpatrick, Peny Wallace, Arlene Burns, Emily Reed, Christina LaFever, and Steve McKibben.

Staff: City Recorder Jean Hadley and Finance/Budgets Barbara Irving

Absent: None Excused: Mayor Andrea Rogers

Fire District: Glenn Bartholomew, Board Member, and Jim Appleton, Fire Chief  
John Mahar; Scott Hagee, Wasco County Commissioner

#### 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 list of bills, a staff report from Hadley, and a bike event by St. Mary’s Academy on Sunday.

**BUSINESS FROM THE AUDIENCE** – John Mahar, 1135 Canyon Way, Mosier, presented a packet of “Ladders Rising”, Downtown Mosier Art Installation Proposals. He is interested in doing temporary installations for the Mosier Centennial celebration. Burns asked about funding and Mahar responded he would like funding assistance from City. Council should direct questions to Wallace and she will communicate with Mahar.

Re items from last meeting’s audience: Susan Froelich and unsafe conditions at Mosier Creek Bridge—Fitzpatrick talked with ODOT representative, Pat Cimmiyotti. He is looking into it. Povey’s concern about CUP’s will be on another agenda.

#### CONSENT AGENDA

- 1) Approval of Minutes, April 3, 2013 – Councilor Fitzpatrick requested clarification of the minutes. City Council did decide to allocate city funds to a complete permit review process that will review all policies, forms, and procedures, and did not set a limit on funding. Council made this a city priority and trust that Dotty DeVaney, City Planner, will not exceed a reasonable cost for this process (item 1 of Business). Regarding the permit for a new use at the gas station, the applicant can apply for a modified CUP and that the process of creating the modified CUP would inform the permit review working group process. The applicant will not be charged for the part of the City’s process. Item 2 – the members of the working group were established: Mayor Rogers, Councilor Burns, and City Recorder Jean Hadley.
- 2) Review/Approve Bills

**A motion was made by Councilor Wallace to approve the consent agenda with inclusion of the minutes amendments suggested by Councilor Fitzpatrick. Councilor LaFever seconded. There was no discussion. Motion passed unanimously.**

#### BUSINESS

- 1) Fire District Board – Glenn Bartholomew has served on the Board for 8-9 years and is secretary. Darin Molesworth is President and Ken Hudson is Treasurer. Other members are LeeRoy Herman and Vic Hamilton. They work with the city to give the community a good service. The board members are the policy makers and the volunteers are an operational functioning group providing people, support, donations, equipment, etc. There are two tiers of volunteers: firefighters and EMT’s and support personnel.

How do you communicate? There are monthly meetings of the Board and the Volunteers. Board members have been attending the Volunteer meetings and volunteers are encouraged to attend the Board meetings.

Councilor Reed thanked the Fire Department and asked how the City can help. Councilor Fitzpatrick said the City is the agency responsible for emergency management and needs to work with the Fire Department to develop a program for any type of emergency. Fire Chief Appleton stated a goal is to create a central point for emergency communication such as a reader board. It is in the budgeting phase and no site has been determined. Councilor LaFever reported the school is planning to put up a board.

Councilor Burns asked about having data on homes that have alternate sources for heating during a power outage. Appleton said they did not have that information, but had information on those that might need medical assistance.

Councilor Reed asked about insurance ratings. Appleton replied that it is divided between Fire Department (50%), Dispatch (20%), and water supply (30%). The City is currently rated a 7 (best is 1 and worst is 10). It was previously a 6 and will hopefully go up to a 5 or 6 in the near future.

Councilor Fitzpatrick asked for a recap on the letter Fire Chief Appleton sent out about the new ODF rating classification assessment fee. The fee was levied for the first time in 2013 to about two dozen property owners in Mosier. ODF reviewed aerial photos to determine fire fuel on properties. The fee is \$18 per lot; \$57 if there are improvements on the lot.

Councilor Reed asked if there was a system set up for the maintenance of fire hydrants. Appleton replied it was the City's responsibility but in the Fire Department's best interest to make sure they are working properly. This is an area considered in the insurance ratings. A plan should be in place for testing all hydrants.

Fire Chief Appleton asked if the City had a plan for removal of dead pine trees. There are dead pines at Pocket Park and along Third Avenue. There are also dead trees on private property. Letters need to go to property owners to have them removed. The Fire Department has a qualified sawyer that can remove the easy ones for free. Councilor Fitzpatrick asked if Fire Department could supply a map showing dead trees. City could then get an estimate for cost to remove the trees.

Recap of discussion: have representatives at each other's meetings; plan for flushing all 50 hydrants; removal of dead pine trees; signs for emergencies, improvements to Mosier Grange for an emergency center (no agreement in place yet); and the Fire Department is years away from building a new station, so will stay in City building.

- 2) Personnel Committee Recommendations—the Committee met on Saturday, April 13, and worked on Bob Francis' recommendations. They developed a Personnel Committee description and reviewed the committee's role with regard to the City Charter and Municipal Code. City Management Roles/Responsibilities and Mosier Personnel Committee descriptions were passed out to Council for review. They then reviewed the job/position descriptions using Bob Francis, LOC, LGPI, and CCIS recommendations. The Finance/Recorder/Administrator position would pay \$20-\$23/hour and the Administrative Assistance, \$15/hour. Benefits could be offered in tiers, offering benefits to all employees at different levels. The Committee is working on a draft Personnel Policy Handbook, which is in electronic version only. Councilor Fitzpatrick will forward the document to City Office for distribution. Scott Hagee, Wasco County Commissioner, stated Wasco County is in the process of developing a compensation study. It will be available soon.

- 3) Street Light LED Conversion—Councilor Fitzpatrick gave a synopsis of her efforts dating back to 2006 to convert the street lights from mercury vapor and high pressure sodium to LED. Pacific Power has launched a series of LED pilot programs and now includes LED lights in the regular stock. Mosier could work with Pacific Power to retrofit two to three of the lights each year as they come out for maintenance calls. The cost would be \$242 per light (saving \$250 for installation). Electricity use is a small portion of the monthly bill. It would take approximately 10 years to recover the cost. LED lights require much less maintenance, lasting around 20 years.

#### COMMITTEE REPORTS

1. Cemetery committee—Fitzpatrick is still reviewing cemetery software.
2. Park committee—dirt moved with extra put on the side. Working on issues of getting a park host with CIS.
3. Public Art committee—Wallace said the totem needs sealing to preserve it. She will get a cost estimate for the budget. She is making a folder of the history of the totem and it will be submitted to City Hall. Mosier School teacher, Janet Carter, and students are excited about doing art projects for the centennial. They will start on it next school year. On May 11, the gates are being installed at the cemetery around noon.
4. Personnel Committee—see earlier notes.

COUNCIL COMMENTS—Burns stated the Permit Committee will meet tomorrow morning. Farmers’ Market is asking to be relieved of permit fees. Put on next agenda. Reed stated she has a potential budget committee member. She will send information to City Hall. Discussion on conflict of interest and when a councilor should excuse themselves from voting.

CORRESPONDENCE/STAFF REPORTS—Jean Hadley submitted her letter of resignation. Accepted by Council. Barbara Irving reviewed documents related to the third quarter financial report. The revenue funds were reviewed. Street Fund Personal Services needs to be monitored. Recorder gave report of what she has done in April and information about back flow devices. Hagee said to contact Wasco County Roads about sealing the streets.

Public Hearing on Mosier Bluffs SDC at the next meeting, May 1<sup>st</sup>.

Meeting adjourned at 9:20 p.m.

Approved this 1<sup>st</sup> day of May, 2013

Attest:

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Andrea Rogers, Mayor

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Jeanne Reeves, acting City Recorder