

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

Staff: City Recorder Jean Hadley

Absent: None Excused: None

CALL TO ORDER

Meeting was called to order by Mayor Rogers at 7:03 p.m. and roll call was taken.

ADDITIONS OR CORRECTIONS – Hadley asked Council to include and consider under the consent agenda a list of bills and under Business discuss an approval for Staff to proceed with consideration for a change in carrier for Workers Comp. Insurance.

BUSINESS FROM THE AUDIENCE – None

CONSENT AGENDA

- 1) Approval of Minutes, February 6, 2013
- 2) Review/Approve Bills

A motion was made by Councilor Fitzpatrick to approve the consent agenda including the list of bills presented that evening. Councilor Reed seconded. There was no discussion. Motion passed unanimously.

BUSINESS

- 1) Columbia Cascade Housing; home repair program intergovernmental agreement

Fitzpatrick explained the Oregon Development Block Grant Program and the relationship Columbia Cascade Housing has regarding the grant application and citizens who benefit. Council discussed how to help get the word out about the program and the application process. Council discussed using the City newsletter which is limited to City business only, linking this program on the City web site, and use the Mosier Newsletter created by Suzi Conklin.

A motion was made by Councilor Burns to approve the intergovernmental agreement between Columbia Cascade Housing and the City of Mosier and allow the Mayor to sign it. Councilor Reed seconded. There was no discussion. Motion passed unanimously.

- 2) Resolution 2013-01 Credit Card Use Policy

Mayor Rogers explained the work of the City Attorney to draft the resolution to be specific with limited uses by the City. Fitzpatrick asked if then it becomes City policy that employees are expected to pay out of personal funds for City purchases and then get reimbursed. Rogers said she spoke to the Attorney about this and employees are not expected to use personal funds and this does not set policy to do so. Fitzpatrick said it seems odd because then there is a policy that requires an employee carries a credit card and they are able to make purchases for the City on a personal credit card. Hadley explained the billing procedure used with most businesses the City deals with and it is the first step with most providers and there are very few providers who do not allow billing procedures to be in place. Fitzpatrick felt this set policy for staff to use their own funds to purchase City needs. Fitzpatrick said it seemed odd to her that the City is afraid of a credit card which is the most secure way of making a purchase. McKibben disagreed; use of a credit card is usually the first thing related to abuse of funds. There was discussion about changing the language in the resolution. Hadley announced that two cards were sent to City Hall; one in the name of Barbara Irvine, wrong spelling, and one in the name of Kathy Fitzpatrick.

A motion was made by Councilor Wallace to pass Resolution 2013-01 establishing Policies to govern the use of City Credit Cards for the transaction of official city business. Councilor Fitzpatrick seconded. There was no discussion. Motion passed unanimously.

3) "If I Were Mayor" contest

Rogers said the Oregon Mayors Association (OMA) sent a packet out about the contest and Rogers felt it would be a good opportunity to involve the community. Rogers mentioned the idea of getting information to the school, in the City newsletter, in the Mosier Community Newsletter, and on the City website. Rogers further explained the process of collecting and judging and announcing the winner who then gets their entry sent to another level statewide. Rogers said she would handle the contacts.

4) Discussion regarding Workers Compensation coverage carrier change

Hadley reported about a meeting earlier in the day with City County Insurance Services representatives John Zakariassen and Penny Marlette along with the City insurance carrier Mike Courtney where Kathy Fitzpatrick, Barbara Irving, and Hadley were present. The meeting was to discuss what services could be provided to the City with regards to Workers Comp. coverage and especially volunteers. Fitzpatrick spoke about the Rock Creek Park Camp Host idea. Hadley said in order for staff to move forward with coverage/carrier changes the representative need a go-ahead from Council. Fitzpatrick explained that CIS is a cooperative non-profit with a pool of customers.

Unanimous consensus of Council was to allow staff to proceed with pursuit of information regarding current SAIF workers compensation coverage and changing coverage to CIS and allow CIS to submit information.

COMMITTEE REPORTS

1. Cemetery committee – Fitzpatrick reported about her meeting with Col. Cascade

Housing who is on board about clarification of boundaries which will also give the City the opportunity to do a lot line adjustment. The City continues to want access to the trail and protect the visual buffer. Columbia Cascade Housing mentioned expansion of uses for the property which could be opened up to family housing in the future. Fitzpatrick requested some time in order to clarify the boundary and allow continued conversation with Columbia Cascade Housing about boundary clarification. The County surveyor would like us to clarify the boundary. **Unanimous consensus was to approve the continued conversation with Columbia Cascade Housing regarding a survey and lot line adj.**

2. Park committee – Fitzpatrick spoke about the application and consideration of a Park

Host at Rock Creek Park. Fitzpatrick said there are a few examples of a job description and when that is approved we can advertise the volunteer position. Fitzpatrick spoke about the signage for the recreational immunity regarding parking. The sign will clearly clarify the coverage the City has with the State Recreational Immunity. Council discussed the idea of changing the fees for parking.

3. Public Art committee – Wallace spoke about the gates which are being considered for donation and the request of a letter of acceptance and authorization for installation. Wallace said she would find out about locating utility lines and speak to the artist about sharp edges or people dangers. Wallace mentioned the idea of a stamp commemorating the 100 year anniversary of the City and having a contest for art of the stamp.

4. Personnel Committee – Rogers reported about the first meeting and outlined some purposes and accomplishments. Staff was directed to provide input about their job descriptions. Fitzpatrick said the Hood River updated personnel manual and LGPI will have a review of the manual and applicable to Mosier. Fitzpatrick said the City of Hood River has offered their staff to help with review of Mosier office efficiency. Fitzpatrick also spoke about the Local Government Personnel Institute (LGPI). Burns asked if a motion is necessary. Fitzpatrick said they would like a confirmation letter from the City of Mosier agreeing to professional courtesy at no charge. LaFever mentioned Mayor of Hood River

Arthur Babitz offered to hold a session on how to govern a meeting, act as a governing body, enforce transparency, act as a team, and work with strengths of each council. Rogers spoke about the need for public notice when the Council is meeting for any reason and there will be a quorum present.

Unanimous consensus of Council was to approve allowing the City of Hood River to scrutinize the office efficiency of Mosier.

COUNCIL COMMENTS

Councilor Reed said she called Dufur about the Councilor training course and found out it is \$300 for up to four people. Reed, Burns, and LaFever are all interested in attending and Fitzpatrick would like to attend also. The training is in April. Hadley said if there is a quorum the City can advertise attendance.

CORRESPONDENCE/STAFF REPORTS – Hadley announced her vacation. Hadley mentioned the need for street sweeping and she will contact ODOT, the County, and City sweeper Todd Reeves about that task; he has done it in the past. Hadley spoke about the digital recorder and the long meetings and the recording time and asked about purchasing a memory stick; she said she will look into the cost. Rogers mentioned the City Handbook created by the League of Oregon Cities (LOC) and the valuable information contained in it. Hadley said she will find them and make them available. Hadley offered an orientation once the Council has reviewed the handbook and could fashion some questions.

Hadley asked to verify the goal setting meeting date and the location. Rogers said it will be at her house on March 16th at 9am.

Meeting adjourned at 8:44 p.m.

Approved this 6th day of March, 2013

Attest:

Andrea Rogers, Mayor

Jean M. Hadley, City Recorder