

Council: Mayor Andrea Rogers, Peny Wallace, Kathy Fitzpatrick, and Steve McKibben.

Staff: City Recorder Jean Hadley

Absent: None      Excused: Tim Mortenson

Present: Arlene Burns and Emily Reed

#### CALL TO ORDER

Meeting was called to order by Mayor Rogers at 7:05 p.m. and roll call was taken.

**ADDITIONS OR CORRECTIONS** – Hadley asked Council to include in the consent agenda a more complete list of bills presented that evening, requested to add a business item to review and consider a letter regarding Beetle Kill trees removal, and mentioned a document presented for information only.

**BUSINESS FROM THE AUDIENCE** – None

#### CONSENT AGENDA

1. Approval of Minutes, November 28 , 2012
2. Review/Approve Bills

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

#### BUSINESS

1. Credit Card use policies and procedures

Hadley reported who she contacted to receive a Credit Card Use Policy. The policy presented to Council was from City of Hood River and has been changed to reflect Mosier. Hadley asked Council about the term “Department Head” and asked opinion about changing that to “Mayor or Councilor appointed to act as oversight”. Councilor Wallace asked about who the best person would be. Mayor Rogers suggested the term “Dept. Head” get changed. Hadley mentioned Finance Director Irving’s comments regarding the user(s) and issues; maintenance will not have access if needed, it will require a social security number for the user named on the card, and assurance of critical review of expenses. Council discussed when purchases are made and if it was necessary for the expenses to be authorized beforehand. Hadley explained that the purchases for each month will be included in the documentation with each check payment. **Council consensus was to send it to the City Attorney and get his opinion and change the term “Department Head” to “Mayor”.**

2. Arlene Burns request

The Mayor recognized Arlene Burns and asked her to present her request. Burns spoke about her contact with Pacific Power and undergrounding her electrical service to her residence which currently comes from a utility pole with a light attached. Burns explained that the pole is owned by Pacific Power and the City pays the bill for the light. Burns would like to decommission that light and remove the pole and have her service undergrounded which will eliminate above ground wires which stretch across her line of vision from windows inside her home. Burns said the light is so bright it trespasses into her home and interferes with the ability to see the night sky from her windows. Burns said it would save the City approximately \$120 a year. Burns suggested she would not expect the City to spend any money if they approve of this. Hadley said if the City purchases the pole than it would have to be considered surplus and available for purchase to anyone who chose to bid on it.

**A motion was made by Councilor Wallace to accept the request made by Arlene Burns to decommission the light, have the City purchase the pole, and then proceed to surplus the pole for sale and all of this after legal review. Councilor McKibben seconded. Discussion: Wallace asked to clarify, Pacific Power owns the pole and the light and the City pays the bill. Motion passed unanimously.**

3. Election results

The election results were reviewed by the Council and declared approved.

**A motion was made by Councilor Fitzpatrick to declare and approve of the results after canvassing the abstracts from the election held on November 6, 2012 and allow the Mayor to sign the document from Wasco County. Councilor Wallace seconded. There was no discussion. Motion passed unanimously.**

4. Park Host/recreational immunity/insurance discussion

Mayor Rogers turned this portion of the meeting over to Councilor Fitzpatrick. Fitzpatrick reported about her conversation with the insurance providers regarding the volunteers the City has for various projects and covering them under Workers Compensation Insurance. City County Insurance services (CIS), Mike Courtney with Courtney Insurance agency, and State Accident Insurance Fund (SAIF) are the various entities who dictate our insurance needs and requirements. Fitzpatrick suggested a change of coverage related to Workers Comp. Fitzpatrick suggested a meeting with CIS representative John Zakariassen to discuss insurance needs, recreational immunity requirements, and options available. Fitzpatrick spoke about a Park Host and what the City needs to insure the best coverage for them. Fitzpatrick mentioned the recreational immunity requirements and charging for parking at Rock Creek Park which seems to negate the immunity. There was conversation about a decrease of the cost of the season pass and possible increase in the cost of a day pass since \$15 is the limit that would not affect the State recreational immunity.

**Council consensus directed the City Recorder to invite CIS to the City office to discuss workers compensation options for coverage through CIS, recreational immunity coverage requirements, and options related to insurance coverage.**

5. Range Rider meeting 12/6 update

Fitzpatrick read from a list she made about the main points of the meeting she and Finance Director Barbara Irving had with Roger Jordan. The discussion covered a wide variety of financial things the City is currently dealing with; Union Pacific Rail Road (UPRR) Property acquisition project, State Audit Letter, Increasing City Revenue, and City Council Finance Policies. Fitzpatrick gave a brief explanation of the items discussed during that meeting and said she would provide a copy of the document from which she was reading. Fitzpatrick spoke about the review done by Karen Williams and her company regarding the UPRR property acquisition process. Fitzpatrick said Jordan mentioned a Local Option Levy which goes to the voters and may be an option and to entice a developer there could be a waiver or decrease of System Development Charges (SDC).

6. Needs & Issues paperwork submission

Fitzpatrick updated the list and will be in contact with the staff to make sure the City is still doing what it can to keep the list current with regards to accomplishments and possible other needs. Fitzpatrick said City Engineer John Grim will be contacted about the list.

7. Hadley spoke about the letter regarding Pine Beetles and the dead trees around town. She submitted a DRAFT letter for Council consideration. Hadley said she felt the letter should be as short as possible with the most information and a friendly request for assistance with a possible devastating issue.

McKibben said he felt it was a well drafted letter. Wallace felt more description would supply more information. Hadley felt short versions would be more effective than too large a letter. Hadley also suggested writing now and also in May when the City can compel people to act accordingly; May would actually be too late to destroy the larvae. Rogers suggested some changes to the wording of the letter that had a more positive spin. **Council consensus was to get a legal review, make the changes suggested, and bring the letter back to Council for approval.**

#### COMMITTEE REPORTS

1. Cemetery committee – Fitzpatrick reported that the spike markers are in and the policies are being worked on by the committee. In order to do a boundary line adjustment (re-plat the ear of land that needs to be drawn in) Mid-Columbia Housing Authority will have to help and without that it will take some time. The plan is to file the plat without the input and continue to move forward so the Pioneer Cemetery can be a working and viable cemetery.

2. Park committee – The Park Host issue is still being considered.

3. Public Art committee – Wallace said Mosier Community School is getting ready for some art to display for the 100 year anniversary. Wallace spoke about the cemetery gates and the contact she has had with Root. After the first of the year she will make contact and would also like to see a school connection.

**CORRESPONDENCE** – Hadley announced the death of Peggy Berthold. Hadley reminded Council of the City Attorney attendance at the next Council meeting to discuss all things Mosier. Hadley announced the dates of closure of the office for the upcoming Holidays. Hadley handed out business cards from the Mayor which were designed using the City logo. Hadley told Council of the new phone purchase because the phones have failed. Hadley provided Council with the facilities checklist the Safety Committee uses and explained the program for compliance of the safety committee rules. Hadley told Council about the antennae for the meter readings and the cost of a new one and said the meter readings were done and went very well. Hadley presented the idea of a meeting in early spring with the Mosier Fire District and the City Council where both entities can discuss issues of concern in order to feel connected and clarify some matters. Hadley told Council about the deteriorating gutter on the shed which is used specifically by the Fire district and since the District is using the shed they should be paying for the entire cost of a new gutter. Hadley told Council she is keeping a list of items to discuss at the March goal session. Each department wish list is being written down.

Meeting adjourned at 8:56 p.m.

Approved this 2nd day of January, 2013

Attest:

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Andrea Rogers, Mayor

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Jean M. Hadley, City Recorder