

CITY OF ELGIN
COUNCIL MEETING MINUTES FOR FEBRUARY 10, 2015

COUNCILORS PRESENT -

Name:	Present:	Name:	Present:
Mayor Alan Duffy	Yes	Councilor Brent Linville	Yes
Councilor Michelle Miles	Yes	Councilor Kathy Warren	Yes
Councilor Teresa Shaffer	Yes	Councilor	Vacant
Councilor Rocky Burgess	Yes	Student Councilor Lena Johnson	Excused

Call to Order

The meeting was called to order at 7:00 PM by Mayor Alan Duffy with the salute to the flag.

Roll Call

Mayor Duffy requested roll call. Councilor Linville; Councilor Shaffer, Councilor Burgess, Councilor Warren; Councilor Miles; all responded present.

Revise Agenda

Mayor Duffy requested to move the Appointment of Councilor up on the agenda before Supervisor Reports and to add the agenda item Council Meeting Schedule under New Business. The Agenda was revised by Consensus.

Letter of Interest for Council Chair

After requesting the applicants to come forward, Mayor Duffy opened up the discussion by asking if any Councilor had questions for the applicants. Councilor Warren asked how Ms. Linville would handle it if she did not agree with her husband on an issue presented to the Council. Ms. Linville responded she did not feel being married to a fellow Councilor would cause any problems. Ms. Linville stated they would each have their own opinion on issues and would not feel obligated to have the same opinion. She did not believe their being married would cause any problems for them. Mayor Duffy asked what issues Ms. Linville would like to address as a City Councilor. Ms. Linville's response was she wanted to see the City stay out of debt and keep on top of everything. Mayor Duffy's next question was what she would have said to voters to win their vote had she campaigned for the Council. She responded by saying she would do the best she can do, look at every aspect and get everyone's opinions before making a decision, will talk with citizens to come up with solutions. Councilor Shaffer asked how she would handle the controversy as the City Administrator rents space from the Linvilles. Ms. Linville stated she is not directly involved with the rental relationship. Councilor Burgess stated he is not in favor of having a married couple on City Council. Councilor Warren stated there are other cities in Union County with married couples on City Council and Ms. Linville is a positive person who is interested in serving the City of Elgin. She can think for herself and would make a good Councilor. Councilor Miles stated she has similar misgivings to Councilor Burgess and stated there will be a backlash from citizens. Kate Bottger, not a resident of the City, stated she has a concern on where Ms. Linville stands on Opera House issues. The other applicant was not present. Discussion followed regarding the lack of interest for the position. Councilor Warren moved to appoint Sharon Linville to the City Council. Councilor Linville as Second.

Roll Call Vote: Councilor Warren – Aye, Councilor Linville -- Aye, Councilor Shaffer – Nay, Councilor Burgess -- Nay, Councilor Miles – Nay; Mayor Duffy –Nay. Motion Failed.

The position will remain open and the City will continue to advertise the opening.

Approval of Minutes

Councilor Linville noted a correction to the January 14, 2014 minutes where a word was left out. Councilor Linville moved to approve the minutes of Council Meetings January 14, 2014, January 13, 2015, Special Sessions January 21, 2014, January 20, 2015, Work Sessions January 21, 2014, January 20, 2015, and July 14, 2014. Councilor Miles as Second. Mayor Duffy asked how many more meetings need to be transcribed. Lessa Adams stated there are about 5 meetings left, which includes some recordings that need to be worked with as the sound quality is quite poor. Mayor Duffy asked for clarification as he was under the impression the backlog of meeting minutes would be completed before the new Council was seated. Ms. Adams stated with reduced staff since December the backlog is not quite caught up. Councilor Miles stated her disapproval in the time it is taking to get minutes to the Council for approval. Administrator Eckstein stated a plan is now in place to get the minutes to the Councilors in a timely manner from this point forward. The vote was unanimous for approval. Motion Carried.

Supervisor Reports

The Mayor called for the Supervisors reports.

Union County Sheriff's Office: Troy Pointer

Deputy Pointer presented the Law Enforcement report. There were 419 hours and 14 hours for Animal Control. Submitted reports are at the end of the meeting minutes. Councilor Linville asked if the requested First Aid kits had been received. Deputy Pointer stated they have not. Mayor Duffy stated the kits were waiting for bags for the kits to be put into.

Public Works: Dan Larman

Mayor Duffy asked for a progress report on the Safe Routes to School Project. Mr. Larman responded that the project will be completed by Thursday of this week. Mayor Duffy asked about the recently hired employee for Public Works. Mr. Larman stated the new guy comes from La Grande and is fully licensed and certified freeing Mr. Larman to get other projects completed. Councilor Warren asked about the status of a water project on 11th street. Mr. Larman stated the project is scheduled to be started the next week. The property owners have been notified.

The Public Works service vehicle is in need of repairs. Mr. Larman requested to replace the vehicle. The purchase of a vehicle was not included in the current budget however a piece of heavy equipment was budgeted, has not been purchased and he would like to use those funds to replace the service truck for Public Works. The amount budgeted was \$59,000 for a mini excavator. The total cost of the requested vehicle, including being completely outfitted would be around \$30,000. Councilor Burgess asked if it would be under \$40,000 and the answer was yes. Councilor Linville stated with the Service Truck not running, Public Works is spending too much time going back and forth to the shop for tools and equipment. Mayor Duffy asked what the recommendation is from the Public Works Committee. Both committee members recommended replacing the vehicle with the one proposed by Mr. Larman. Administrator Eckstein stated the Ford dealership has agreed to take both the Service truck and the Dodge pickup as trade-ins,

lowering the sale price of the newer vehicle. Councilor Linville moved to purchase the newer service truck. Councilor Burgess as Second.

Roll Call Vote: Councilor Warren – Aye, Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Mayor Duffy – Aye. Motion Carried.

Councilor Miles asked if the purchase of the vehicle would require any budget changes or if the Budget Committee would need to be reconvened. Councilor Linville stated it would not as money was budgeted for a large purchase; the only change is what is being purchased and the total amount expected to be spent is less than what was budgeted. Administrator Eckstein stated several bids were solicited for the vehicle but the one presented to the Council was the best deal as it included the trade-ins.

Mr. Larman stated he had met with the new Public Works Committee and progress was made on several issues.

The submitted report is at the end of the meeting minutes.

Library: Theresa Chandler

Preparations for the Summer Reading Program are underway; still seeking a Program Coordinator. Software has been installed and upgraded on the public computers. Pajama Storytime is scheduled for March 25th at 6:30. An actor of the current production of Chitty Chitty Bang Bang will come in costume to read a book or two to those in attendance. The submitted report is at the end of the meeting minutes.

Ambulance: Jennifer Roulet

Currently on run #11. The submitted report is at the end of the meeting minutes.

Administrator/Recorder: Brock Eckstein

The Personnel manual has two final components that need to be approved by the Council then it will be ready to be published. A copy of the letter sent to the Secretary of State addressing audit deficiencies and the steps taken to fix them was shared with the Council. The Library has received all the equipment upgrades recommended in the IT Plan. Getting the server set up is the next step in the plan and that is scheduled to begin next week at City Hall. Then the backup server will be installed at the Library.

Administrator Eckstein spoke with Calico regarding their questions about taxes. Administrator Eckstein explained how the lease works and the City does not expect him to pay the taxes currently owing on the property. But if any taxes are incurred aside from normal operations of his business that he would be liable for those.

There are still two job openings with the City; the Relief Camp Host and the Summer Reading Program Coordinator. Councilor Linville suggested a current tenant at the RV Park as a possibility to help out at the RV Park. A brief discussion followed regarding lawn care and time off for the Camp Host. Administrator Eckstein suggested hiring a part-time, 20 hours a week, minimum wage worker to give relief and provide lawn care at the RV Park. Councilor Miles stated the cost cutting measures didn't work last summer. Mayor Duffy suggested this topic be added to the agenda for the next scheduled meeting.

A settlement hearing for the Foster case is scheduled on March 11, 2015 at 2:30 pm at the Union County Courthouse. Attorney would like to know what the City's terms are for settlement. An Executive Session is required for discussion.

The Shaffer case is closed. A second trial will not take place. Evidence in the case is now being returned to the appropriate parties.

The second phase of the Public Works shop repairs is completed. The contractor for the third phase can complete the work under budget so the insulation in the roof will be completed this budget year.

Don Butcher, with DEQ, thought it best to keep the current permit writer to allow him to work with her to give the City a fair shake with permit writing.

Ethics training is being provided in North Powder at no cost. Mayor Duffy stated ethics would be covered in the new councilor orientation workshop presented by the League of Oregon Cities. This will be an all-day meeting on March 18th at Island City. Topics covered include councilor responsibilities. The City will get a discount on insurance if City representatives attend. Administrator Eckstein will handle registrations for the workshop. Councilors may choose to attend either training venue.

Treasurer's reports are included. All inter-fund transfers are caught up. The Solid Waste fund is sitting with at -\$2,000 balance. The transfer site is still losing money. Councilor Linville stated \$15,000 was budgeted for 2 sets of scales to allow the City to charge by weight. Mayor Duffy requested Administrator gather figures for a discussion at the next meeting. Discussion followed on options for breaking even. Councilor Linville suggested to change all the locks for the Transfer Site.

Open Complaints

Complaint #12-14-2 and 1-15-3. Parking issues in right of ways can be addressed under the ORS and will be under the jurisdiction of the Sheriff. If the violation does not fall under their jurisdiction they will turn it back to the City to resolve. All issues on how to report violations have been resolved. The City just needs to call into dispatch and the complaint will be entered in the system. Parking violation stickers will be ordered. Once the sticker is applied and the vehicle is still not moved in the time allotted the vehicle can be towed.

Complaint #1-15-2. A letter has been sent to the property owner regarding burning and a copy of the burn ordinance was included.

Complaint #12-14-3. Trailer has been moved.

Committee Reports

The Mayor then called for committee reports.

Economic Development

Mayor Duffy stated the committee has not met yet, but committee members were invited to meet with Union County Economic Development and they provided information for the Councilors to review.

Administration

Councilor Warren reviewed the bills. To comply with auditors, verbiage was changed on last page of the check register to show what is being signed for and added signature to end of check register. The document requires the Mayor's signature. He will sign once the Administration committee members have reviewed and signed off first.

Public Safety

Councilor Shaffer stated Committee members attended the last ambulance meeting. The ambulance crew is waiting for the arrival of the next cot to test out. There was a leak in the ambulance and it should be fixed at this time. Also met with the Sheriff and went over the contract in preparation for Council approval.

Public Works

Councilor Burgess stated the Committee met with Public Works staff and discussed the purchase of a new vehicle. There is a project coming up: Parking lot between Subway and the Brunswick.

Public Works is working on a plan to repair streets one block at a time as funds permit. This project would include sewer, water, and drainage and essentially completely upgrade all city streets in town.

Student Councilor

Lena Johnson is excused and has submitted a written report.

Opera House

Kate Bottger stated the issues brought up at the last meeting have been addressed. The window has been fixed; can and bottle bin has been moved out of site; the reader sign is in working order; the garage door will need to be repaired professionally, the area outside the stage door has been cleaned up as well. Ms. Bottger further stated the area outside the stage door will be a bit messy when they are building props for productions. Each time a new production is started all volunteers are asked to be courteous to patrons of the surrounding businesses and park in the back or other parking areas. Opera House staff has not received any complaints from any Opera House patrons regarding parking. Employees from other businesses in the area are known to park in front of the Opera House as well.

Ms. Bottger asked for clarification that Councilor Shaffer will be the Council liaison with the Friends of the Opera House. Mayor Duffy confirmed this. He further stated that she may be contacted by any Councilor, but she will work more closely with Councilor Shaffer as she has been appointed to the Opera House Committee. As Ms. Bottger has full time employment in addition to her volunteering for the Opera House, she stated it would be easiest for Ms. Bottger to have one person to communicate with regarding the Opera House.

Remaining issues with the Lease will be addressed later in the meeting.

The performance dates for the current production are spread out to accommodate Spring Break.

Chamber of Commerce

Scott Abernathy spoke on behalf of Greg Chamberlain for the Chamber of Commerce. Tickets for the Chamber Banquet go on sale on Tuesday, February 17th. The City received an invitation to sponsor a table at the Banquet once again. Lessa Adams again volunteered to decorate the table for the City.

Stampeders

Councilor Burgess reported the Stampeders held their Annual Crab Feed. A lot more crab was sold than ever before even though the number of people served was down. The Steak Feed is planned for May 2nd. Councilor Warren asked about gun shows. Councilor Burgess will find out more information regarding any upcoming gun shows.

Lions Club

Administrator Eckstein attended the last Lions Club meeting. They are gearing up for the Conference coming up to be held at Wildhorse Casino. The Club is looking for new members. The Elgin Lions Club has over 50 members for this charter which is the largest group in eastern Oregon. They are still sponsoring Bingo Wednesday nights and looking for support.

Women's Service Club

Councilor Warren stated they will meet next week.

Old Business

Sheriff Contract/Animal Control Contract

The Public Safety Committee and Administrator Eckstein met with Boyd Rasmussen, County Sheriff, and reviewed the contract. Mr. Rasmussen stated the figures in the contract were based on current figures and were then divided by the number of deputies. The Administration cost was lowered from \$3,000 to \$2,500. The total contract amount for fuel is reduced by \$4,000; \$3,000 the first year and then by \$500 in years 2 and 3 of the contract. The bottom line is the deputies are doing the job; they have established a strong partnership with the community. Mayor Duffy asked for questions from the Council. Councilor Warren stated deputies are doing a fine job and she is satisfied with the work they are doing. Councilor Miles stated everyone needs to consider one can't put a price tag on peace of mind, or the rapport built with the City. Deputies have shown a true commitment to the City going above and beyond when there is a need for coverage. Sheriff Rasmussen added when there is a major incident in the City, the City will not be charged extra for full coverage for the incident. Mayor Duffy asked Sheriff Rasmussen to clarify the part of the contract where the City would have 3 deputies assigned to the City and we currently only have 2. Sheriff Rasmussen stated there are currently two full positions now and one more in training. Other deputies are covering the hours of the third position. The Deputies assigned to Elgin are Deputy Heath, Deputy Sutton and Deputy Armstrong. Mr. Armstrong is doing field training at this time.

Councilor Miles stated the only way to lower the cost of the contract is to cut hours of coverage or put them on bikes. Councilor Linville asked about contracts with other cities covered by

Sheriff's department in comparison to the contract with Elgin: What is the reason Elgin is paying more than the other cities? Sheriff Rasmussen responded that the new contracts are based on actual costs for fuel, overtime, training, and vehicle maintenance. Mayor Duffy asked if the contracts with the city of Union and the city of Island City are not the same form as the one with Elgin; is service provided at a lower level. Sheriff Rasmussen stated the other cities are buying hours and are not getting full time coverage. The contract with Elgin is a model for other cities. Councilor Warren stated the contract between the Union County Sheriff and the City was used as a model for a contract between Weston and their County Sheriff.

Councilor Burgess asked for clarification of the salaries in regards to COLA raises and how raises are determined. Sheriff Rasmussen responded the deputies each get a 5% step raise in addition to a COLA raise each year for up to 6 years. COLA raises range between 1 and 3 %. Burgess asked if all county employees get the standard 5% step raise each year and he was answered in the affirmative.

Mayor Duffy asked for questions from citizens in attendance. Toni Olsen stated she is happy with the coverage the City has.

With no further questions or comments, Councilor Shaffer moved to accept the contract for Law Enforcement services with the Union County Sheriff Department. Councilor Miles as Second.

Roll Call Vote: Councilor Warren – Aye, Councilor Linville -- Nay, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Mayor Duffy – Aye. Motion Passed.

Councilor Linville moved to give the Mayor authorization to sign the contract. Councilor Warren as Second.

Roll Call Vote: Councilor Warren – Aye, Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Mayor Duffy – Aye. Motion Carried.

Councilor Miles moved to approve the Animal Control Contract with the Union County Sheriff. Councilor Shaffer as Second. Councilor Warren stated she has not heard as many barking dogs and has not seen as many dogs running the streets.

Roll Call Vote: Councilor Warren – Aye, Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Mayor Duffy – Aye. Motion Carried.

Councilor Warren moved to give the Mayor authorization to sign the contract. Councilor Linville as Second.

Roll Call Vote: Councilor Warren – Aye, Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Mayor Duffy – Aye. Motion Carried.

Budget Committee Letters

Letters were sent to all Committee members and Tandi Cleveland has declined. One member's term had not expired and the other four members volunteered again. Councilor Warren moved to accept Susan McMurdo, Rhonda Cissna, Richard Mackie and Sharon Linville to the Budget

Committee. The Budget committee needs seven citizens in addition to the Council. If a good effort is made to assemble seven, and can get only five, that is acceptable. Councilor Miles as Second. Councilor Warren voiced her concern having couples serve the City. Motion Passed with one dissenting vote by Councilor Warren. Budget Committee volunteers will continue to be accepted until March 31, 2015. Letters will be sent to all newly appointed members letting them know of their appointment.

New Business

Wage Study/Pay Scale Proposal/Work Comp Proposal

Administrator Eckstein explained the wage study that was conducted using cities in Oregon that have a population that are plus or minus 400 of Elgin's according to the 2013 Census. Councilor Burgess questioned using North Plains as it is in the Portland area. Administrator Eckstein stated all the other cities were in eastern Oregon, but that city did meet the criteria for the study. Administrator went through the charts showing the wages being paid in the other cities compared to Elgin in each department.

Administrator Eckstein noted that several other cities have a dedicated Waste Water Treatment Plant operator and they do their lab work in-house. Councilor Warren asked for clarification on the additional position. Administrator Eckstein explained the position would be full time at the Treatment Plant and the City could possibly do lab tests for other cities that also out-source lab tests. Doing the lab work in-house could save the City over \$14,000 in lab fees and shipping costs. The City currently has an employee with the necessary certificates to do the lab tests. Councilor Miles asked what the cost for lab equipment would be and was answered with about \$6,000. The additional person hired could be hired as general labor and those wages would be less than for a certified position. Following the recommendation, the City would then not need to hire temporary summer help for Public Works. Richard Mackie asked if the City would need to build a structure to provide a controlled environment to do the lab testing. Administrator Eckstein responded that John Garlitz from JUB affirmed the area currently used for chlorine testing would be suitable for other testing as well. Dick Miller stated even though sending out for lab testing is expensive; he didn't believe it would be cost effective to keep all the certifications.

As a result of the study it was found that the staff at the Library is well below the wages of other libraries in the study. The recommendation for the Library Director is to increase the hours to 30 per week and provide medical coverage as Elgin is the only city in the state that does not provide it for Library Directors. Most library assistants work 30 hours per week and Elgin's works 10 hours per week. The recommendation is to increase the assistant's hours by 5 to bring it to 15 hours per week. Mayor Duffy asked what hours each library employee currently works and Theresa Chandler, Library Director, stated she works 27 hours per week and the Assistant, Michele Timmons works 10 per week. Councilor Miles commented that the Library Director is a department head even if her hours are part-time.

Administrator Eckstein included figures for a police force so that Councilors can see where the City falls in regards to the Law Enforcement contract with the Union County Sheriff.

Administrator Eckstein has developed a new classification wage range scale showing step and range increases. Each position is set to a specific range based on job description. The current

ranges reflect the wages currently being paid. A brief discussion followed regarding COLA increases and step raises.

Each step increase in each range is a percentage; the percentage reflects the statewide average. This is the plan Administrator Eckstein recommends adding to the Personnel Policy. Councilor Warren suggested this be further discussed in a work session. Councilor Linville stated the range scale is a guideline as the Council can set wages as they see fit. This document does not change the current wages being paid.

Theresa Chandler, Library Director, voiced her disapproval with the range scale the Library Director position is placed in. Based on current wages the Library Director is in the same wage scale as the Solid Waste Operator and Clerk/Receptionist. She felt the position should be in the same wage range as at least the Administrator Assistant as the Library Director is a Department head with supervisory and budget tracking responsibilities. Councilor Burgess asked if Ms. Chandler wanted to get a raise to put her in the same range as a patrol officer. Ms. Chandler responded she is not asking for a raise, but when the City goes to hire a new Library Director the position should be at the higher wage range.

Mayor Duffy asked what exactly the Council would be approving; the wage study or the wage ranges. Administrator Eckstein stated the Council would be approving the wage ranges and they can make changes to them by way of a resolution. Once the wage ranges are approved they will be added to the Personnel Policy and the Personnel Manual can then be finalized.

Dick Miller said both the highest and lowest numbers used in the wage study should be excluded to get a more accurate average. Administrator Eckstein responded that taking out numbers one doesn't like can skew the results. Councilor Warren restated her concern with including North Plains in the wage study as it is a higher median income area.

Councilor Linville suggested moving this topic to a work session. Mayor Duffy agreed and this will be added to the agenda for the next work session.

Emergency Personnel Credit Card Access/Phone

The satellite phone used by the Ambulance Service has been cancelled as it has not worked for several months. Ambulance crew members have been using their personal cell phones to contact the hospital during runs. A new phone is requested for use by the Ambulance service. An iPhone 5 is the phone requested as it will have the photo capabilities necessary to communicate with the hospital. Mayor Duffy asked what the cost difference is between the satellite phone the requested phone. Administrator Eckstein stated the City was paying about \$200 per month for the satellite phone. As the City currently has two other cell phones, he would like to bundle the three phones and it would be less than \$200 per month for all three phones. The satellite phone was cancelled the previous month. Councilor Warren asked about cost comparisons with other service providers. Administrator Eckstein stated since the City currently has a contract with Verizon it would be cost effective to stay with Verizon to avoid paying contract cancellation fees. The City is paying at a government rate for the phones now on the Verizon contract. Councilor Linville asked if the phone was in the budget. The funds used to pay for the satellite phone could be used to pay for the new phone. Councilor Linville also raised concern about the EMS reserve fund being spent and drawing the account down where there

will not be enough funds to replace the ambulance when the time comes. Administrator Eckstein stated the phone will come from a budget item with funds available. Mayor Duffy stated the reserve fund was being used for equipment purchases and it was not set up to be used that way. He recalled that additional funds were placed back into the reserve fund to cover those spent on equipment and other funds were budgeted for equipment.

Administrator Eckstein stated \$25,000 was budgeted for the EMS reserve fund and \$6,000 was spent on Resuscitation Annie from that fund. A fund transfer \$19,000 will need to be done to adjust the ending balance. Richard Mackie stated he believed a Wildhorse grant was used to purchase the Resuscitation Annie equipment. Those grant funds were used for EMS Training and not for equipment. Additional grant funds are being sought for new equipment.

The Ambulance President has requested to have a credit card to make purchases from their budget. The card would be linked to the same account as the credit card held at City Hall. Discussion followed regarding policies, procedures and liability for the additional card. When questioned how he felt about it, Administrator Eckstein stated he is amenable to them having a card. The Ambulance President would be personally liable for all charges placed on the card. Councilor Warren stated she doesn't see the need for another card. It was stated there would not be any additional fees for a second card.

Councilor Shaffer moved to purchase an iPhone 5 for the Ambulance Service through Verizon. Councilor Burgess as Second. Councilor Linville wanted to be sure to get a good phone that will last. Councilor Shaffer investigated the options and the iPhone 5 would meet their needs the best.

Roll Call Vote: Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Councilor Warren – Aye, Mayor Duffy – Aye. Motion Carried.

Councilor Shaffer moved to provide the Elgin Ambulance President a credit card. Councilor Miles as Second. Councilor Linville purchases could still be done by voucher.

Roll Call Vote: Councilor Linville -- Nay, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Councilor Warren – Nay, Mayor Duffy – Aye. Motion Passed.

Snow Removal Policy/Plow Schedule

Councilor Linville stated the Public Works Committee worked with the Public Works director to create a snow removal/plow schedule that will work for the City. The Public Works director would have discretion on when to start the plowing. Councilor Miles stated according to the policy as it is written, nothing has to happen unless there are 6 inches of snow on the ground. Councilor Burgess responded that leaving some snow on gravel roads is best and further explained the difference between plowing a gravel road versus a paved or chip sealed road. Richard Mackie asked if the policy covered the removal of slush or ice as slush is hard to navigate for the smaller vehicles with the lower ground clearance. Councilor Burgess stated it does. When asked about using the City-owned grader, Councilor Burgess stated the grader is not functional and is not the proper piece of machinery to use for snow removal.

Councilor Shaffer moved to accept the Snow Removal Policy. Councilor Linville as Second. Motion passed with one dissenting vote from Councilor Miles.

Opera House Lease

Kate Bottger opened the discussion with 4 points brought to her attention by Administrator Eckstein and some other items in the lease agreement she would like to cover in preparation for the Opera house Board meeting next Monday.

First Point – The popcorn popper was purchased years ago by Terry Hale from Any Dream Corp. When the Friends of the Opera House was formed they bought the popper. It subsequently broke and the Granada Theater donated the popper currently being used to the Friends of the Opera House. If the City would like to lay claim to the popper, the City would be responsible for repairs and replacement. Councilor Linville stated the counters were altered to accommodate the newer popper. The counters that were installed were paid by grant funds in a City-owned building. Councilor Warren does not have a problem with it staying with the Friends group. Mayor Duffy asked if the counter can be restored. It was determined that it could be.

Second Point -The Costume area is of concern. They are currently in the process of costuming a show and therefore the costume area is in disarray at this time. The Board realizes they need to be responsible that the area is cleaned up as soon as possible. Councilor Shaffer stated even when costuming is in full swing, there must still be easy access to the area and through the area in case of emergency. Councilor Linville stated the state of the costume area was brought up with the inspection done by the Insurance Company and that is why it is important. Upgraded lights are planned to be installed as well as a motion sensor to regulate the lights.

Third Point – The Office space for City use was located in the basement. As the basement is rather dark and dreary, the Opera House Board recommends if the City needs office space, the City could use the space set aside for ticket sales at this time. There is also office space upstairs as well. Both Councilor Warren and Councilor Shaffer approve of the recommendation.

Fourth Point – There is a structure behind the Opera House that is currently being used for evidence storage for the City and the Opera House Board would like to use it for extra costume storage. The costumes would be in airtight plastic totes and weather would not be an issue. Councilor Warren asked if there was room to put costumes upstairs. Ms. Bottger responded that the large room is used for choreography for play productions and there are future plans for music and voice lessons. There is a small area that currently houses old chair backs but does not provide adequate storage. Administrator Eckstein stated the City property can be moved to another location. Mayor Duffy stated Union County Sheriff took custody of all evidence when they took over law enforcement for the City. Mayor Duffy will check to see if some of the evidence can be purged. Councilor Linville suggested to house museum items in the building along with Opera House items.

Fifth Point - Keys were an issue. The building was rekeyed. Kathy Bonney provided a key log for each key to Administrator Eckstein. If anyone needs access to the building for repair issues with the HVAC, electrical or plumbing, City Hall can provide them access if necessary. Mayor Duffy stated the Public Works Director should also have a key to the building for roof access.

Ms. Bottger then moved onto the lease and made the following requests. The previous lease had two five year renewals and the new lease has a 3 and 5 year renewal. Ms. Bottger would like to change it back to two 5 year renewals. Consensus of the Council was to make this change.

Ms. Bottger would like to strike Section 2, paragraph (g) from the contract. Mayor Duffy offered to change the word direct to request and that was acceptable.

Section 2 paragraph (b) was added and the Opera House Board is in agreement.

Section 4 paragraph (a) was agreed to by the Opera House Board.

Section 4 paragraph (c). The Friends group is planning on making some cosmetic changes to the dressing rooms, downstairs restrooms and the fly area of the stage which will be funded by grant monies as available. Councilor Linville stated if the changes are to the working portion of building, historic restrictions may not be required. Ms. Bottger assured the Council that the Friends will communicate with the City about any and all changes made to the facility.

Section 8 paragraph (b). The garage door is currently not in working order and will be fixed as soon as possible.

Section 10 paragraph (a) A sign will be placed in the front window giving contact information for tours of the building.

Additional Covenants and Exceptions: The list of equipment needs to be updated and provided to the City Council. That will be completed before the contract is signed.

Ms. Bottger will continue to work with Councilor Shaffer with the changes to the contract in preparation for Council approval.

Request to Hire Temporary Help in Administration

Administrator Eckstein stated the staffing levels in City Hall are decreased and they could be short staffed for the next 8 to 10 weeks. As they are preparing for the budget process additional help is needed; without help the workload will suffer again. Discussion followed regarding the options available including working with the Employment Office and offering job training at no cost and using current employees. If current employees were utilized, the position would not need to be advertised. Mayor Duffy stated he was not opposed to using current employees as long as the City is able to stay in budget. Theresa Chandler suggested utilizing both Michele Timmons and herself. Discussion followed regarding the number of hours that would be added to accommodate the needs of City Hall. Mayor Duffy authorized Administrator Eckstein to use current city employees as long as he did not exceed the budget for the position. Administrator Eckstein would work out the schedule.

Councilor Shaffer questioned why Lessa was at the meeting taking notes if she is so overworked. Ms. Adams responded, in her opinion Administrator Eckstein would not be able to efficiently take minutes and be involved in the meeting at the same time.

Councilor Linville moved to allow Administrator Eckstein to work out a schedule with Michele Timmons and Theresa Chandler to fill in at City hall as long as the budget is not exceeded. Councilor Warren as Second.

Roll Call Vote: Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Councilor Warren – Aye, Mayor Duffy – Aye. Motion Carried.

Planning Commission Selection (2:50:40)

Letters were sent to those who had placed their name on the list asking for volunteers to sit on the Planning Commission and do not attend Council meetings on a regular basis; a response has not been received. Mayor Duffy asked those in attendance if they were still interested in serving on the Commission. All three answered in the affirmative. Several names on the list of volunteers were deemed ineligible as they resided outside the City limits. Mayor Duffy volunteered to make a phone call to the other eligible names on the list to verify they are still interested in serving on the Commission and then invite them to the next meeting.

Mayor Duffy recommended voting on the appointments individually and then asked if the Councilors had questions for the three in attendance. Councilor Linville had some questions for Richard Mackie as he had not served on the Commission before. He then asked Mr. Mackie how he would control his emotions when faced with a topic that can be touchy. Mr. Mackie responded he would tell them how it is; straightforward, no beating around the bush. Councilor Linville asked how he would do that tactfully. Mr. Mackie's response was if they can't understand straight up then they are wrong. He went on to say there must not be any suggestive interpretations that can go either way. There is only one interpretation. Councilor Linville responded there are easy ways to be tactful without causing contention as Planning Commissioner can be a volatile position. Mr. Mackie stated things are fairly cut and dry. He grew up here, knows the ins and outs and the grandfathers clauses. He will not allow illegal changes. When asked for clarification Mr. Mackie stated he would follow the ordinances of the City, County and State. Everyone must follow proper channels. Councilor Warren stated the City ordinances are different from the County. Mr. Mackie stated there are UBC codes from the County and each City has their own ordinances and codes that must be followed; the City has not been consistent in enforcing the codes. It was agreed by all that property lines in the City are a major issue.

Councilor Shaffer moved to appoint Richard Mackie to the Planning Commission. Councilor Burgess as Second.

Roll Call Vote: Councilor Linville -- Nay, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Councilor Warren – Nay, Mayor Duffy – Aye. Motion Passed.

Mayor Duffy then asked if there were questions for Sharon Linville. With none, he went on to comment that he felt Ms. Linville had a good grasp of what needs to be done.

Councilor Shaffer moved to appoint Sharon Linville to the Planning Commission. Councilor Miles as Second.

Roll Call Vote: Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Councilor Warren – Aye, Mayor Duffy – Aye. Motion Carried.

Mayor Duffy then asked if there were any questions for Toni Olsen. Councilor Linville asked if she is willing to work with the City to implement some badly needed policies. She answered yes. Councilor Warren asked how she would handle an irate person. Her response was as nicely as possible.

Councilor Shaffer moved to appoint Toni Olsen to the Planning Commission. Councilor Linville as Second.

Roll Call Vote: Councilor Linville -- Aye, Councilor Shaffer – Aye, Councilor Burgess -- Aye, Councilor Miles – Aye; Councilor Warren – Aye, Mayor Duffy – Aye. Motion Carried.

Mayor Duffy noted Planning Commission members are appointed by terms. Discussion then followed who would be appointed to the 1, 2, and 3 year terms. By consensus, the terms will be set once the chair and secretary positions are established.

Council Meeting Schedule

Mayor Duffy opened the discussion noting the Council meets quite often. He suggested establishing two Council meetings a month on the 2nd and 4th Tuesday of the month Councilor Linville stated the additional set meeting would require more hours of note taking and suggested to leave it up to the Mayor to set additional meetings as needed. Mayor Duffy stated the format of the first meeting would stay the same; the 2nd meeting would be used for items for discussion allowing for votes to be taken. Councilor Linville voiced his objection noting in a work session where there will not be a vote people are more willing to discuss. But if a vote is possible they could rush to make a vote. Mayor Duffy stated the 2nd meeting can be scheduled as a work, special or regular council meeting. Councilor Warren agreed as there is lots of work to do with ordinances and a 2nd meeting would help with that. Councilor Burgess recommended to schedule meetings as needed – don't schedule a regular 2nd meeting. Theresa Chandler suggested to set the 2nd meeting so that citizens would know when the extra meeting will be each month and that may help to get more citizen involvement.

Councilor Warren moved to set a Council meeting on the 2nd and 4th Tuesday of each month. Councilor Shaffer as Second. Councilor Burgess questioned if this will be forever and Councilor Linville responded with a yes.

Roll Call Vote: Councilor Linville -- Nay, Councilor Shaffer – Aye, Councilor Burgess -- Nay, Councilor Miles – Aye; Councilor Warren – Aye, Mayor Duffy – Aye. Motion Passed.

Good of the Order

Councilor Linville moved to approve the bills. Councilor Warren as Second. The vote was unanimous for approval. Motion Carried.

Councilor Burgess asked for clarification on the Union County Advisory Committee Application provided to Councilors. Mayor Duffy will meet with the County Commissioners and will ask for clarification on what is expected from members of this Committee. Councilor Burgess volunteered to get more information on this topic.

The Elgin Health District invited all Council members to attend a meeting with Senator Hansel and Representative Baretto to discuss the Elgin Health District's plans for a new clinic. The meeting scheduled for Saturday, February 21st at noon at the Train Depot. Mayor Duffy encouraged all Councilors to attend.

Councilor Warren moved to adjourn. Councilor Burgess as Second. The vote was unanimous for approval. Motion Carried.

Minutes respectfully submitted;

Theresa Chandler, Library Director

APPROVED 2-24-15