

CITY OF JOSEPH COUNCIL MEETING

Thursday, December 7, 2017 at 7:00 pm
Community Center
102 E. First
Joseph, OR 97846

AGENDA

Please silent all cell phones and remove your hats out of respect for this proceeding. Please note that the meeting is recorded.

Councilor and Staff Roll Call (*please state your first and last name and title.*)

1. REPORTS

- A. Police Report – Wallowa County Sheriff’s Dept., Joseph call list **PAGE 3-4**
- B. Library Report – Eric Shoudel, Librarian **PAGE 5**
- C. Fire Chief Report – Jeffery Wecks
- D. Public Works Report – Matt Mead
- E. Other Committee Reports – None at this time

2. PUBLIC COMMENT – ITEMS NOT ON THE AGENDA

- Please sign the citizen participation sheet and turn any written testimony into the City Administrator before the meeting starts.
- Please wait to be called upon.
- Please keep comments to three (3) minutes or less.
- Please stay on topic and do not repeat information.
- Please honor the process: do not carry on conversations while others are speaking.

3. NEW BUSINESS

- a) Discuss and direct staff on how to proceed with the open council position.
- b) Discuss and consider changing billing cycle for water and sewer charges to every other month. Resolution 2017-22 a resolution of the City of Joseph approving a service contract to upgrade the city’s network infrastructure and computers. **PAGE 6-13**
- c) Resolution 2017-24 a resolution of the City of Joseph approving the use of bank products: Remote Deposit Capture, Merchant Services, Online Banking and Cash Management. **PAGE 14-16**
- d) Resolution 2017-25 a resolution of the City of Joseph approving the outsourcing of the City’s staff payroll services to ADP. **PAGE 17-22**
- e) Presentation from Sean Flanagan and Michelle Kramer from The Peace Pipe. Documentation attached. **PAGE 23-34**

4. UNFINISHED BUSINESS

- a) Discuss, consider and adopt, Ordinance 2017-02 An Ordinance of the City Council of City of Joseph establishing transfer of claim to property owners of water and sewer accounts and setting up process for collections per Oregon Revised Statute 91.255. Landlord Service Agreement is attached for review and Utility Claims Sheet. **PAGE 35-37**
- b) Tabled November 2nd - Discuss, consider and adopt, Ordinance 2017-03 An Ordinance of the City Council of City of Joseph Adopting Regulation to hold property owners and those responsible for property in the City of Joseph liable for water and sewer charges and neglect of property per Oregon Revised Stature 18.995” **PAGE 38-40**

5. CONSENT AGENDA

The items on the Consent Agenda are considered routine and all will be adopted by one motion unless a Council Member or a person in the audience requests, before the vote on the motion, to have any item considered separately. If any item is removed from the Consent Agenda, the Mayor will indicate when it will be discussed.

- a) City Council Minutes Regular Meeting November 2, 2017, **PAGE 41-45**
- b) City Council Minutes Special Meeting November 15, 2017, **PAGE 46-47**
- c) City Council Minutes Special Meeting November 22, 2017, **PAGE 48**
- d) *(Missing minutes August 3, 2017 and August 7, 2017) Still need typed.*
- e) City of Joseph Financial Statement – (handed out a few weeks ago)

6. STAFF ITEMS

- a) Transient tax report **PAGE 49**
- b) Update on the new City of Joseph website
- c) Recommended change in lighting at City Hall
- d) Update on RFP received on community center
- e) Proposed Credit Card vs Debit Card, discuss spending limits for staff and employee approved to obtain a credit card
- f) Update on overdraft bank fees
- g) Status on City Administrator/Recorder job description
- h) Status on City Employee performance evaluation process and documentation
- i) Water and Sewer delinquency procedures
- j) City Fidelity Bond

7. COUNCILORS' and MAYOR'S ITEMS

- a)

8. CORRESPONDENCE

- a) Bronze, Blues, and Brew Festival letter **PAGE 50**
- b) Community Connection letter **PAGE 51-52**
- c) OLCC License Renewal letter **PAGE 53-54**
- d) Nancy Rencken – regard concerns with the Dog Spot business **PAGE 55-56**
- e) BioMed notification letter reclassifying opioids and drug testing levels **PAGE 57**

9. PUBLIC COMMENT

10. BILLS REVIEWED

11. MOTION FOR ADJOURNMENT