

CITY OF PAISLEY
Regular Meeting Agenda
March 7, 2023
6:30 pm at City Hall

**Paisley City
Hall**

PO Box 100

Paisley, OR

97636

541-943-3173

**Paisley City
Council**

Mayor

Keith Harra

**Councilor/
President**

Lora Mayea

Councilor

Toni Bailie

Councilor

Travis Garner

Councilor

Wes Houston

Recorder

Melissa Walton

1.0 CALL TO ORDER / PLEDGE OF ALLEGIANCE

2.0 CONSENT AGENDA Action/Consideration

- February 7, 2023 Work Session Minutes
- February 7, 2023 Regular Session Minutes
- February 8, 2023 Interview Committee Minutes
- February 8, 2023 Special Session Minutes
- February 21, 2023 Work Session Minutes
- February Invoices

3.0 BUSINESS Action/Consideration

- Meeting Dates & Times
- Council Handbook
- Budget Schedule
- Fence
- Engineering Bids
- Kitchen Appliances
- ICFC

4.0 PUBLIC APPEARANCES

Public comments will be heard for any item NOT on the posted agenda.

5.0 REPORTS

- Public Works
- Mayor
- Recorder
- Committees/Boards

6.0 EXECUTIVE SESSION

Public Meeting Law authorizes governing bodies to meet in Executive Session in certain limited situations. O.R.S. 192.660. No action will be taken.

O.R.S. 192.660(8) – Employee Evaluations

7.0 ADJOURNMENT

- Next Work Session March 21, 2023. 6:30 pm at City Hall
- Next Regular Meeting April 4, 2023, 6:30 pm at City Hall.

Note: Although not anticipated, circumstances may require, and the Council may make decisions, at any official meeting. Agenda items without a specific time slot may be rearranged in order to make the best use of available time.

If you require a sign interpreter, large print materials, or other accommodations, call (541) 943-3173 at least 72 hours in advance of the meeting date.

Virtual access to this meeting is available upon request; call City Hall at (541) 943-3173 at least 24 hours in advance of the meeting date.

City of Paisley

March 7, 2023

Regular Council Meeting

Paisley City Hall

Please Sign In

PRINT

SIGN

PRINT	SIGN
1. Melissa Walton	Melissa Walton
2. Toni Bailie	Toni Bailie
3. Lora Magee	Lora Magee
4. Carrie Wann	Carrie Wann
5. Keith Harra	Keith Harra
6. Wes Houghton	Wes Houghton
7. Jerry O'Leary	Jerry O'Leary
8. Travis Garner	Travis Garner
9. Stu Burgen	Stu Burgen
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

City of Paisley
Minutes of March 7, 2023
Regular Council Meeting

1. **Call to Order** The Regular Council meeting of the City of Paisley was held on March 7, 2023, at Paisley Community Center. Mayor Keith Harra called the meeting to order at 6:34 p.m. Council members in attendance were Toni Bailie, Travis Garner, Lora Mayea and Wes Houston. Others in attendance: Jeri Wann, Stu Burgess, Jerry O'Leary, and Melissa Walton, recording minutes.
2. **Consent Calendar** Keith Harra moved, Toni Bailie 2nd, to accept the February 7, 2023 Work Session Minutes and the Regular Session Minutes, the February 8, 2023 Interview Committee Minutes and the Special Session Minutes, the February 21, 2023 Work Session Minutes with corrections, and the February Invoices, MCU. Lora did ask about copies of the VISA bill. Keith responded he does review them before he signs off on them.
3. **Business**
 - 3.1 **Meeting Dates and Times** During the work session on the 21st, the Council discussed moving the meetings to the first Monday of the month for regular meetings and using the third Monday of the month for work sessions as necessary. Toni has talked with her writers group and they have agreed to meet the second and fourth Mondays of the month rather than every Monday as they've done for the last nine years. Keith stated if we need to hold a special meeting we will meet on a Friday. **Keith Harra moved, Lora Mayea 2nd, to move the regular meetings to the first Monday of the month and the work sessions to the third Mondays of the month, both to be held at 6:30 pm, MCU.**
 - 3.2 **Council Handbook** Keith Harra moved, Toni Bailie 2nd, to approve the Councilor Handbook as revised and with a couple corrections, MCU.
 - 3.3 **Budget Schedule** Melissa presented the budget schedule to Council.
 - 3.4 **Fence** Melissa spoke with Paige Sully about the concerns with the fence on the property at 1105 Main Street. Ms. Sully stated the City has a right of way where the road sits; the land underneath is actually owned by each landowner on each side, they abut up to each other. If the fence or any other object, such as a tree, etc., is within the right of way then the City has the right to have the fence or any impediment removed if they need the property for widening of the road, or sidewalks, etc. Otherwise the City does not have the authority to demand the fence be moved. She also stated to remember that what you ask of one you have to ask of all. Ms. Sully plans to write Council a memo with this information but Melissa had not received anything at the time of the meeting. Ms. Sully also stated Council has the authority to approve or disapprove the conditional use permits and if they approve, the authority to set rules. Lora said there was also concern about the clear vision on the corners and the set-backs of the buildings. There was discussion of what the clear vision area should be and disagreement with the advice from the attorney. Keith stated that his interpretation of the ordinance says to measure the 30 feet from the

intersection of the roads. Jerry O'Leary feels it reads from property line corner running down the lot line. Lora said there are other people wanting to build fences so we need clarification; worries about setting precedence. Mr. Burgess replied you take each situation on its own, there is no precedence being set. Mr. O'Leary also expressed concern about the power poles being within the fenced area; feels it impedes access. Keith asked about the prior decision Council had made on the fence; Melissa stated Council had not made any decision on the fence. They told Mrs. Funk placing a fence on her personal property was not their business but they had granted her permission to move the driveway for the home. Keith stated that if there was insistence that Council travel down this path then we needed to ask Paige Sully to attend the next Council meeting. If she was unavailable to please attend via Zoom. Moving forward with anything needs to be based on the ordinances. Keith feels there maybe 2 things that she needs to fix, the setbacks and clear vision area. Melissa also brought up the water meters being on personal property; there are five in town. **Keith Harra moved to table till work session, Travis Garner 2nd, MCU.** Lora asked Jerry to join that meeting. Also need to notify Mrs. Funk. Keith does not want this to be a personal issue with one person, wants it fair and the same for everybody.

3.5 Engineering Bids Keith Harra moved to put out two bids for engineering firms that specialize in water and sewer to upgrade Paisleys water and sewer system. There are a couple different names we've been given. Need these as soon as possible; month out. Ask about the inserts/liners. The engineering firm will spec it out and build the contract for the City. It was suggested doing an RFP and leave the engineering to the construction companies. The pipes will also need to have a camera ran through them. **Keith revised the motion to put out at least three RFP's to people that specialize in sewer and water, Lora Mayea 2nd, MCU.**

3.6 Kitchen Appliances Melissa gathered prices for dishwashers, hoods and hand washing sinks from Home Depot, Lowes, and Best Buy. She also talked to the county public health department about rules and procedure. The county lady believes we will have to install another sink for hand washing. **Keith Harra moved to approve the upgrades to the community kitchen.** Quality over price was discussed. Travis doesn't think we should go with Bosch products. Melissa said there will also be an additional cost to the hood due to having to duct it outside. Travis is will to work on ducting it outside. Lora brought up ducting it under the building rather than through the roof. Keith had asked about using his VA discount for the appliances but the attorney does not recommend doing that because the discounts are for him not for the City. **Keith Harra moves to approve up to \$1000 for a dishwasher, up to \$500 for a hood, and up to \$200 for a hand sink, Wes Houston 2nd, MCU.**

3.7 ICFC ICFC is holding a St. Patty's Day dinner on March 17th. ICFC is asking to utilize some of the hamburger in the freezer from Mosquito Festival. **Lora Mayea moved, Toni Bailie 2nd, to utilize hamburger in the freezer for the St. Patrick's Dinner as a donation, MCU.**

3.8 Goals & Priorities for Council Keith typed up the list of goals and priorities Council had put together during the February 21st work session. Stu Burgess asked about the board for City business. He suggested placing it between the Store and the Saloon so

people could stand underneath the cover to read it. Maybe a little roof on the other side so people who pull up can see it and read it also. Keith said we were going to ask Eugene to build us something like that with a cover and a lock. It was suggested at post office also. Toni asked about vector control. Melissa told her she has actually put the bid out already. A few were emailed out, a copy needs to be placed on the website and posted around town.

4. **Public Appearances** Jerry O'Leary has three pretty new hydrants he is willing to sell the City. He would be willing to learn to fix and repair the hydrants. They will need to be maintained regularly moving forward. He will bring pricing to the work session.

5. **Reports**

- 5.1 **Public Works** Eugene is at training in Sunriver. Travis talked to him earlier in the afternoon and everything is going fine. He has worked with him to rebuild a couple of pumps. Travis says Eugene has been on top of it and doing well.

- 5.2 **Mayor** Keith attended the Emergency Preparedness meeting, and will continue to attend as they hold them once a month. The 2nd and 3rd of June will be the military exercise. There will be an active shooter exercise at North Lake in May. Oregon is still under severe drought status, most of Oregon is under exceptional drought and they start to worry about another fire occurring 4 to 5 years after the last burn. Keith also received a notice about a Wyden town hall meeting on March 11 at 4:00 at Lakeview High School cafeteria. He may bring up the HB 3115. Melissa stated she had talked to Paige about that also. She stated it is a requirement to revise any laws you have in place for the homelessness. If you don't have an ordinance, you are not required to do anything, but by not doing anything you are also in essence, writing them a blank check to do whatever they would like with no restrictions. The ordinance cannot be too restrictive. Lora asked if an ordinance wasn't passed now could it be addressed later on. Melissa wasn't sure, said she would ask.


- 5.3 **Recorder** There is a Housing Needs Committee formed from people in Lake County, Klamath Falls and Chiloquin. Asked if any Council members were interested in joining the committee. The project started as sober living facilities but has moved to workers housing as the need has changed. The next meeting is June 5th. There are some grants available. Also gave Council a copy of attorney's contract. And reported to Council the typed letters being passed around cannot happen anymore. They are a serious violation of the open meeting laws. If there is something that needs to be shared with Council it needs to go through the Recorder and a copy needs to be kept in the meeting book.

- 5.4 **Employee Evaluations** Council reviewed job duties and contracts. A contractor versus an employee status was discussed. All City employees have employment contracts; they are no longer considered contractors (receiving a 1099). To be considered a contractor the person has to have a business out of their home doing the same type of work here and elsewhere. **Keith Harra moved, Wes Houston 2nd, to accept the cleaning contract with the correction of \$25 per occurrence, MCU. Toni Bailie moved, Keith Harra 2nd, to approve the contract for the Recorder with changes of hours and pay rate, MCU.**

6. **Executive Session** None. The schedule executive session was moved to regular session per Melissa's request. See reports 5.4.

7. **Adjournment** Meeting adjourned at 8:17 p.m.

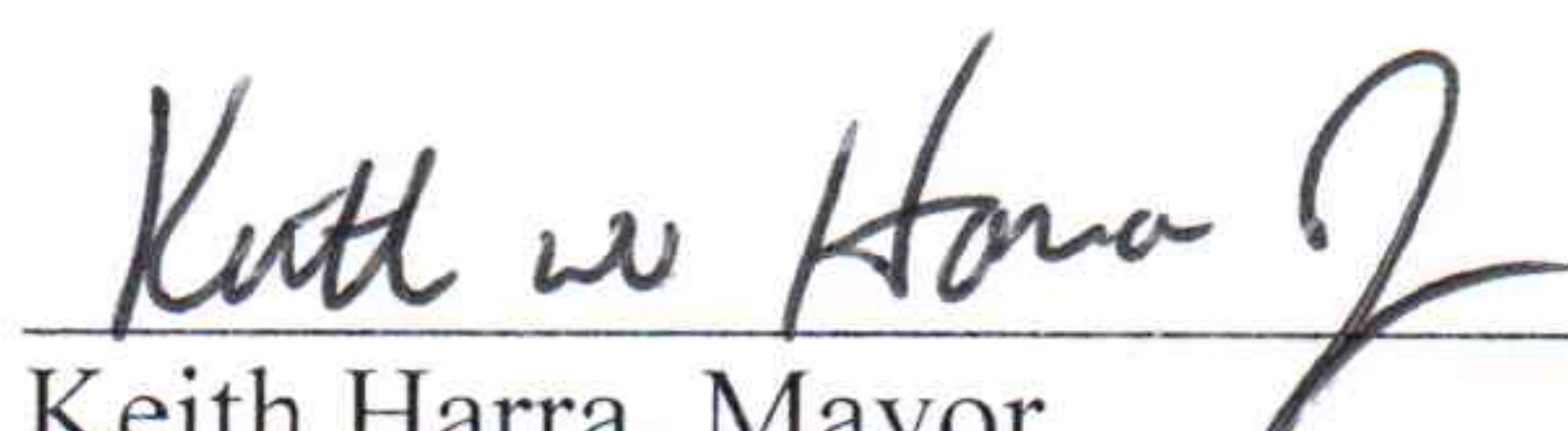
Next Meeting: The next regular meeting will be Monday, April 3, 2023.



Melissa Walton, Recorder

3/20/2023
Date

Approved,



Keith Harra, Mayor

4/3/2023
Date