

**July 10, 2019  
Regular Session  
City of Gaston**

**Present:** Mayor David **Meeker**, Council President Bill **Martin**, Mario **DePiero**, Sarah **Branch**, Don **Richter**, Suzy **Carver**, Andrew **Sewall**, and City Accountant Mike **Marr**.

**Absent:** None

**Staff Present:** City Recorder Wenonah **Blanchette**, City Clerk Sharon **Bregante-Candau**, and Washington County Deputy Rob **Richards**

- I. Mayor David **Meeker** called the regular meeting to order at 7:04 PM.
- II. **ROLL CALL:** City Recorder **Blanchette** conducted the roll call for the record with:  
Councilor Mario **DePiero**: present  
Council President Bill **Martin**: present  
Mayor David **Meeker**: present  
Councilor Sarah **Branch**: present  
Councilor Suzy **Carver**: present  
Councilor Don **Richter**: present
- III. **ADDITIONS OR DELETIONS:** Mayor **Meeker** announced there will be an addition to the agenda with adding the City's accountant Mike **Marr** to discuss the City's finances. At this time, Mayor **Meeker** turned the meeting over to Mike **Marr** to discuss with Council the City's financial situation. *(verbatim at this time)*

*Mike Marr: I've been working on the June financials. I was able to get the bank statements this morning, so I've spent the afternoon working on trying—I was hoping to bring a copy of a draft for you tonight but time ran out. The May statements, I submitted over and there's a memo that I put together outlining things that need to be done before we close the books. As the statements were at the end of May, your General Fund is in the hole by \$5,000 some dollars. Preliminarily, as I've been working on the June statements, your General Fund is in the hole by about \$27,000. The dilemma you're faced with going forward is that you don't have your major property tax revenues coming in until November. So, you're going to be having some cash shortages for the next couple months. The audit that's going to be done for the period ending June 30<sup>th</sup>, is not going to be pretty because in all likelihood it's going to recognize that your General Funds overbudget and in the hole. So, you need to cut costs and hold back on any expenditures that you can, best as possible because the money is just not there. You've got money in the state pool, over half a million, but much of that fund—those funds are restricted for specific use; not for payroll, not for rent, not for copier lease, so-on and so-on. They're designated for specific things. So, you're using money from other funds that really doesn't belong to the General fund. My little memo outlined a couple of items that I can do before I close the June statements that would clean up some of the problem but I'm trying to scare you a little bit here because I've been doing governmental accounting since 1992 and I was doing it for a City that is still a client that went in the hole some years back and it wasn't fun for a number of months, getting them dug out. They're now in very good shape but that's partly because they're in an area that has a lot of development and built their reserves back up. I don't know if you're in that position where you can look forward to generating a lot of extra revenue for General Fund use. Questions?*

*Mayor Meeker: Does anyone have any questions? What would be the best advice? Quit spending?*

*Mike Marr: Well unless you have some idea of some money coming in that I'm not aware of, out of the ordinary, maybe somebody wants to donate \$50-grand to the General Fund, which would be a charitable contribution. If you don't have something like that going on, yeah you have to cut way-way back.*

*Mayor Meeker: Okay. Council have any questions? No?*

*Councilor Martin: Basically, just stop spending completely?*

**Mike Marr:** Well you're going to—you'll have some revenue flowing in Franchise Fees, little bit dribbling in from delinquent property taxes, there maybe a couple of fines, maybe a few business licenses that are out there that haven't been paid yet. But for the next four months at least, your income is going to be way down, and you don't have any back up money. The reserve—the water, General Fund reserve that is zeroed out. There's no money in it.

**Councilor Martin:** How did we get in this situation?

**Mike Marr:** Overspending. And I say that only to the extent that you don't have revenue sources to support the level of spending that you're at. The other funds have money, but they need to also be watched because those other funds are for specific things and you need to be watchful that you don't run yourself down to where you can't support them. For example, during the—as I was working this afternoon in June, you've dropped your Water Fund available cash operating balance to something like \$26,000 dollars. Your water fund should be able to maintain a much larger amount than that. It started the year at about \$76,000. So, you went through fifty-grand in the water fund more than you took in.

**Councilor DePiero:** So is this based off the budget that we just approved or is this—

**Mike Marr:** No, the budget you just approved was done with best information available and with time restraints, but consequently stepped in and I've asked Wenonah and she sent me a copy of your adopted budget and as soon as I'm able I'm going to go through that and send you some suggestions for revising that budget very early, like in the next sixty days because it doesn't represent what you're current—

**Councilor DePiero:** Starting with a zero balance.

**Mike Marr:** Well you're opening balances are off and I'm guessing possibly some of your revenues are maybe needing some change and I'm quite certain that some of your budgeted expenditures need to be changed. And of course, it's—I'm going to make recommendations; you guys vote how you see fit.

**Councilor Richter:** Spending way too much money on the lawyer for one thing, probably.

**City Clerk Bregante-Candau:** Yeah that wasn't in the budget. There's two things that wasn't in the budget that we didn't budget for or anticipate.

**Councilor Richter:** Yeah this was last year not this upcoming year.

**City Clerk Bregante-Candau:** Yeah but why—from my perspective, how come we didn't know that we were going over in those categories and everything? That we're just hearing about it now. That's what I don't understand?

**Mike Marr:** There was a little interruption during the fiscal year where we got off sync and as I've written off a lot of my time, I have bills to pay and I took on a couple of other projects to generate the revenue that I needed so I was not able to spend the time back in March and April letting you know—of course at that time I didn't see what was taking place because I wasn't getting the materials. I didn't do the—what was it—March, April and May financials till well into May.

**City Clerk Bregante-Candau:** So, we hit that point at March, is that what you're saying, that there's no red flags or warnings for that?

**Mike Marr:** There was decline showing up, but it wasn't as critical until the last couple months.

**City Clerk Bregante-Candau:** So, do we have safeguards in place now that we won't—

**Mike Marr:** No.

**City Clerk Bregante-Candau:** Okay so, hopefully that—that's what I don't understand working for the City is that I was never made aware that there were, you know limits or this or that or anything. Of course, I don't do the spending or anything like that, I don't have a credit card, but I wasn't made aware of any.

**Recorder Blanchette:** Can I just say—

**Mike Marr:** Had you had the financial statements more timely, you might have been able to see some of this coming because I do put together a little memo of the financial statements in the footnotes highlighting critical areas.

**Mayor Meeker:** Wenonah do you have a question?

**Recorder Blanchette:** I'd like to say that that I've been sending out the financials as soon as I get them from Mike to Councilors.

*Mayor Meeker: Any other questions? Thank you, Mike, for all your hard work. I think we have plenty to think about and work on now.*

**IV. COUNCIL VACANCY APPOINTMENT:** Mayor **Meeker** appointed Andrew **Sewall** to the vacant Council position followed with Mr. **Sewall** providing his background of working with the City of Forest Grove working as the Water Treatment Operator at the drinking water plant the past four years and has been operating in the same role for eleven year. Able to provide feedback through knowledge and experience in government with wanting to give back to the community and serve on the City Council at this time. Motion to approve Andrew **Sewall** to the vacant position was made by Council **DePiero** and seconded by Councilor **Richter**. Motion carried. Voting Aye: **DePiero, Martin, Meeker, Branch, Carver, and Richter**. Nay: 0.

**V. OATH OF OFFICE:** Mayor **Meeker** administered the oath of office to **Andrew Sewall**.

**VI. STAFF/COUNCIL/COMMITTEE/SUPERVISOR REPORTS:**

**City Clerk:** City Clerk **Bregante-Candau** provided her report with the following:

- Safe Routes to School: AKS Engineering was given notice to proceed with preliminary design of the sidewalk. A schedule of the project is provided noting a meeting scheduled with Jason **Wuertz** Monday July 8<sup>th</sup> to discuss two options for sidewalk location. Both will require right of entry agreements or temporary construction easements. Difference in options would either be to install a sidewalk with no right-of-way acquisition as the other option would require additional right-of-way. Jason **Wuertz** recommends the Council approving option B (without additional right-of-way) for the project. Councilor **Martin** questioned how these street projects were funded with the City Clerk's response being Cottonwood Street Safe Routes to School project is funded by ODOT funds and 3<sup>rd</sup> Street Connectivity Project is funded by Community Development Block Grant Funds, MSTIP Opportunity Funds (Washington County) and ODOT Funds through the Special Cities Allotment Grant; two separate projects with different funding sources. Councilor **DePiero** made a motion to accept option B from AKS Engineering with second heard by Councilor **Martin**. Motion approved, voting Aye: **DePiero, Sewall, Martin, Meeker, Branch, Carver, and Richter**. Nay: 0.
- 3<sup>rd</sup> Street Connectivity Project: Waiting to hear back from Jennie **Proctor** from Community Development Block Grant Project Manager for approval for valuation of the temporary easements needed for construction. NOAA (National Oceanic Atmospheric Administration) approved the Stormwater Report but have made an amendment to the Design Scope of Work and is attached for Council's review. After approval of the signed amendment, the City will need to advertise and receive bids for construction.
- Oregon Parks and Recreation Department Local Government Grant Project: The City was not awarded the grant for the second time year in a row. This would be to install a sidewalk on E. Main Street and ADA accessible walking pathways through the park. Hopefully next year the City will receive the grant based on the City's continued efforts in applying each year but is extremely competitive.
- Safe Routes to School Project Identification Program: ODOT will begin engineering and planning for a pathway between Country Mobile Estates to Cottonwood Street. ODOT and the City are planning a kick-off meeting sometime during the summer and will include Susie **McKenzie**, Gaston School District's Superintendent.
- 2019 SCA Grant: ODOT's grant for Cities with a population of 5,000 or less to repair streets that are in need. The City was awarded this grant for the 3<sup>rd</sup> Street connectivity project in 2018 and wanted to know if the Council would like to apply again this year. Projects need to be submitted by July 31<sup>st</sup>. Suggested options for the project are: 1<sup>st</sup> Street project cost estimate at \$187,000; Salter Street Project cost estimate at \$23,000; and Park Street Project cost estimate at \$131,000. Projects for the SCA Grant are awarded up to \$100,000. Discussion heard on project selection based on costs with a motion made by Councilor **DePiero** to adopt A Resolution approving 1<sup>st</sup> Street Project for the SCA Grant. Motion seconded by Councilor **Richter**. Motion passed. Voting Aye: **DePiero, Sewall, Martin, Meeker, Branch, Carver, and Richter**. Nay: 0.

- E. Main Street-FHWA: The City sent in for reimbursement last month on expenditures for repairing the Street caused by the flooding that occurred several years ago and received a check in the amount of \$1,675.00. FHWA is now allowing the City to handle the project with City Engineer Jason **Wuertz** organizing the project and as much as possible, incorporate as much of the hydrology report that the City can pay toward improvements to the area to mitigate future flooding
- DRC-Water: The City met with the City of Forest Grove to ask for assistance with the City's water department in the interim acting as City's DRC until the City can hire a certified, Level 1 Water Distribution operator which is the requirement to being authorized as the City's Direct Responsible in Charge for the City's water system. Due to the City of Forest Grove's work load they are unable to provide the City with DRC services. The City is needing to have a replacement by July 11<sup>th</sup> with City Clerk requesting Council's direction for obtaining this coverage. The City of Yamhill, City of Forest Grove, the City of Cornelius, LA Water Co Op, OAWU and all are unable to provide DRC services at this time. City Recorder **Blanchette** confirmed the City has received no applicants from persons who are certified to provide DRC services noting recruitment for the position was shared with the local newspaper, OAWU Job listings website, LOC Jobs listing website, the Employment Department's ISKILLS website, and posted notices on the City's website, door, local Post Office window, and announced on water bills sent to customers this month. It was requested the Recorder investigate costs for posting on INDEED and/or MONSTER job listings. Water testing will be performed by LA Water Co Op. City Clerk **Bregante-Candau** asked the Council for direction stating she needs a priority list due to the overwhelming position she faces due to performing the duties of Public Works Director as well as the City Clerk.
- Welcome to Gaston Sign: Checked in with Mr. **Simms** with the Gaston High School manufacturing class with fabricating the City's Welcome to Gaston Sign. Brady **Sheets** is working on the pre rusting of the sign and should be ready within the next few weeks and the seal is being manufactured by Fordyce Design and Manufacturing.
- 104 Onion Lane: City Clerk and the Mayor met with Ben **Baurn** to get a bid on the deconstruction of the building.
- Electronic Water Meter: Mayor **Meeker** requested the City reach out to Pat **Hart**, sales representative at Ferguson Waterworks to update cost estimates purchasing approximately 50 electronic water per year reducing costs and prioritizing certain sections of town until the entire water system is metered with radio reads. Costs per year are approximately \$27,678.
- Complaint at 104 2<sup>nd</sup> Street: Complaint letter prepared by and ready to be sent to the property owner in reference to violation of 2012-01, Livestock Ordinance. The Mayor will be meeting with the complainant to verify that those conditions exist before sending notice requiring them to remedy said property.
- Sink hole on Main Street: A report of a sink hole was made at City Hall with Councilor **Richter** volunteering to fill the sink hole with gravel tomorrow.

Councilor **DePiero** inquired of hiring a Public Works Director and how that would impact the City's already stressed budget with the City's Accountant Mike **Marr** responding that in hiring a full-time water employee depends on the amount of money spent with General Fund dollars. Mike **Marr** confirmed there is money in the Water Fund and Street Fund to pay payroll services, however the General Fund cannot handle any impact from payroll.

**Recorders Report:** Recorder **Blanchette** reported her report with the following:

- Financials: Recorder **Blanchette** confirmed the City has been informed in months past of the less than expected carry over amounts for both the General and Water funds which will result in a supplemental budget needed to correct this in the near future. Final field work for the 2018-2019 fiscal financial audit report is scheduled for October 23-25<sup>th</sup>. Any person or Councilor wishing to speak with them they will be at City Hall from 9AM to 4PM both days. State required reporting to receive State Tax revenue was submitted to the state.
- Land Use: 1). The Fire Department is needed an elevation permit with that request being forwarded to the City Planner, Zach **Pelz** at AKS for his research in obtaining this certificate. 2.) A resident

requested to install a carport on Main Street which was forwarded to the City Planner and responded that the property owners need a permit to install the type of carport they originally did not believe they needed to apply for. 3). Information relating to System Development Charges was forwarded to the City Engineer to prepare cost estimates for updating the water reservoir during the construction of phase 2 for Gaston Heights. The City has restricted monies set aside in the Water Reserve Fund and Water System Development Charge Fund for this project through to use towards the City's portion of the reservoir update. Also updated the collection amounts set by Washington County and City of Hillsboro's Water SDCs that the City collects as restricted funds used toward capital improvement projects.

- **Public Works Director Recruitment:** The Public Works Director's position has been posted to the City website, placed an ad in the Forest Grove New Times Newspaper, posted at the doors of the Post Office and City Hall, listed with the Employment Department, listed on the Oregon Association of Water Utilities website, and the League of Oregon Cities website.
- **Habitat for Humanity** will be holding a home preservation project called a "Brush of Kindness" that will occur in Gaston on July 27<sup>th</sup>. This event will provide those with low-moderate income assistance with yardwork and painting to address issues to make homes safer, more secure, and enable homeowners to remain in their homes longer. Volunteers are needed and if anyone is interested to contact City Hall for more information.
- **Training:** A free training is being offered by SkillPath due to the cancellation of the excel training in February later rescheduling it to April. The training selected is "The Indispensable Assistant Seminar" occurring on August 26<sup>th</sup>. Attendance for the annual conference with Oregon Association of Municipal Records may not occur this year due to current restraints in the General Fund Budget. This 3-day training will happen in September and cost \$500.
- **Telephone Franchise Agreement:** The City is working at correcting the issue with its franchise agreement held with Frontier Communications due to the agreement expiring several years ago. This is due to restructuring and staff changes at Frontier. This agreement was originally made with The Telephone Company of the Northwest. In 1993. Also, as a reminder the City agreed to terminate the franchise agreement with Waste Management which requires a five-year cancellation clause to enter into a new franchise agreement with another waste collection company which occurred in 2017.

**SUPERVISOR REPORT:** Councilor **DePiero** reported he forwarded the revised complaint procedures and waiting to get that back for Council to adopt. Contact was made about final review of the City's handbook but have not head back from City County Insurance Services due to training this week for those who were revising it. Councilor **DePiero** clarified to Councilor **Sewall** the City is in the process of updating the employee handbook, standard operating procedures, job descriptions and create a clean and concise complaint procedure due to recent employee events.

**Police:** Deputy **Richards** provided his monthly report for June 2019 of statistics and highlights: 77 total incidents, 47 were self-initiated, 30 of which were public demand, and 5 reports taken, 3 arrests, 18 traffic stops, and 8 citations. Contract hours: 135 expected and provided is 142 hours for the month. Second page of the report has the campaign for #9PMROUTINE a way to get people in the mindset for "Lock Up, Turn On, Bring In; encouraging people to turn on exterior lights, secure their homes, and making sure valuables are removed from vehicles.

- 10<sup>th</sup> of June 3<sup>rd</sup> Street, there was a domestic between an unmarried couple which resulted in the arrest of the female for domestic harassment and transported to jail.
- June 17<sup>th</sup>, a neighbor called in saying they saw kids on the high school roof with deputies and fire department responding providing roof access. The scene was cleared and did not find suspects around. The next day the school reviewed video from their camera system and identified four juveniles; two females and two males appearing to kick and throw around a softball ultimately breaking one of the glass front doors of the grade school. Three of the four were identified as students at Gaston with the fourth individual not a student at Gaston. This incident was forwarded to the Washington County Juvenile Department

- On the 25<sup>th</sup> of June 98 2<sup>nd</sup> Street a Gaston resident, a United States Navy Veteran ended his life by self-inflicted means after a long battle with cancer. Gaston Rural Fire District, Metro West Ambulance, and deputies on scene working to save the victim without success. This is a reminder that that if you or someone you know is suffering from serious medical or mental health issues please use all available resources to assist them or yourself in this time of need. The State, Sheriff's Office, the County, Veterans Hospitals, personal medical insurance providers offer these services to assist any mental health crisis as well as any contact made directly to Deputy **Richards** can help in any way possible.
- The 28<sup>th</sup>, the One-Horse Tavern had a fight between two male customers with the suspect taking off but later being found and arrested for an assault charge and violation of restraining order for being with the female at the bar he was restrained being with.

#### VII. CITIZEN COMMUNICATIONS:

Mayor **Meeker** called for citizen communication with City Resident Brent **Whittaker** asking the Council if the nuisance ordinance or a different ordinance had restrictions on the number of dogs one property owner can have in City limits. It appears that a neighbor may have more than what the code allows. **Whittaker** was informed that staff will forward a copy of the ordinance to him.

VIII. **PRESENTATIONS:** Mayor **Meeker** called for presentations from the audience or Council. None heard.

#### IX. CONSENT AGENDA

Mayor **Meeker** called for a motion to approve the bills payable for the month of June with a total of \$54,337.33. Motion made by Councilor **DePiero** and seconded by Councilor **Martin**. Motion carried. Aye votes heard from: **DePiero, Sewall, Martin, Meeker, Carver, and Richter**. Nay: 0. Abstain: **Branch**.

#### X. NEW BUSINESS:

- **City Charter Change Discussion:** Discussion lead by Councilor **Branch** wanting to move forward updating the City Charter with Recorder **Blanchette** explaining steps for updating the City Charter; creating a committee to revise key elements, forwarding changes to Council for review and approval, then having the City Attorney review and approve before placing it on the ballot for the next general election. Mayor **Meeker** called for volunteers to participate on the City Charter update with Councilor **Branch** nominating her husband to serve on the committee. A consensus was made to have a work session beginning next month to make suggested changes.
- **Term for City Supervisor:** Councilor **Branch** motioned to have the City Supervisor's term every two years following schedule of each general election held by the City. After two months, have an official appointment of the employee Supervisor beginning March 2021. The next general election is November 2020. Motion seconded by Councilor **Martin** with aye votes heard by: **DePiero, Sewall, Martin, Meeker, Branch, Carver, and Richter**. Nay: None.
- **Genuine Technology Group Price Increase:** City Accountant Mike **Marr** suggested he contact his IT person to possibly propose IT services for the City. Costs for current IT services through Genuine Technology is currently \$398 and will increase September to \$2,768. Mike Marr informed Council it would be difficult to compare IT services due to the number of computers Gaston use as opposed to the City of Forest Grove or City of Carlton. It was requested to have a list compiled of other local IT services willing to service Gaston asking Ernest **Murray** (Genuine Technology) who he recommends for other IT services and contact Alycia **Johnson** from WSC Insurance to find minimum requirements for IT services. No action taken or needed.
- **Camera Security System:** Councilor **Carver** asked about access to the security camera system and stated that access on the City Recorder's work computer was okay being that anyone wanting to view them can, but that city programs or apps should not be on any private phones or equipment. The City Recorder confirmed that access via cell phone is no longer accessible on her private phone having been removed. It was requested to have the City Clerk's computer have access of the cameras also.

Deputy **Richards** confirmed and recommended not having any city related programs on personally owned devices in the event of criminal activity the cameras pick up, the police department would have full access to all the personal phone's databases and information. It was mutually decided to make all computers have available the same security camera access for all staff and Councilors.

- **Daily Deposit Reconciliations:** Councilor **Branch** had the City Clerk print a copy of their daily deposit reconciliations and handed out to the City Council to discuss the report submitted by the City's audit company recommending having more than one employee handling cash. Discussion heard on what was done during the Recorder's absence in March creating cash handling procedures with the Recorder suggesting that the audit company come to a meeting explaining what they recommend for procedures and how the City handles their cash. The Recorder clarified there are procedures in place for handling the cash that the auditors and staff update annually during the audit. The Recorder noted this year's preliminary audit findings reveal the City has a significant deficiency having multiple people able to access QuickBooks with the Accountant clarifying that other Cities have multiple users in their accounting software; but these users have different access to separate programming fields. The goal is to keep the person who is performing billing away from the person who is counting cash; once the cash is counted by someone else, the person doing the billing post those receipts. Mike **Marr** informed Council that most small cities have the same findings that Gaston has outlined in with their audit findings and continue to have them year after year. Due to lack of staff, there are not enough persons qualified to segregate these duties and these findings are standard for most small entities citing that there are unique ways to making it work but it will never be perfect. Councilor **Branch** requested to have their attendance at the meeting in September to compare walk through procedures with recommended suggestions from Pauly Rogers.
- **City Clerk/Funding Specialist Full Time Discussion:** Councilor **Branch** discussed with Council that during budget meetings, the City proposed to have the City Clerk position's hours increased to full time at the start of the fiscal year but never officially voted on this designation. Currently the City Clerk position is a 30-hour-unbenefited position but based on the opinion of the accountant (Mike **Marr**), the City cannot afford to incur any additional payroll expenses in the General fund. He stated if the City were to appropriate Water, Street, and Park fund monies with three full-time employees; the City may only make it through to the end of the 2020 fiscal year before one of those funds goes in the hole. Mike **Marr** expressed his concern that this year's budget cannot handle payroll increases and suggest cutting costs in payroll be one of the first areas to help bring the General fund back to a positive cash position. Councilor **Branch** wanted to know how a 30-hour-a-week position is now receiving 40-hour-a-week salary based on payroll records without an official decision made by the Council. City Clerk **Bregante-Candau** confirmed that she was approved in August of 2018 to work up to 30 hours-a-week but of those weeks did not work all 30 hours. Since then those hours make the difference totaling 40 hours a week because of those unworked hours. City Clerk **Bregante-Candau** requested direction from Council how to move forward now that the City does not have a Public Works Director and her payroll is split between several different funds. In May she was given holiday and sick pay under the assumption that she would be full-time beginning July 1<sup>st</sup>. Councilor **DePiero** wanted to know how having 40 hours a week worked by the City Clerk has led the City down to a negative General fund balance with the accountant replying the City's Public Works Position is primarily paid out of the Water and Street fund, not the General Fund. The City Recorder suggested to Council freezing any of the wage increases the City previously adopted and possibly having contributions made from employee's benefits premium each month. Councilor **DePiero** will contact the insurance company to discuss the City's benefits package and possibly changing to a flexible spending account. Councilor **Branch** motioned to approve Sharon for 40 hours a week until the City hires a Public Works Director and will reconsider her hours after that. Motion seconded by Councilor **DePiero**. Further discussion heard from Mike **Marr** on General fund payroll expenditures with interfund receivables, reflecting payroll transpiring in the General fund with allocations made to the Water and Street funds reflecting actual hours worked for those funds. Motion carried. Voting Aye: **DePiero, Sewall, Martin, Meeker, Branch, Carver, and Richter**. Nay: 0. City Clerk **Bregante-Candau** wanted clarification for the holiday and sick compensation moving forward with the temporary full-time designation now with the Council unsure


why sick and holiday pay was paid. Councilor **Branch** clarified that what was decided is that the City Clerk is a 30-hour-a-week position with approval to work an additional 10 hours until a Public Works Director is hired and due to this designation, no sick or holiday pay is included. In March, the Clerk was approved temporarily 40 hours a week with no benefits. The intension was to appropriate monies for a full-time position during budget meetings but did not officially make that position change, but moving forward, the Clerk can work up to 40 hours with no benefits. There are no additional hours over 40 hours for all employees and no overtime. Also noted that if there is a week where an employee is near 40 hours and close to accruing comp time to notify their supervisor for approval of comp time or to go home after their 40 hours because there are days in the month that require additional time outside of the a regular 8AM-5PM work day. Councilor **DePiero**, who is the acting supervisor stated he would like to have at least a weeks' notice for vacation time and for employees not to accrue comp time unless it's been approved and avoid it as much as possible. Also, working outside of regular office hours is approved if there is no comp time accrued but emphasized that the day begins at City Hall at 8AM. Councilor **DePiero** informed Council that he is trying to figure out employee job duties and what each employee is responsible for so that tasks have deadlines. The City Clerk **Bregante-Candau** is to prioritize duties of the Public Works Director and water duties as it's a revenue source followed with grant writing.

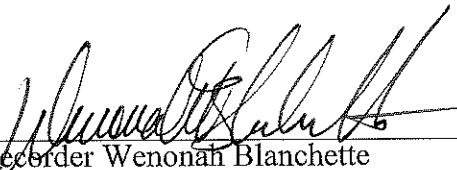
- **Water DRC:** Councilor **Carver** wanted to know what the City is going to do now that the City does not have a DRC for its water department and is required to have one listed with the state by tomorrow. Council mutually agreed this issue is a top priority and will need to contract this service until the City can find a certified level one water distribution person to be listed as the city's Direct Responsible Person. Those to potentially contract with is Putman Infrastructure or Hiland Water Company.

**XI. OLD BUSINESS:** None at this time.

**X. COMPLAINTS:** No complaints were received from the audience or submitted for review.  
New—  
Old—

**XI. ADJOURNMENT:** Motion made by Councilor **DePiero** to adjourn the meeting at 9:25PM seconded by Councilor **Carver**. Motion approved. Aye: 7, Nay: 0.

  
\_\_\_\_\_  
Mayor David Meeker

Attest:   
\_\_\_\_\_  
City Recorder Wenonah Blanchette