

# CITY OF WHEELER

## CITY COUNCIL - SPECIAL MEETING MINUTES

November 7th, 2023

### Call to Order

Mayor Kemp called the meeting to order at 2:03 PM.

### Roll Call

Present onsite:

City Council: Councilor Deanne Ragnell, Councilor Heidi Stacks, Councilor Karen Matthews,  
Councilor Walt Porter, Mayor Clif Kemp

City Staff: Pax Broder, Madison Chesnut

Guests: none

Present via Zoom:

City Council: Councilor Gordon Taylor

Guests:

Absent:

City Council:

### Consent Calendar

Councilor Ragnell expressed concern about approving meeting minutes and financial reports at a Special Meeting rather than during a Regular Meeting. Councilor Stacks agreed that these should normally be done during a Regular Meeting. Madi mentioned that we were behind on the financial report approvals, and because there were questions on the August and September financial reports we added them to this meeting where Madi would be available to answer questions.

Councilor Stacks **made a motion to approve the minutes of 10-17-23**. Councilor Ragnell **seconded the motion. The motion was passed 5-0** (Yes: Ragnell, Porter, Mathews, Stacks; Taylor No: none).

Councilor Matthews mentioned that the way these financial reports have been formatted is different from what she is used to. She asked for clarification on the quarterly transfers between accounts. Madi confirmed that transfers into the funds do happen on a quarterly basis, and that there will occasionally be a negative balance before the transfers come in.

Councilor Stacks mentioned that office supplies went way up between August and September. Madi mentioned a large order on paper, envelopes, and plaques, but stated that she will do additional research into what this expense was. *Madi later confirmed that a large portion of these charges was due to the final annual payment for the city's website design.*

Councilor Stacks asked if the charges to staff training and classes were from Phil taking classes for his water certification. Madi confirmed these payments were for Pax to attend

conferences and workshops. *We subsequently received a \$350 scholarship reimbursement from one of those conferences.*

Councilor Matthews asked about Transient Lodging Tax being at \$0.00 on both reports. Madi mentioned that when the banks changed names it held up this payment. It was received this month and includes multiple quarters. It will show up on the next financial statement. Councilor Matthews wished to confirm whether or not those payments have the granularity to indicate how much each business paid. Madi stated that this information is confidential and she is unable to share it unless it is requested from the state.

Madi mentioned that she will include a summary report with the financial statements going forward. Councilor Matthews asked if there would have been any comments made on these financial statements. Madi mentioned that waterfront park has had a new electric meter installed, as well as unforeseen expenses related to the boat launch (signage, payment envelopes, etc.) that she would have added to her summary report for these financial statements.

### **Public Comment on Non-Agenda Items**

*None*

### **Old Business**

*None*

### **New Business**

Resolution No. 2023-10 (Budget Adjustment) – Madi walked the Council through the staff report explaining how the budget adjustment was calculated. *The staff report is included in the Agenda Packet.*

Councilor Stacks asked if we have shopped around for cheaper janitorial products. Madi mentioned that Phil has determined our current supplier is the most affordable on the market. Councilor Matthews stated that Upper Park had budgeted for portable restroom service. Madi confirmed that while the portable restroom service and cleaning services were budgeted for, there wasn't enough room left in the budget for the supplies needed. Councilor Ragnell asked for clarification on the difference between the cleaning charges and portable restroom service. Madi confirmed that the portable restroom service is the rental fee, draining out of the portable restroom, and a once monthly deep clean. The separate cleaning service we pay for is from Affordable Care, and they do the more regular janitorial cleaning.

Councilor Ragnell asked if we receive written documentation from janitors to prove that they are cleaning effectively. Councilor Stacks asked Pax to follow up with the janitorial service to make sure they have a sign-off sheet in place and to follow up with Public Works to see if they clean the restrooms. *Pax later confirmed with Public Works that they clean the restrooms on weekdays, and the janitorial service cleans them on weekends. Phil will establish a sign-off sheet for them.*

Councilor Matthews had a question about additional grants and if there would need to be a budget amendment for the Waterfront Park restroom project. Pax and Madi confirmed that the grants for the restroom project were already accounted for in the budget when it was first assembled, but the gangway grant was not. There may be additional budget amendments in the future if the city needs to reduce the grant line in the Parks Fund (due to the fact the city has currently received \$150K towards the restroom project instead of the \$220K that was originally expected/budgeted).

Councilor Porter **made a motion to approve the financial reports from August and September**. Councilor Matthews **seconded the motion**. **The motion was passed 5-0** (Yes: Ragnell, Porter, Mathews, Stacks, Taylor; No: none).

Councilor Matthews **made a motion to approve Resolution No. 2023-10**. Councilor Stacks **seconded the motion**. **The motion was passed 5-0** (Yes: Ragnell, Porter, Mathews, Stacks, Taylor; No: none).

Councilor Porter asked if the city has been getting revenue from the boat launch fees. Mayor Kemp confirmed we have received several thousand dollars at this point.

Councilor Stacks asked that Pax include the WET Minutes and Safety Report to council agenda packets going forward.

At 2:35pm Mayor Kemp opened an executive session pursuant to ORS 192.660(2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and pursuant to ORS 192.660(2)(a), to consider the employment of a public officer, employee, staff member or individual agent.

### **Mayor and Councilor Comments**

*None*

### **Adjournment**

Mayor Kemp called the meeting to close at 4:20 PM.

Dated: November 7, 2023

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Clif Kemp, Mayor

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Pax Broder, City Manager/Recorder

Recorder: Pax Broder