**Wednesday, October 16th, 2024 6:00pm**

**(\*Please silence cell phones\*)**

**PRESENT: Councilors:** Shannon Hoehna, Jennifer Lantz, Mike Dowd, Greg Phillips (via phone call). **Mayor** Duane Thul

**ABSENT:** NONE

1. **CALL TO ORDER at 6:01 pm**

**1a) Pledge of Allegiance** was recited.

**1b) Welcome & Rules** Mayor Thul welcomed everyone and Sheila, Sierra and Councilor Dowd for their continuing efforts to get the city back on track.

**1c) Council Minutes:** Councilor Hoehna motions to approve only minutes for 9/11/24 with two corrections made (Councilor Lantz absence, correct date on previous minutes). Councilor Lantz seconds. All in favor, none opposed. Councilor Hoehna motions to table minutes for 9/4/24 council meeting until City Recorder listens to recording and adjusts them, with more detail. Councilor Lantz seconds. All in favor, none opposed.

**2) CITIZEN SUGGESTIONS & COMMENTS- Each individual will be given 3 minutes:** WCDC Chairman Dave Laufer reminds council of reimbursement grant and asks them to remember to submit invoice for banners and lighting to school district grant committee by end of year for reimbursement in order to receive the funds. Reminder to Public Works to purchase lighting and submit invoice to city recorder. Dave also offers to give city recorder invoices for the banners.

**3) Correspondence:**

**4) Old Business Items:**

**4a)** Mayor Thul reminds council that US Bank Checking and Savings (WCDC BrickFund) still need to be closed. Sheila Jasperson explains that all funds need to be put into Bank of Eastern Oregon (BEO) General Fund, Sierra needs to find WCDC line item and keep track of WCDC funds. Savings account at BEO needs to be closed if possible, Mayor Thul accepts duty of looking into why we have it and if we can get rid of it.

**5) New Business Items:**

**5a) Approval for new City Recorder bank account access:** Councilor Lantz motions to hold off on adding new city recorder to BEO bank account until her 90 days with Express Employment is over, instead it is motioned to add Councilor Dowd to the account as third signer. Councilor Phillips second. All in favor, none opposed.

**5b) Property appraisal:** Mayor Thul was designated to find out how much it will cost to get properties appraised. Council will talk about property appraisal again after further information on financial estimates. No action necessary.

**5c) Public Works part-time hours:** Councilor Dowd, Public Works Liaison, suggested raising part-time public works employee 5 hours while other public works is out for personal reasons, totaling 25 hours per week. It was noted that if more funds are needed they can be pulled from other public works funds. Councilor Lantz motions to add 5 hours to public works part-time employee schedule. Councilor Phillips second. All in favor, none opposed.

**5d) Credit Card Application for Bank of Eastern Oregon:** Mayor Thul informs council that new credit cards are needed for Bank of Eastern Oregon. One card per department with the exception of two cards for Public Works-- equaling four cards total. With the amount of $7,500 credit limit per card, equaling $30,000. Card holders will be City Recorder, Heather Culley (librarian), Scott Spendlove and Scott Carlson. Councilor Lantz motions to apply for four credit cards with amount discussed. Councilor Dowd second. All in favor, none opposed.

**6) Action Items:** Mayor Thul moves that council donates $100 to Potato Show/Harvest Festival. Funds will come from General Fund 6160- Children and Community Activities. All in favor, none opposed.

Old website service was not paid or cancelled. Sierra is designated to negotiate with CivicPlus on past due balance. Sierra is designated to do research to present pros and cons for each website. Councilor Phillips motions to pay past due CivicPlus bill. Mayor Thul second. All in favor, none opposed.

**7) Approval of monthly Bills and Financials:**

Councilor Lantz motions to pay the bills. Councilor Dowd second. All in favor, none opposed.

Financials are not accurate yet, council decides to table Financials for now. No action necessary.

**8) Adjournment:** 6:52 PM

**9) Reopen 5a):** Councilor Lantz motions to remove Breann Baleztena from any and all city accounts. Councilor Dowd second. All in favor, none opposed.