

City of Paisley
Special Council Meeting
Minutes of February 18, 2025

1. **Call to Order** Pursuant to notice published on the city website: www.cityofpaisley.net, and notice published at the Paisley Post Office and given to members of the Council, the Special Council Meeting of the City of Paisley was held on February 18, 2025, at Paisley City Hall. Mayor Keith Harra called the meeting to order at 6:37 pm. Council members in attendance were Keith Harra, Stu Burgess, Craig DeLarm, Travis Garner (via phone) and Wes Houston (via phone). Others in attendance Melissa Walton, recording minutes.

2. **Business**

2.1 **Engineering RFP – Read, Discuss, Score, Award.** There were issues with the scoring done on the 7th. Paige Sully recommends reconsidering the scoring and the vote. Placing proper numbers in their proper spots, which was not done with some of the original score cards. She stated Council does not want any missteps on a federal grant. **Stu Burgess moved to reconsider the motion to accept Adkins as the City’s engineer of record the EPA Project, Travis Garner 2nd. Voting aye: Craig Delarm, Keith Harra, Stu Burgess, Travis Garner. Voting nay: none; motion carried.** Melissa input all scores into a spreadsheet as Council went line by line, company by company, completing the final score cards. Councilman Wes Houston met with Melissa in City Hall on Sunday the 16th and completed his final card as he planned to be out of town on Tuesday. Wes joined the meeting at 6:56 pm via phone. Melissa announced the final scoring: Flagline at 59.29, Adkins at 56, Anderson at 53, and Heco at 25.71. **Stu Burgess moved to award the engineering portion of the EPA grant to Flagline Engineering per the terms of their bid proposal. Wes Houston 2nd. Voting aye: Wes Houston, Craig Delarm, Travis Garner and Keith Harra. Voting nay: none; motion carried.**

2.2 **Review Council Goals and Priorities** Table until March 3 meeting. Wes left the meeting at 7:17 pm. Keith would like to see each Councilor who is willing to attend a League of Oregon Cities conference each year. They hold at least two if not three, every year. Keith had previously asked Missy and Stu if they would be interested in the Spring Conference to be held May 1st and 2nd in North Bend. **Keith Harra moved to have the City pay for the registration fees and 3 nights in a motel for Stu Burgess to attend the Spring Conference. Melissa was awarded a scholarship for her registration fees. Craig Delarm 2nd the motion. Voting aye: Craig Delarm, Keith Harra, Travis Garner and Stu Burgess. Voting nay: none; motion carried.** Keith mentioned during the budget season he would like to add a line item for training for \$1000 per year.

2.3 **Operating Procedure Review/Update for Water System** Corrections/updates to the Standard Operating Procedure Manual for the Water System:
Explain acronyms,
Pg 5 – add Dollar General in Christmas Valley for water availability,
Pg 6 – backup generator “able to run well #1”,

- Pg 7 – electric; add Joe MacIntosh’s number, correct Phil Eide as being from CV,
- Pg 8 – correct emergency service numbers,
- Pg 9 – pumps & vendors need to match page 7, OneCall = 811,
- Pg 10 – add Sunbelt Rentals from Klamath Falls under equipment,
- Pg 1 – correct number of service connections and people served,
- Pg 2 – check names and numbers,
- Pg 4 – under system pumps, add “typical setting if one well is running =……, and typical setting if two wells are running =……”
- Pg 6 – reverse order of 8 gallons to 1 gallon
- Pg 7 – correct valve name of distribution system from ½ way to down West end of Mill St.
- Pg 8 – remove motel and insert Mecham driveway, Baker’s driveway, Murphy’s driveway. Insert Marshview on Cottonwood. Backup power – insert “One onsite. Working to get wired into treatment plant.” Remove FS backup.
- Pg 9 – correct “as needed” to “as required by state”,
- Pg 10 – change 6 hours backwash to 4 hours backwash,
- Pg 13 & 14 – change preventative maintenance to as needed and fire hydrants to quarterly.

The updates will be reviewed and approved in March.

3. **Public Appearances** None
4. **Executive Session** None
5. **Adjournment** Meeting adjourned at 8:37 pm.

Next Meeting:

- Regular Council Meeting to be held March 3, 2025 @ 6:30 pm at Paisley City Hall.

Melissa Walton, Recorder

Date

Approved,

Keith Harra, Mayor

Date