

**MINUTES**  
**June 13, 2014**  
**3:00PM**  
**SPECIAL CITY COUNCIL MEETING**

**CALL TO ORDER** 3:00pm  
**ROLL CALL** Keller, Benson, Aiello and Hammond  
**ABSENT** Robustellini  
**OTHERS** J. Bray, Y. Rooker, J. Sprague, D. Kincade, C. Tyhurst (city staff), Keith Smith,  
Lisa Farris (MWCD), Grizz Adams and Ron Quigley (Siskiyou County Public Health)

**PUBLIC COMMENTS:** None

**SPECIAL AGENDA:**

1. Discussion/possible action to approve:
  - a) MOU between City and MWCD for Alternate Water Delivery.  
Bray provided grant budget of \$1,314,995 and breakdown City \$684,547 and MWCD \$630,448.  
Benson made the motion to approve the Agreement between City of Montague and Montague Water Conservation District. Motion seconded by Hammond. All approved.
  - b) Resolution No. 14-05, a Resolution of the City of Montague Authorizing City to enter into a Funding Agreement and Designating Authority to Sign Documents for Funding under the Public Water System Drought Emergency Response Program.  
Tyhurst provided grant amount of \$1,314,995. Bray noted hesitation to purchase materials until end of comment period which began on May 30, 2014 and ends on June 30, 2014.  
Hammond made the motion to approve Resolution No. 14-05, a Resolution of the City of Montague Authorizing City to enter into a Funding Agreement and Designating Authority to Sign Documents for Funding under the Public Water System Drought Emergency Response Program. Motion seconded by Aiello. All approved.
  - c) Resolution No. 14-11, a Resolution of the City of Montague Authorizing City Water Supervisor to sign Bridge Loan/Funding Agreement with (RCAC) Rural Community Assistance Corporation regarding Water Drought Emergency.  
Hammond made the motion to approve Resolution No. 14-11, a Resolution of the City of Montague Authorizing City Water Supervisor to sign Bridge Loan/Funding Agreement with (RCAC) Rural Community Assistance Corporation regarding Water Drought Emergency (for Water Emergency Pipeline). Motion seconded by Benson. All approved.
2. Discussion/possible action to approve Resolution No. 14-12, a Resolution of the Montague City Council calling and giving Notice of a General Municipal Election to be held on November 4, 2014.  
Benson made the motion to approve Resolution No. 14-12, a Resolution of the Montague City Council calling and giving Notice of a General Municipal Election to be held on November 4, 2014. Motion seconded by Hammond. All approved.
3. Discussion/possible action regarding:
  - a) Approve updated pay range schedule effective July 1, 2014.  
Hammond made the motion to approve the current pay range schedule and to drop range 10 from that schedule and to approve the new hourly pay range effective July 2, 2014. Motion seconded by Aiello. All approved.
  - b) Personnel and positions.

Clerk Typist/Data Entry vacancy:

Mayor Keller stated that the council was seeking was to make cuts to the budget due to the economy and when this vacancy in the clerk's office occurred council needed to discuss whether or not to fill it.  
Sprague informed the council that the clerk's office absolutely could function with only two employees. Sprague explained how the changes in federal, state and county reporting requirements, including grant management have

doubled the office workload during the past seven years, and that we are looking at budgets, yearend closing, our regular audit and a state audit of our grants all occurring now through August 2014. She wanted to know, if there were only two employees in the office and one was on vacation and the other got sick, who would do the work? She said that we have been in that position many times and without that third person the office would not have opened. Sprague said that the city would not have gotten admirable reports from the auditor, the grand jury, the state and others these past several years if it weren't for the team work of all three of us in the office. She expressed other concerns and especially the quality of work and what work would not get done if the position was not filled. She further stated that the salary for the position will be a huge savings to the city and that the overall financial stability of the city (backed up by the auditor last September) was in excellent. The only departments with a financial instability are the water/sewer departments and that is due to the drought and the extra expenses related to that.

Benson made the motion to fill the vacancy as a full time position at a salary range 13. Hammond seconded the motion. All approved.

**Animal Control and Code Enforcement:**

Council discussed the possibility of combining these two positions.

The clerk caution that if the council was looking to reduce expenses that this would result in addition hours to someone for the combined position and would trigger health and retirement benefits resulting in a substantial increase to the city budget.

**Permanent Part-time Employees:**

Council discussed the possibility of offering prorated vacation, sick and holiday time to permanent part-time employees.

**Fire Dept:**

The clerk has a question regarding the preliminary budget review for the fire department. She noted that the negotiation between the City and the Fire Protection District resulted in an increase of \$6000 towards the contract for services which was to help offset the increased costs to the fire department and their budget expenditures, since the fire department always seem to go over budget by year end. She said that she was all for the Fire Chief receiving a stipend, but had two concerns. The stipend washes out the extra towards expenses and this particular type of stipend actually changes the volunteer status to an employee status and appears to trigger retirement benefits according to our Cal-Per's agreement, resulting in added expenses to the city. The clerk said that she had not received a return phone call from Cal-Per's at meeting time and would verify the information next week.

Aiello wanted to schedule a workshop meeting for October 22, 2014 at 10:00AM to continue the discussion for part-time employees, fire department, minor updates to employee hand book and the benefit package.

Motion to adjourn made by Hammond and seconded by Aiello. All approved

**ADJOURN: 4:35PM**

**ATTEST:**

**CITY OF MONTAGUE:**

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Janie Sprague, City Clerk

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Jayne Keller, Mayor