

North Powder Special City Council Meeting
Minutes
June 10, 2025
City Hall (340 E Street)
7PM

Call to Order/Pledge of Allegiance: Mayor John Frieboes called the meeting to order 7PM. The pledge of allegiance was said.

Roll Call: Don McClure, Alan Brown, Tonya Dias, Emily Hart, John Frieboes, Midge Clause, Josh Guthrie, Jake Jones, Connie Lawyer, Rick Lawyer.

New Business:

The council discussed amending the agenda to add sewer line replacement options related to the library project. The existing sewer line, shared with City Hall, was camera-inspected and found to have bellies and standing water, indicating failure risk. A new sewer line was proposed at a cost of \$15,000, funded by grant contingency, which would remove the need for a pump and resolve City Hall sewer issues. The council considered future risks, maintenance costs of a pump, and potential impacts on the contingency fund but agreed the replacement was necessary.

Councilor McClure made a motion to proceed with installing a new sewer line using grant contingency funds, contingent on confirming adequate slope. Councilor Clause seconded the motion. The motion passed with all voting in favor except Councilor Guthrie, who voted no.

The meeting continued to Rick Lawyer's retirement notice effective July 4, 2025. Councilor McClure made a motion to accept his written notice. Councilor Brown seconded, motion passed with all voting yes.

Discussion then focused on hiring a new Public Works Director, including the job description, advertising strategy, qualifications, pay scale, and benefits. Council emphasized the importance of realistic certification timelines, clear probationary expectations, and potential cost savings by limiting benefits for part-time staff. Concerns were raised about ensuring adequate weekend and on-call coverage without burdening a single employee. Comparisons were made with other small cities' staffing models. The council discussed advertising the position as Public Works Director and debated starting wage ranges, agreeing on a starting wage of \$20.50/hour with certification and experience to influence potential increases.

Councilor Guthrie made a motion to proceed with finalizing the job description and posting the position. Councilor Clause seconded the motion. The motion passed unanimously with all voting yes.

The City Recorder will contact CIS for guidance on certification wording, probationary period standards, and best practices for transparent hiring. The council agreed to review and approve the finalized job description and benefit package before posting.

Meeting adjourned: 8:24 PM

Minutes Prepared by
Emily Hart, City Recorder
6-17-2025