

**North Powder City Council Meeting**  
**October 5, 2020**  
**7PM Wolf Creek Grange**

Attendance: Mayor Mike Wisdom, Councilors Jeff Grende, Joyce Lawyer, Dennis Lefever, Mike (Big Mike) Morse, and David "Shorty" Schwehr, City Recorder Beth Wendt, Public Works Director Rick Lawyer, Library Assistant Susie Wirkkala. Councilor Logan McCrae was absent.

Others in attendance: Jeff & Wynn Nielson, and George Marston.

Mayor Mike called the meeting to order and the Pledge of Allegiance was said.

**Public Comment:** None

**Agenda:** Jeff made a motion to accept the agenda. Big Mike seconded. Motion carried unanimously.

**Minutes:** Mayor Mike asked for amendments to the minutes from the September 14<sup>th</sup> Council Meeting and Public Hearing. Shorty noted a couple of typographical errors. Joyce made a motion to accept the minutes of the September 14<sup>th</sup> Council Meeting and Public Hearing. Big Mike seconded. Motion carried with Joyce, Shorty & Jeff in favor. Dennis & Big Mike abstained as they were absent.

Mayor Mike asked for amendments to the minutes from the September 14<sup>th</sup> Public Hearing for the Daniels Conditional Use Permit. Joyce made a motion to accept the minutes for the Public Hearing regarding the Daniels RV Park on September 14. Jeff seconded. Motion carried with Joyce, Shorty & Jeff in favor. Dennis and Big Mike abstained as they were absent.

Mayor Mike asked for corrections or amendments to the minutes of the August 28<sup>th</sup> Special Council meeting. Jeff made a motion to accept the minutes from the August 28<sup>th</sup> meeting. Shorty seconded.

Motion carried with Jeff, Shorty and Joyce in favor. Dennis and Big Mike abstained as they were absent.

Mayor Mike asked for corrections or amendments to the special meeting on September 8<sup>th</sup>. Shorty made a motion to accept the minutes of the special meeting on September 8<sup>th</sup>. Dennis seconded. Motion carried with Shorty, Dennis and Joyce in favor. Jeff and Big Mike abstained as they were absent.

Mayor Mike asked for corrections or additions to the special meeting on September 28<sup>th</sup>. Big Mike made a motion to accept the minutes from September 28<sup>th</sup>. Joyce seconded. Joyce, Big Mike and Shorty were in favor. Jeff and Dennis abstained as they were absent.

**Accounts Payable:** Beth reviewed the changes to the AP spreadsheets. There were added invoices from Byrnes Oil (\$119.49), Baker & Taylor (\$1263.51) and Eagle Office Concepts (\$62.20). There were credits from Miller's Lumber for a reduced total of \$16.62 and H.D. Fowler for a reduced total of \$245.32. Total bills came to \$21,943.40. So far the only grant bills received were from Nick Ducote for \$750.00. Anderson Perry hadn't submitted a bill yet for September. Shorty made a motion to pay the bills. Joyce seconded. All were in favor. Jeff clarified that the payment to the Rural Fire District was paid quarterly.

**Library Report:** Susie Wirkkala gave the Library Report on Maggie's behalf. Maggie will be gone on October 16<sup>th</sup>. Susie is already scheduled to fill in for Beth so the Library will be closed until after City Hall closes. Maggie sent in an application for a CARES Act grant. If awarded, she will purchase "hot spots" that can be checked out.

The Pilcrow Foundation grant application has been submitted.

There were 250 surveys sent out for the Library but only 20 were returned. Some of the suggestions included a larger library, a music and story hour for kids, and a quiet study area for adults with computers for adult use. Surprisingly, there were a number of people who didn't realize we can order material from other libraries. They would also like to see the Oregon Trail Heritage utilized more and would like to have the Library open more hours.

**Public Works:** Rick reported that the water line to the new Fire Station is almost done. He needs one more part before starting chlorination and pressurizing. Hopefully, it can be inspected next week.

Rick is still waiting to hear back about the directional bore for the sewer line and storm drain. He hoped they would be here next week but he needs time to do some prep work before they get here. The Health Department Inspector was here to do an inspection at the Well. It seemed to go fairly well. The Lagoons are looking good.

The recycle center is a mess. People are putting trash and garbage in the bins. Ron Pratt helped clean-up the area. Mayor Mike wondered if we could get cameras close enough to do any good. Rick thought it was worth looking into. Mayor Mike has been pricing cameras for the cemetery.

Rick looked at the activity at the new RV Park. He didn't think the sewer was going to be acceptable because the drop is too much. He will check with the building inspector. Daniels hit the Avista gas line twice; one was where he dug up the City meter. Daniels wants to put in a 1 ½" meter so Rick will get an estimate. He added that we need access to the clean out. He thought there wasn't enough cover on the sewer line to tie into the street clean out.

Rick still needs to look at the sink hole at the end of 2<sup>nd</sup> and do something with the sewer. He found a manhole with some extra parts that he can purchase for \$500. If we buy new, a manhole would cost about \$600 per foot and we need at least 4 feet. He is starting to see problems with the sewer system. Some is on private property but some of it is the City's. There is also a problem in the parking lot at the Café that needs to be addressed before it is paved.

Rick said he can see signs that the treatments are working at the lagoons. The injections went very well but the focus has been on the main pond.

Beth asked if Rick wanted permission to spend \$500 for the manhole with parts. Rick would like to. There are about 9 or 10 houses that may be affected by the problem. Shorty wondered if there was an easement for the City line. Rick didn't know. Jeff moved to give Rick the authority to buy the manhole and what is needed. Dennis seconded. All were in favor. Rick will let Beth know who to make the check payable to. \$500 will secure the manhole but he didn't know what else was needed yet. Rick added that we'll need to contact the property owners before we do anything. When he is finished, he would like to ask Baker City to come back to camera and map the line to get it into the system. Rick found a "sniffer" for use in manholes and confined spaces but it needs a charger.

Rick noted that he is working on the DMR.

Big Mike noted that he had a problem and wondered what he needed to do to fix it. Rick pointed out that it's on private property so it is Mike's responsibility. He suggested he call a contractor to dig it up.

**Recorder Report:** Water overages for September were \$2058.66. Total water use 4,084,323 gallons.

Beth reported that we just finished two audits, our normal annual audit and a Workers Comp audit.

The annual audit was done primarily off site. Nothing of significance was noted. However, we missed filing some 1099's. That has been corrected. During the random expenditure testing a visa bill was selected but since it was actually from 2018-2019 instead of 2019-2020, a different payment was selected in its place. Everything checked out okay.

The Workers Comp Audit seemed to be okay. Volunteers are assumed payroll. The estimated premium was \$3796.59. The audited total came to \$4723.44, so we owe a difference of \$476.85.

North Powder is a co-sponsor of the Grande Ronde Enterprise Zone along with Union County, La Grande, Island City, Elgin, and Union. It was last amended in 2015 and will expire Dec. 31, 2020. The boundaries of the zone include the entirety of North Powder. Shelly Burgess from the County Commissioner's Office will be conducting an information meeting on October 26<sup>th</sup> and will follow up with a formal request for resolutions for co-sponsorship. The resolutions cannot be considered until after November 1st. Beth asked if North Powder wants to continue as an Enterprise Zone sponsor. If so, we can have a resolution drawn up for the next Council meeting. The consensus was to continue.

The County has lifted the open burn ban and is allowing burning in barrels only. Beth asked if the Council wanted to follow suit. Shorty thought we should hold off on lifting the ban until the first of November. Jeff felt we should follow the County. Dennis agreed. He added that it might cut down on the garbage at the recycle center. The Council agreed to lift the ban to allow burning in barrels only.

**Mayor's Message:** None

**New Business:**

**RV Occupancy Fee Schedule Resolution:** Mayor Mike noted that we need to establish fees for the non-refundable application and the extended stay permit before reading the resolution. Beth noted that we discussed \$10 for the application fee but the attorneys felt that wasn't enough. \$300 was the suggested fee for the extended stay permit. Jeff thought \$10 was enough for the application fee. Dennis agreed. Mayor Mike verified there was no charge for the 14 day permit. It was decided that the application fee would be \$10 and the extended stay permit fee would be \$300. Mayor Mike read resolution #2020-R8 to set fees for occupancy of a recreational vehicle inside the city limits as per Ordinance #2020-01. A non-refundable extended stay application fee shall be \$10 and the non-refundable extended stay permit fee shall be \$300 for up to 30 days and is renewable for no more than 90 days in any 365 day period. Resolution was passed and adopted by a vote of 5 in favor and 0 opposed. 1 councilor was absent.

**COVID Relief Funding:** Beth noted there is \$25,000 that has been set aside for North Powder in the CARES Act for COVID relief. We just need to register to receive the funding. It can be used for things like the purchase of video equipment and a laptop computer for offering remote access during council meetings, wages for staff to respond to the COVID crisis, making the building safer for staff and residents, purchase supplies such as masks, etc. If the City wants to sign up, we need to decide who will be the Grant manager and who will be the primary contact. Joyce moved to sign up. Dennis seconded. All were in favor. Jeff volunteered to be the main contact person since he has already done some research on programs and equipment for recording meetings. Mayor Mike thought we should purchase a laptop if we want to continue to make meetings available by ZOOM. Jeff will be the main contact and Beth will be the secondary person so everything comes through City Hall.

**Old Business:**

**Playground Update:** George reported that the KABOOM 2020 Keurig Dr. Pepper grant was declined. He asked why but never received an answer.

An application was submitted to the Sunderland Foundation for \$20,000 but we haven't heard anything yet. We applied to the Avista Foundation for \$5000 and were awarded \$1500. We also applied to the Leo Adler Foundation for \$12,000. So far we have applied for \$124,000 in grants and are still waiting for results from most of them.

George talked to Kurt Wiskoff about the grant from the Mason's and asked if it would be possible to get an extension due to the fact that so many things have been put on hold because of COVID-19. Kurt thought it might be possible. George will write a letter on behalf of the mayor asking for an extension.

Joyce will contact Wilson Cattle Company about a donation.

George just learned of another grant possibility with the Gray Family Foundation. The application is a little fuzzy as to who should apply, the City, the school, or the 501C. He is checking on it.

**City Hall/Fire Department Options:** Mayor Mike contacted a second building inspector for the Stanford building. Their estimate was more than what was approved so he scheduled J.L. Inspections for October 30<sup>th</sup> unless something changes and he can get here sooner. Mayor Mike is checking to see if we can get power turned on during the inspection. He also contacted Candace to see if we can move the closing to allow for the wait on the inspection. Joyce wondered if we had access to the building yet. Mayor Mike will check on that.

Mayor Mike noted that we have started to receive surveys. They are being accepted thru October 16<sup>th</sup>. Beth noted that we had another letter to be read into the record. So far 12 surveys have been received; 10 in favor of the Stanford building and 2 for the Fire Station. Jeff suggested we hold off on discussing the surveys until the 16<sup>th</sup>. He felt the survey was confusing as there were pros and cons listed for the Fire Station but no cons on the Stanford building. Mayor Mike noted that his part was to try to clear up some

misinformation regarding the Stanford building and address questions and concerns. Jeff reiterated that the survey was confusing and felt the format should have been the same for both buildings.

**Wastewater Project Update:** Beth reported that we have another application ready to submit for the wetlands. The application fee is \$1159. Anderson Perry will take care of it for now and we will reimburse them later with grant funds. Beth has a conference call on Wednesday with Nick Ducote, Arthur Chaput and Anderson Perry to discuss amendments to the grant budget and project updates.

**Ordinance Enforcement Report:** Beth talked to Shawn Wood and he is willing to take on North Powder's ordinance enforcement again. If the Council is okay with that, he would work under the same agreement as before. Beth thought we paid him \$12.50 per hour plus some travel expense. Jeff thought we should check to see what qualifications he needs to have to lawfully do that. Mayor Mike agreed because we will probably get challenged. Beth will check on that. She wondered if the Council wanted to contract with Shawn again if he has the necessary qualifications. Joyce made a motion to contact Shawn and offer him the ordinance enforcement after we check out the legalities of him enforcing our laws. Jeff seconded but thought we should see if we have a tress pass clause in our charter. He will check to see what Union has. Beth restated Joyce's motion to contact Shawn Wood and offer him the ordinance enforcement after checking out the legalities of him enforcing the laws. Mayor Mike verified that Shawn would be contracted and not on regular payroll. He asked for a vote on the motion. All were in favor.

**Complaint from Donn Wells:** Mayor Mike noted that we received a complaint from Donn Wells regarding material being burned in the alley on city property. If that is so, it is a violation. The Mayor spoke with Carolyn Flynn about the part of the complaint about her utility trailer being in the alley. Carolyn said she uses the trailer to put yard waste in, but she wants to be in compliance. There has been a burn ban for a couple of months so there shouldn't have been any burning. Rick noted that the alleys are only 20 feet wide to begin with so it doesn't take much to impede them. Since we started mowing the alleys, most people have been a lot better about not tossing junk into them. Mayor Mike's initial concern was burning on City property. Jeff was hesitant to comment as his dad was involved in the complaint, but the Rural Fire Department is supposed to take care of fire enforcement. As for the utility trailer it is against the fence, but technically it is on city property. Mayor Mike thought part of this was coming from the fact that Mr. Wells has an oversize gate in his backyard and when he opens it he can't get into his back yard. Carolyn has offered to move her trailer inside her fence. Jeff commented Mr. Wells moved material and smashed a fence on his father's property. Mayor Mike thought we should follow the steps of our ordinance enforcement policy and check to see if there is a violation. He asked how the Council would like to handle the complaint. Joyce suggest sending Mr. Wells a letter to let him know that it has been brought to the Council's attention and we are looking into resolving the situation.

**Council Comments:**

Joyce thought the Council should start looking into people who are not paying for sewer and water directly. For example there is a place where the water was shut off due to non-payment but someone is still living in the house and getting water from the place next door and still using the sewer. There are other places with similar situations where people are not paying for sewer use. Mayor Mike agreed it's similar to what we are about to do with RV's so we shouldn't overlook it just because it's a house. Rick suggested we contact legal to see what we can do. Mayor Mike agreed.

Meeting adjourned at 8:44PM.

Respectfully submitted,

Attest:

Beth Wendt  
City Recorder