

North Powder City Council Meeting
April 5, 2021
7PM Wolf Creek Grange

Attendance: Mayor Mike Wisdom, Councilors "Big Mike" Morse, Joyce Lawyer, Jeff Grende, Logan McCrae, Vicki Townsend & Justin Wright. City Recorder Beth Wendt, Public Works Director Rick Lawyer, Library Assistant Susan Wirkkala.

Others: Shawn Wood, Cindy Wright, Shorty Schwehr, Jane Wisdom, Carol Bouchard, Dennis & Maja LeFever, Jeff & Wynn Nielsen, George Marston, Lindsey Thompson.

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

Public Comment: None

Agenda: Mayor Mike asked for amendments to the agenda. Jeff asked to have the Huckleberry Festival Report added ahead of the Library Report. Big Mike made a motion to accept the agenda for April 5th. Joyce seconded. Mayor Mike clarified that the motion included the amendment for the Huckleberry Festival Report. All were in favor.

Minutes: Mayor Mike asked for amendments to the minutes of March 1st and the Special meeting on March 30th. Jeff made a motion to postpone acceptance of the March 30th until the next Council meeting as not everyone has had a chance to read them. Justin 2nd. All were in favor. Jeff made a motion to approve the minutes from March 1st, 2021. Big Mike seconded. All were in favor.

Accounts Payables: Beth noted that new spread sheets were handed out. Changes and additions were reviewed. The only addition to the new spread sheet was Eagle Office Concepts for \$33.62. The total came to \$14,912.82. Joyce made a motion to accept the accounts payables. Vicki seconded. All were in favor.

Beth noted that the grant spreadsheet should have included \$8,066.93 to Anderson Perry along with the \$1000 owed to Ducote Consulting. \$4390 of the AP bill was for reimbursement for a permit fee for the Wastewater Project. Joyce made a motion to accept the Wastewater grant bills. Logan seconded. All were in favor.

Huckleberry Festival Report: Lindsey Thompson reported that the Huckleberry Festival Committee would like permission to use City property for festival activities. They want to use the playground park for youth activities, as well as the area next to the Library, and the area along 1st Street for Mud Volleyball, near the recycle center. The committee has some new ideas for clean-up and have a parade route lined out. They want to have the vendors spread out. The Library plans to have a book sale with a silent auction and raffle. Lindsey will have a draft template of the festival setup for the May meeting. Jeff interjected that they didn't want to start advertising the Mud Volleyball until they knew for sure they had the City's permission to use the property. They will haul in bleachers from the school and will dig a pit. Big Mike made a motion to approve the use of property for Mud Volleyball. Logan seconded. Motion carried with 5 yes. Jeff abstained as he is in charge of the Mud Volleyball.

Library Report: Susie Wikkala gave the report in Maggie's absence. The Summer Reading program activities have been planned and fliers will be passed out at the school and around town. The program will start June 14th and will run for 8 weeks.

All 107 books purchased from the Pilcrow Grant have all been cataloged and shelved.

The Hot-Spots have arrived and are being cataloged for checkout. A policy for checkout needs to be established.

Items purchased from the Leo Adler Grant include a receipt printer and some kits for science, technology, and math activities for kids.

The Library purchased 5 Chromebook computers with funds from the CARES Act grant. Plans are underway for fundraisers for the Huckleberry Festival.

Faye Moore has submitted her resignation from the Library Board so they will be looking for someone to fill her spot.

Public Works Report: Rick spent 3 days on the computer doing on-line training.

The ammonia levels at the lagoons have dropped quite a bit, which is good, but the pH levels are going up. Rick thought the weather might be part of the reason for the increased numbers.

Rick has called for locates for the water service for Rich Daniels' RV site.

They have spent some time cleaning up the area at the brush pile for Clean-Up Day.

Rick plans to do hydrant flushes the week of April 19th– 23rd. Beth noted that people have been asking if he had any idea of times. Rick couldn't be sure because it will depend on how long it takes to flush a hydrant and what happens while flushing. He will tag and map the location of each hydrant. He will do his best to work with people. Rick added that he would still like to get on a bi-annual schedule. Vicki wondered if the City would compensate for overages caused from running extra water to clear lines. Jeff suggested if somebody goes over, they can take it up with the Council. Mayor Mike agreed. Rick estimated that it would take 3 to 4 days to complete flushing. Rick added that he will try to keep it to a minimum and isolate problem areas.

Rick reported that he has barrels of liquid sulfate for the lagoons so they don't have to mix every day. DMR's are coming up.

There were some lights replaced at the lagoons.

Beth noted that Ralph (Riomondo) felt we needed to have a motion from the Council for 2 people to sign-off on the DMRs. Ralph suggested it could be the Mayor and Rick. Rick added that he would welcome help with the computer. He is a little hesitant to use the new computer while he is in the middle of getting all of the DMR stuff updated. Logan made a motion to have 2 signatures on the DMR reports, Rick and the Mayor. Jeff seconded. All were in favor.

Beth mentioned that the last check sent to the DEQ for fines was a duplicate of the fines we paid in November so the check was returned.

Jeff asked about the manhole by the recycle center. Rick borrowed a metal plate to cover the hole until such time as he can find something else. A plate will cost about \$67.

Mayor Mike asked about the water line at the Motel. Rick said the line is put back together. Clean-up and finishing will be part of the flushing.

Recorder Report: Water overages in March equaled \$138.14. \$52.68 was issued for 13 freeze credits. City Hall is still being closed on Fridays. There were no objections to continuing.

The SEIs (Statement of Economic Interest) must be filed by April 15th. Beth reminded that any fines for late filing are issued to the filer and not the City. Everybody should have received an email reminding you to file.

Beth noted that the budget process is coming up. If anybody has any ideas, suggestions or requests for big ticket items, they should get those turned in so we can have Jason start working on fitting them into the budget. We also need 3 new people to be on the budget board. Board members must be citizens of North Powder and a valid registered voter of the City. Beth wondered if the Council wanted to have a Special meeting to establish a wish list before we start Budget Meetings. It makes the budget process faster and easier but is not a requirement.

Beth completed a Risk Management Survey with Lisa Masters from CIS. Lisa will be sending a Best Practices Plan around the 1st of July. It will cover things they would like to see the City work on such as trainings, building and equipment security and safety inspections, emergency planning, etc.

The next LOC Small Cities meeting will be April 21st at 11AM. It will be a ZOOM Meeting. Any of the Council interested in attending should let Beth know.

The LOC Legal Program report was included in the Council packets. It is a review of a survey taken regarding the Free Legal Services Program.

Beth commented a citizen asked about the pipe in the right-of-way next to the school. It is getting in the way and neighbors would like to see it moved. They were told that the School gave it to the City. Beth asked if we should contact the school to verify ownership. Jeff noted that the School gave it to the City for the storm drain project. He wondered if we had a place to store it. Rick thought we could put it at the well. Joyce asked if we could hook to the drain system. Rick noted that because of utilities in the area, he was not comfortable with boring into the storm drain. We can't let the water run around the corner. Because there is a 6' drop to a 12" pipe, there would be water in the pipe all the time. So until a place can be found for the water to go, no, we can't hook into the storm drain. Jeff noted that we have talked about the original ditch. Rick remarked that we can get the water to 2nd Street but to get it to the storm drain would require the water to run up-hill. Logan thought we were going to try to cut into it and attach a pipe from the School to the drain line. Rick said it would cut into the sidewalk and ODOT requires that it be put back to their specs to the tune of about \$120,000. Joyce noted that the agreement was that the School would pay the costs. Beth clarified that the City agreed to the use of City equipment and up to 30 hours of Public Works time. Jeff suggested we move the pipe.

Rick noted that we are scheduled to do an injection at the lagoons in May. It will cost about \$3000. They will do a survey to see what we gained or lost. He has had a lot of comments from people wanting to watch the process. Rick felt it should be limited to the people involved.

Mayor's Message: None

New Business-

"If I Were Mayor" Contest: Beth noted that so far we have received one entry. The deadline is Monday, April 12th.

Old Business-

Ordinance Enforcement Report (Shawn Wood): Mayor Mike introduced Shawn Wood, our Code Enforcement person. Shawn noted that he has been contacting people about things in the right-of-way. If people don't move stuff they will get a letter from Beth at City Hall. If that doesn't work they will get a letter from the attorney and if that doesn't get their attention, Shawn will cite the person. If there are any questions or concerns, people should call City Hall. He has citation rights with the County to go through the Court system. Jeff wondered what the Council could do to make his job easier. Shawn commented that the issue of brush and trees on the right-of-ways has come up more than once. Some people take care of it but others feel that it is on City property so the City should do it. Mayor Mike thought we would get to that. In the meantime, if they have a concern they can call the Mayor or drop something in writing at City Hall. Mayor Mike met with Sheriff Bowen and the Sheriff is willing to provide back-up for Shawn if necessary. He just needs a little advance notice. Mayor Mike hopes to get the Sheriff to attend the May meeting. There is an issue that we need to resolve regarding trespassing. Jeff clarified that we need something that allows a City employee to go onto private property. City Wright interjected that Baker sends a letter first. Mayor Mike thought there was a process and we need to clarify it. That is why we started with clearing right-of-ways.

Beth noted that we had a letter from a property owner asking the City to help him get tenants to clean up his property. According to the property owner, the stuff is all on private property. Unfortunately, in that case, Beth told him there wasn't much, if anything, the City could do. She suggested Shawn could drive by to verify that it isn't on the right-of-way.

Playground: George Marston reported a deposit has been sent to NW Playground Equipment. A grant application has been submitted to the Wild Horse Foundation for \$20,000 through the Community Partners.

So far, we haven't heard anything from the Oregon Community Grant.

George found a matching funds grant through the State Parks. They decide in June but our equipment will be delivered in late April or early May so he didn't think we would have any matching funds until we get another grant. Beth wondered if we need additional funds for the playground. George said if we get the Wild Horse Grant and the Oregon Community Grant, we would have more than enough to do the playground. We could even use some of it for a pavilion or restrooms. Joyce suggested we wait to apply for the State Parks grant. George noted that the application is due the end of April. Beth agreed with Joyce. Until we get through the budget process, we won't know if we have any money to throw in for a match. Jeff added that the pavilion is part of a 2 year project so we could apply next year.

George reported that we need to come up with historical verbiage for the educational signs. He suggested asking if some High School students would like to write some history. Maybe they could have their names put on the signs or possibly get a grade out of it. Jeff proposed that it could be an Eagle Scott project. Beth noted that we have already received donations for 2 signs and they were included in the cost of the equipment. NW Playground wants to know if we want to do them now or add them later. They are waiting on them to finish and ship the equipment. The signs go around the edge of the playground so they can be added at a later date. George suggested we hold off on the signs. Maybe we could get some more donations. Vicki like the idea of having the High School involved. George thought we could give them a list of subjects and see what happens.

Clean-Up Day: Beth has contacted Union Sanitation, WastePro, and Baker Sanitary. She is waiting for a call back from Les Schwab about tires and car batteries. Union Sanitation wants to know if we want one dumpster or two. We will get two. Baker Sanitary will take E-cycle but nothing broken. We need to let them know in advance how many pieces we are bringing in. WastePro will also take E-cycle but they will only take up to 7 items. After that, they charge a fee of \$9 for each item. They will also take some hazardous material containers but they have to be empty and kept separate from everything else. Rick has a trailer we can use to haul tires. Mayor Mike is waiting to hear from Trinity Nesser about having the FFA go around and collect from people who can't haul stuff themselves. Clean-Up Day is April 24th. It will be set up next to the well at the brush pile.

CARES Act Grant: Beth noted that Rick has his computer and she has been using the one for City Hall. The Chromebooks for each Councilor are also here. They will each have their own carrying case. Zach Johnson would like to meet with the Council to set up the Chromebooks with each Councilor's login name and password. He is putting together a user packet for each Council. He will also give instructions on how to do meetings, etc. Jeff wondered if we would have Wi-Fi access. Beth thought we could tap into the Library service. Carol Bouchard commented that we could use one of the hot-spots from the Library if we need to. Beth will try to set up a meeting with Zach for April 12th or 19th.

City Hall/Library: Beth pointed out that Resolution 2021-R1, regarding the decision to purchase real property, had some errors. According to the City attorney, the City is not responsible for signing a deed to transfer ownership. That has to come from the seller. Resolution 2021-R2 would amend the two lines referring to the transfer of deed. The amendments state that the North Powder Rural Fire Protection District is expected to sign a warranty deed to transfer ownership and (Section 2) that the Mayor is authorized to sign necessary documents for the purchase of property. Logan read Resolution 2021-R2 into the record, amending Resolution 2021-R1 authorizing the acquisitions of certain real property. Jeff made a motion to accept Resolution 2021-R2 and Vicki seconded. Motion carried with 4 yes. Joyce was opposed and Big Mike abstained.

Joyce felt we should start fixing the outside of the building before we worry about the inside. Mayor Mike thought there would be another Committee meeting and they would address repairs, etc. Joyce just wanted to be sure that it is made nice for the City.

Beth commented that the attorney has started the process of ordering a title search.

Wastewater Project: Beth handed out copies of the proposed amended budget for the Design Grant. We are waiting for CDBG approval. She also handed out copies of an addendum to adjust the contract with Nick Ducote. The \$2500 amendment is so Nick can prepare the Construction Grant application. We will be getting an addendum from Anderson Perry for the adjustments to their contract as well. Jeff asked what was different with this grant than the next one. Beth explained that the project is done in 3 phases. The first was the study to see what needs to be done. The second stage is the design phase where they figure out how to do what needs to be done. And the third phase is the actual construction. We have just about finished the second phase and are getting ready to apply for a grant for construction. Jeff clarified that it would all be covered with grant funds. Beth noted that we are eligible for up to \$2.5million in CDBG funds for the entire project. She thought the original quote for construction was just over \$1million so we shouldn't be hurting construction by adding \$37,000 to the design grant. Rick asked if construction included repairs to the main lines. Beth noted that construction will include identified repairs to sewer lines, the wetlands, and up-dates at the lagoons. She didn't know what order it would be done. Right now we are trying to finish the design process. We got one of the DEQ permits approved that we have been waiting on. We are getting ready to post the final notice of proposed activity in the flood lands and wetlands area. Copies of the plan were provided to the Council. Logan made a motion to approve addendum #1 for Ducote Consulting. Justin seconded and all were in favor.

Council Comments:

Vicki really appreciated the work done on the minutes. She also hoped that once everybody has had a chance to look at the minutes from the last meeting that we can all sit down and talk about it.

Joyce thanked the City for blocking 4th Street for the Easter Egg Hunt at the Methodist Church and for providing masks. It was a real success.

Big Mike would like to get with Beth regarding what types of training programs are available. He would also like to meet with the Mayor to address some concerns that need to be addressed, not necessarily in a public forum.

Meeting adjourned 8:31PM.

Respectfully Submitted

Beth Wendt
City Recorder

Attest: