

**North Powder City Council Meeting
May 2, 2022
7PM Wolf Creek Grange**

Attendance: Mayor John Frieboes, Councilors Logan McCrae, Mike Morse, Justin Wright, Joyce Lawyer, and Vicki Townsend. City Recorder Beth Wendt, Public Works Rick Lawyer and David Rosingana. Councilor Jeff Grende was absent.

Others: Barbara Weeks, Susie Wirkkala, Maja & Dennis Lefever, Mike Schoeningh, Lisa Hill, Shorty Schwehr, Jeff & Wynn Nielsen, Fauna Ferenbach, Dave Rose.

Mayor John Frieboes called the meeting to order. The Pledge of Allegiance was said.

Public Comment: Barbara Weeks commented that the Clean-Up Day was very successful and people did a really good job of cleaning up a lot of stuff. She thanked everyone for doing such a good job.

Lisa Hill introduced herself as candidate for Union County Commissioner Position #1.

Agenda: Beth asked to add a discussion of the Fire Department Contract to new business. Mike made a motion to accept the agenda. Logan seconded. All were in favor.

Minutes: John asked for a motion to accept the minutes of April 4th. Vicki made a motion to accept the minutes. Mike seconded. Motion carried with 3 in favor. Joyce and Justin abstained as they did not attend the meeting.

Accounts Payables: Beth reviewed the Wastewater Project grant bills which came to \$45,805.55. Additions to the regular Accounts Payables were: CenturyLink \$338.82, OTEC \$2214.77, Thatcher's Ace Hardware \$211.33, Cardmember Services \$794.72, Millers Lumber & Truss \$1506.09, Office Depot \$119.15 and ByoGon Northwest \$3434.25. There may be a few outstanding bills that have not yet been received. The AP total came to \$17,793.18. Logan made a motion to pay the bills. Vicki seconded. Beth clarified that the motion included both regular and grant bills. Logan said it did. All were in favor.

Library: Barbara Weeks reported that the Library Board had approved Mike Schoeningh and Maja Lefever as new board members. Logan made a motion to accept both nominees for the Library board. Vicki seconded. All were in favor. Barbara added that Sherry (Hart) resigned so they still need one more board member.

The Library will be closed Memorial Day.

The Library has been collecting yard sale donations. Sign-up sheets for the yard sales are at the Library, City Hall, Post Office, and CJ's.

Lance Dixon has given permission to have a movie nights at the school this summer.

Half a pig has been donated to the Library raffle. Tickets will be \$5 each or 5 for \$20. The raffle drawing will be during the Huckleberry festival.

The Easter Bake sell went well.

Public Works: Rick reported the Clean-Up Day went well. Both dumpsters were filled and we had to order a third. The gate to the brush pile will remain closed until all of the dumpsters are removed and the tires and e-cycle stuff is hauled off. The scrap metal dumpster was also filled. It was picked up on Sunday morning so Rick had to come in on Sunday to finish loading it.

The sewer line at the A-frames has been fixed. However, there was an old phone line that got cut because it was not marked. The phone company thought it had been abandoned. There will probably be more issues in the future but hopefully this fix will hold for a while.

There appears to be another water main along 1st Street that is leaking. Rick is waiting for locates so he can dig it up and check it out. He suspects there are a lot of utilities in the area.

Another injection was done in both ponds at the lagoons, and they did a sludge judge to try to determine the depth of the sludge. Rick talked to Myron and thought if we can set-up a grinder, Myron might be willing let us apply the sludge if we can dredge. He also talked to Myron about the possibility of getting water at the lagoon and making an alley through the feed lot to the lagoons. We need to replace a gate that the cows keep rubbing on.

Rick thought the DEQ audit went pretty well but there's still some paperwork that needs done.

Hydrant flushing is going to be delayed. We loaned the defuser to Baker City and Rick wants to check out the water leak before flushing.

Bill (Justus) would like to rent the jetter trailer again.

The hoses for the VAC truck are in and Rick has been working on the truck as he gets time.

Rick asked if it would be okay to sub-out spraying weeds along 1st Street and possibly around the playground. Teddy Orr did some work for the City last year and it cost about \$100. John suggested we talk to the County Weed Control as well. The Council was okay with having Teddy Orr spray again.

Rick noted that he really needs to find time to work on his certifications. Mike wanted to be sure he kept it out of overtime. Rick added that he has been trying to keep his hours down, but there has been a lot of unexpected things come up.

Beth reported that Ralph Riomondo is not certified for drinking water. We have to have a certified operator. David Johnson from Cove is willing to act as our certified operator for \$500 per month plus \$50 per hour for any extra service. A contract agreement would be for 3 years or until Rick can get certified. Joyce moved to have David Johnson be our certified drinking water operator. Mike seconded. Motion carried unanimously. The contract will take effect immediately upon signing.

Huckleberry Festival: Joyce noted there will be a meeting on Friday (May 6) at 5:30PM at the Grange.

Ordinance Enforcement: Beth reported that Shawn has been making rounds on weekends for the last 4 weeks. Some issues have been taken care of while others need to have a letter sent. Mike asked how many letters need to be sent. Beth thought there were 8 or 9.

Recorder Report: Water overages in April came to \$175.16. We used 1,179,172 gallons of water.

Knife River Construction will be doing some work in the area this summer for Union County. It was suggested that we could give them a call to see if they would be willing to do the 5th Street project if they can do so within our budget. Beth will check it out.

The application period for the next round of SCA grants is coming up. If we can have at least one of our SCA grants closed before the end of the year, we can apply for another one. The Council should start thinking about what we want to apply for next.

The 1st Budget Meeting is scheduled for 6:30PM on Monday, May 23rd at the old fire station. We still have 3 openings on the budget board. Budget schedules were included in Council Packets. Any expectations for large or unusual expenses or income should be brought to Beth's attention as soon as possible so they can be added into the proposed budget. EX: equipment, wages or increases in hours, project expenses, etc. The meeting will be preceded by a special Council Meeting at 6PM for the Wastewater project.

Beth didn't make it to the LOC meeting in Irrigon due to illness.

Since we didn't have a work session on the CIS Risk Management Plan, Beth went ahead and listed the following as high priorities to work on over the year: Cybersecurity policy, elected officials training, develop a maintenance log for repairs and inspections in the parks, and maintenance & documentation schedule for water and sewer lines. There are a lot of examples and information on the CIS website that we can use.

Beth met with representatives from Avista on April 6th. Our new area representative is Gregory Ford. The annual update was included in Council packets.

The ARPA Funding Report is done for this year. Beth filed nothing to report as we don't have a schedule or budget worked out for a project. Next report is not due until next year. Before then, we will need to sit down and work up a project schedule and budget.

Mayor's Message: John noted that he was not here for the Clean-Up Day but wanted to add his thank you to those involved in helping out. It's an amazing thing for the community and we had great help. John talked to County Commissioner Donna Beverage and was disappointed to hear that the County absorbed all of their ARPA funding within County projects so there wasn't anything left for cities. However, there is money available through tourism. John asked if it was okay with the Council if he pursued the possibility of getting some "Welcome" type banners for 2nd Street and/or some Christmas decorations. He also suggested we might be able to help the Huckleberry Festival with funding for advertisement. The Council approved.

New Business

Fire Department Contract: Beth remarked that the Rural Fire Department has proposed renewing the contract for services for another year with a 5% increase, due to inflation. The increase would be about \$994 which would make the contract \$20,874 for one year. Vicki wanted to talk about a 3 year contract. Logan thought the intent of the one year contract was that if inflation is less next year, it would be reduced. If they were to agree to 3 years it would probably with the opportunity to revisit the rate increase annually or to lock in a 5% annual increase. Joyce asked if they were even considering annexation. Logan felt that would warrant having a committee to research the process and see if the citizens would be willing to accept the added assessment for fire. Beth added that the Rural Fire District needs to invite the City to be a part of their district before we can put it on the ballot. If passed, it would add a line item on everyone's property taxes for fire. Logan agreed that if we annexed, it would leave the extra money in the general fund. Joyce wondered if the RFD knew that the water they use for fires is costing the City for treatment and our expenses have gone up, too. Joyce would still like to work toward annexation. Logan thought the RFD board would like a decision from the Council so they can work on their budget. Vicki reiterated that she'd like to discuss a 3 year contract. Beth wondered if the City needs to be prepared for a rate increase every year. She cautioned that the City may not be able to afford that. Shorty commented that we haven't ever received information from the RFD as to how many calls they make and how much water they have used. He thought it was in the contract. Beth had a copy of the latest contract and noted that was not included. However, it does say that they will enforce applicable codes and fire permit regulations. Logan thought if it was really important to have the reports, it could be added back in. Joyce thought part of the problem with annexation was the QRT. Logan suggested there might be a way to set up a QRT District. He recommended that we accept the proposed contract increase. The Council wasn't ready to make a decision, so the issue was tabled. Beth clarified that we should proceed to budget with the assumption that it will happen.

Old Business

Playground: Beth reported that the playground dedication will be Thursday, May 12th at 1PM. No inspection is required this year as playground is newly installed to code.

The donor acknowledgement plaque has been ordered. Estimated cost is \$2235 including delivery and installation. It will take about 3 to 4 weeks. That leaves a balance of about \$4500 in the playground grant fund.

Beth has been looking into the cost of picnic tables, benches and garbage cans. Picnic tables range from \$990 to \$1150 (w/o shipping). 6' Benches range from \$600-\$1800. 8" Benches are about \$100-\$500 more. Garbage cans with the dome cover also run in the \$600 to \$1800 range. Basic colors are red, green, black and blue. Shipping cost will be approximately \$1000-\$3000. It takes anywhere from 10 days to 6 weeks for delivery. Whatever we get, Rick thought he could anchor them to the ground. Joyce

wondered about gravel. Beth commented that we have gravel. Logan made a motion to have Beth and Rick to work together to get something. Vicki seconded. Motion carried with 4 yes. Mike abstained.

Clean-Up Day: Beth noted that we took in \$185 in dump fees. That is only a small portion of what it will cost for the dumpsters but it helps. Beth expressed great appreciation to Jeff Nielsen and Dave Hoene for taking charge of picking up stuff from people. They went way above and beyond what was expected. Shorty Schwehr took charge of collecting fees and helped load the dumpsters. Shorty suggested for another time we tell people that the small stuff needs to be bagged. Beth noted that it was also suggested that we buy the volunteers lunch. Logan made a motion to get a \$20 gift certificate from the NP Café for the volunteers. Justin seconded. All were in favor.

ARPA: Beth reiterated that the report was done but we will need to sit down and make some decisions before this time next year.

City Hall/Library Update: Logan noted that City Hall is moving along. He thought it would be done by the first of part June. We are still within the budget with the contingency. He thought the total cost would be about \$60,000. The electricians are setting things up for the future to get mini-splits. Beth noted that the carpet should be here any time but the windows and front door are in.

Joyce noted that Mike Schoeningh was asked to present plans for the library. Mike S. said the Library Board met with the Baker City Librarian to better understand what makes a library work well and what is required to make that happen as determined by the State Library Standards and best practices. Some of the requirements included equipment and furniture for dedicated spaces to meet the needs of adults, teens, children and persons with disabilities. It also included study and story time areas, computer areas, and storage as well as adequate areas for staff. Meeting these standards may help to qualify for future grants. The proposed "L" shape design could make it hard to accomplish these objectives. A square floor plan would be more efficient and easier to organize and meet ADA compliance. The "L" shape could be hard for library staff to keep an eye on kids. Mike S. added that he looked at other libraries in the area they all have a square or rectangular shape. He asked the Council to reconsider the plan for the library. Barbara Weeks handed out information regarding grants and a proposed floor plan. Joyce added that it is important to have two external exits. Barbara added that Maggie provided a copy of Oregon Library Standards. The proposed floor plan included an extension on the south end of the building. Joyce added that it would be a total of 1886 square feet. Barbara commented that it wouldn't affect the area for a council chamber and would give the library room to expand. Joyce remarked that if there are enough computers, we could get fiber optics. Beth interjected that we already have that option. Justin wonder how long it would take to complete the project. Barbara answered that they can't move forward with anything until they get Council approval. Joyce thought it would take less than 2 years. Barbara thought they should apply for the grants as a whole project but it would be done in phases. Joyce suggested a work session with a couple of members of the council and the library board. Barbara added there are grants that will cover utilities. Logan wondered what the square footage was of some of the libraries Mike S. looked at. Mike S. thought Huntington was about 1600 square feet and Richland was about 1800 square feet. Beth pointed out that the Library Standards identifies the square foot per capita and for a town with a population of less than 1000, the high end is 5.69 sq. ft. and the low end is .74 sq. ft. The "L" shape proposal was over 3 sq. ft. John asked if they still planned to use the meeting room. Barbara said to a point. It could be used a study area. Joyce interjected that the Library can't do anything without a plan and a grant writer. If the Council won't accept the proposed plan, she suggested a work session to discuss it further. Logan was concerned about vacating the current library building in a reasonable time. He thought to make that happen in a year's time, it would have to be done as two projects. There are apparently lots of grants, but the library is bringing \$0 to the table. Joyce said they are already working on fundraising. Logan wondered if the

Library would be taking on the meeting room and the ADA restrooms. Barbara didn't know, but thought it might be. Logan agreed if it was a shared space it could be probably be done. Barbara thought the meeting room would be a good place for one-on-one computer instruction for kids. Other than the park there is nothing for kids except what the library provides and they want to start providing more and more. John asked Joyce to set up a meeting between the library board and council representatives. Mike M., Logan and John will represent the council. Meetings will be open to the public.

Wastewater Project: The CDBG grant contract has been signed and we've submitted the first draw request to pay for publishing the Fair Housing Resolution and the Request for Release of funds, for advertising for bid, for grant administrative services and for the DSL mitigation for the DSL permit.

Bids are due by May 17th. Anderson Perry will open them and review them, then make a recommendation to the City. We have scheduled a special meeting to talk about the bids on Monday, May 23rd at 6PM at the fire station (before the budget meeting). An addendum has been added to bid dredging as a separate item in case we don't have enough money to cover everything. We can apply to CDBG for some extra funds, but there are other options such as USDA, the State Water/Wastewater program, or the DEQ. Some may be grant money and other funds would be low interest loans.

We need to start working on a WPCF (Water Pollution Control Facilities) permit application as well as an extension of the NPDES Permit (which expires at the end of the year). Just in case we aren't able to be completely done with the wastewater project, we don't want to let the NPDES permit expire because once it is gone, it is really hard to get it back. Beth asked if the Council wanted Anderson Perry work on the permits. The WPCF permit may be part of the WWP and payable with grant funds as it should take the place of the NPDES. However, that may not be the case with the NPDES permit. The Council was okay to AP take care of the permits.

Beth reminded everyone of the special meeting and the budget meeting on May 23rd.

Council Comments:

Mike M. recognized Carol Bouchard, who passed away last week. She was a good friend and an outstanding citizen. She did a lot for the city and she will be greatly missed. Mike M. felt it was important to talk about outstanding citizens and to show appreciation for members of the community.

Joyce wondered what we should do about the grant we received for the roof of the fire station. Do we need to write more grants or give that one back? It needs to be used by August. Logan suggested it could be used to fix the soffits, rafter tails and to put gutters on the back of the building. Joyce said the application said we would apply for additional grants. She thought she could do that but wanted permission to write the additional grants. They would be to replace the roof and the trim around it. The estimate she had was for \$60,000 for a new type of metal roofing. Logan didn't think we could get additional grants and spend them by August. So unless we can get an extension, he thought we should let the money go back. Joyce noted that the inspector suggested we take the gutter off the back of the building but it is still there. Logan thought we could fix the soffits and gutters for \$10,000. John will try to get in touch with someone from the Buerkel foundation to ask about an extension.

Meeting adjourned at 9:04PM.

Respectfully submitted,

Attest:

Beth Wendt
City Recorder