

**North Powder City Council Meeting  
November 7, 2022  
7PM City Hall (340 E Street)**

**Attendance:** Mayor John Frieboes, Councilors Vicki Townsend, Joyce Lawyer, Jeff Grende, Justin Wright, Logan McCrae & Mike Morse, City Recorder Beth Wendt, Public Works Director Rick Lawyer, Dave Hoene, Mike Schoeningh, Jeff & Wynn Nielsen, Barbara Weeks, Shorty Schwehr

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

**Public Comment:** None

**Agenda:** Mike made a motion to accept the agenda. Logan seconded. All were in favor.

**Minutes:** John asked for amendments to the minutes from October 3<sup>rd</sup> and October 27<sup>th</sup>. Logan moved to accept the minutes of the regular meeting on October 3<sup>rd</sup>. Joyce seconded. Motion carried with 5 in favor. Vicki abstained as she was absent.

Joyce made a motion to accept the minutes from the special meeting on October 27<sup>th</sup>. Vicki seconded. Motion carried with 3 in favor. Jeff, Logan and Justin abstained as they were absent.

**Accounts Payable:** There was a change to the bill for One Call Concepts for a difference in rates that took effect in August 2022 which made the total \$11.70. An additional page was added to the Accounts Payable for new bills. The total October bills came to \$ 24,578.43 plus \$500 to Ducote Consulting for the wastewater grant. Jeff wondered how we were doing budget wise in paying Shawn Wood. Beth noted that we budgeted for 4 hours per week and he has been staying really close to that. Jeff moved to pay the bills. Justin seconded. All were in favor.

**Library Report:** Barbara Weeks gave the Library report. The Library has received more than one cord of wood for raffle.

The Ready to Read Grant has been approved for \$1000 for the Summer Reading Program.

The new couch for the Children's corner is here. It is shaped like a snake and the Library is having a contest to name it.

The Board has been talking about fundraisers including Family Movie Nights at the Grange.

The Library is going to have a "Snow Sculpting" Contest instead of just a snowman contest.

**Public Works Report:** Rick noted that he has 2 of 4 new water meters installed. Turns out those two won't need them activated until spring. He still needs to do a 1" meter for the Hudleson building and a ¾" line for Butcher. Butcher also wants sewer but we need more information before it can be done. Snow removal went well.

Rick took Well #5 off-line until we can get it fixed so we won't be in violation of testing requirements. We'll need to call for tests before we put it back on line.

Rick still hasn't had time to get to the VAC truck.

We need to get a QC/QA done for the DEQ. Rick has been trying to find a sample that we can use. In the meantime we are in violation until we get it done.

Rick let DEQ know that we may have to go to the river sooner than expected because we are gaining about 2" per day. Some of that could be from snow.

Joyce thought if somebody asked for a meter to be installed, they should be getting charged a monthly fee. Rick explained that we put the meter in but it is up to the property owner to connect it from the meter to the building. John added that in the meantime, the water is shut off. Joyce still felt they should be ready to use it once we put it in. Dave added that the Hudleson building should be ready to open by the end of the month. John said they are on our schedule.

Jeff G. asked about the broken water line behind the Post Office. Rick explained that the maps showed a 4" line but there was another 6" line that wasn't on the map. We need to update the maps. Jeff G. wondered how he isolated the break. Rick said he had to shut off 8 valves because the line was T'd in more than one place. Dave wondered if somebody was living in the building. Rick didn't know. Joyce thought he didn't want the water hooked up yet was because he was taking it from the Grange. Rick didn't know how it all connected but the Grange and the Post Office are connected together. He thought there might be some shared sewer connections but he'll need time to dig it up to determine what is what. John agreed that we need to look into it.

Jeff G. asked if Rick wanted to hire a mechanic for the VAC truck. Rick thought it would help. It needs work on the wiring. It's draining the battery. It also need the hoses restrung and the electrical switch for the PTO needs to be checked out. Jeff wondered if he had a recommendation of someone to fix it. He asked Rick to get an estimate. We will probably have to pay for an estimate. Logan asked if we should approve an amount to fix it. Jeff moved to authorize up to \$2000 for the diagnostic and repair of the VAC Truck. Logan seconded. All were in favor.

Joyce wondered if we were going to let the guy behind the Post Office continue using water. John reiterated that we will check into it. Joyce added that there is someone taking water from the faucet behind the old City Hall. Rick will put a lock on it.

**Huckleberry Report:** None

**Ordinance Enforcement Report:** Beth noted that Shawn made his rounds again over the weekend and talked to some people about vehicles and things on right-of-ways and dogs. Jeff noted that dogs should be a County issue.

**Recorder Report:** Water overages in October dropped to \$576.04. We used 2,039,167 gallons of water, about half what was used in September. Knife River Construction got roughly 267,000 gallons of water from late August to mid-October. They paid \$20 per load plus \$1.50 per 1000 gallons which came to about \$1800.

League of Oregon Cities is offering a free Elected Essentials training in Island City on Jan. 19, 2023 from 7:30AM-5:30PM. It is a good opportunity for both newly elected or experienced officials and staff to review the basics of municipal government. Beth has been before and thought it was really worthwhile. It touches a little bit on ethics, but deals more with how the government operates as well as meeting laws and public record laws. Vicki asked if Beth would like to attend again. Beth thought we should wait until after the election to decide who would attend.

Council packets included information regarding a new recycle laws that actually took effect January 1, 2022 but program implementation will begin in July 2025. Some changes are optional while others are required.

Beth had a clock that was awarded to the City in appreciation of 40 years of Continuous Membership from CIS.

**Mayor's Comments:** John has been checking out street lights. OTEC has already replaced or fixed several lights. The old lights are slowly being replaced with LED lights.

John met with Myron Miles about getting water at the lagoons. Beth did some checking with the Water Master to see what we can legally do. John will meet with Myron again and report back to the Council before decisions are made.

Union County Public Works Department was here filling the main potholes around town. We approved \$3500 but they only charged \$1334.

After the snow we had, John used the backhoe to help Rick and Dave by clearing some intersections. John talked with Molly Smith about another Safe Routes to School grant for sidewalks. We are eligible again. The School is interested in writing the grant. Beth suggested that if we do, the City should get a

chance to review the application before it is submitted so we don't have the same problems that we had with the last grant when we had to cut the project because the numbers were wrong and we didn't have enough money to do everything. Nobody objected so John will talk more with Molly.

**New Business:**

**2023-2024 Budget Officer Resolution:** Beth noted that we are supposed to pass a resolution every year to appoint a budget officer for the next fiscal year. Resolution #2022-R10 was read appointing Jason Bingham, of Bingham, Bingham & Huntington CPAs as the City's budget officer for 2023-2024. Jeff moved to accept Resolution #2022-R10. Vicki seconded. Motion carried unanimously.

**Council Policies:** Vicki thought the City should have City policy handbook. It should help identify how to deal with certain situations and would answer a lot of questions. We should be able to get some help from CIS and LOC. Beth agreed and explained that it could help to understand the difference between ordinances, resolutions, and policies. In the past we have used the LOC City Handbook as a guide. Vicki added that it would not only benefit the current council but it would help future councils. She volunteered to work on it. John thought she should go ahead. Jeff wondered what policies other towns have. Vicki added that we could adopt all or part of the LOC handbook but it might be better to adapt it to fit North Powder.

**ATV Ordinance:** After reading the Union County RV Ordinance, Jeff felt it wasn't necessary for North Powder to have our own ordinance. Logan added that it applies if we don't have our own. John agreed that the county ordinance covered what we need. Joyce wondered how that would be enforced because there are a lot of kids who ride around town on ATVs. John thought it would be enforced by the County or the State. Whether or not we adopt our own ordinance, it's still not legal for kids to ride ATVs around town. Jeff added that we can't enforce motor vehicle laws and the Sheriff's department is County. Dave wondered if it pertained to alleys as well as streets. Logan thought it was for all roadways and public right-of-ways except state highways and a few main roads that are covered by La Grande.

**Old Business:**

**Meeting Room/Library Update:** Beth noted that after the special meeting on October 27, we were trying to figure out how to get pre-bid information. According to LOC, we may consult with a technical expert to get an estimate as long as we take measures to insure that it is understood there will be no competitive edge when it comes to the bid process. We need to have an estimate for what it will cost to get an engineered design before we can start applying for grants to pay for it. Barbara interjected that we talked about doing some fund raising but we needed to have a goal amount. Beth wondered if anybody had talked to anyone, or should we have Mike (Schoeningh) go ahead with plans from Associated Engineers. Joyce thought we should not only do that, but we should talk to anyone else we could think of. If something comes up, she wondered if we could call a special meeting. Beth said she could ask for one. John volunteered to talk to Scott Marshall with Straightline Architecture. He wondered if Mike could clarify what Associated Engineers would charge. Mike S. noted that he was quoted a price of \$300 over the phone but the paperwork said \$400 so he was hesitant to do anything without talking to the Council. He wasn't sure how far the plan would go. Jeff G. asked if the Library Board had a hand drawing of what they would like to see that could be taken to an engineer. Mike S. noted this was new territory for Sara (with NEOEDD). She usually comes into a project when it is ready to apply for grants. Jeff thought the Library Board should have a basic drawing that includes restrooms that could be taken to an engineer. It could save a few dollars. Mike S. thought the board agreed to add on another 1000 square feet with a restroom in the corner. Beth suggested we talk to Anderson Perry to see if we could get an estimate for the design & engineering. A rough drawing of what we want would be a help. John didn't think an engineer would need a floor plan at this point. Mike S. will work with Beth to see what we can come up with.

Logan wondered if something was going to be done about the eaves on the building. John said Jered (Kmetec) is supposed to be here as soon as possible. Jeff remarked that getting the gutters off has helped a lot. Joyce asked what Jered was going to do. John explained that the tails of some of the rafters will have to be replaced and work needs to be done on the soffits. It also needs some facial work and metal wrapped around. Joyce didn't want it to be a patch job. John agreed that it needs to be done right.

Logan passed out a draft of the scope of work for the all-purpose meeting area. It included a partition wall, replacing the windows in the back of the building, filling in the roll-up doors, knocking out a section of the wall between the two sides of the building, putting in French doors to access the library, and framing around the bathroom in the back. Framing the back wall and putting up drywall was optional. There was a lot of room for additions or changes. His estimate for the City Hall project came in really close. This is a simpler project than City Hall, but labor costs are really iffy. He still thought the cost could be about \$44,000 plus electrical. John thought framing in the back wall would add a lot of insulation. Logan added that we could replace the existing man door or not. Or we could add a window to it. He didn't budget anything for the door. Joyce wondered what we would do with the roll-up doors. Logan noted that last time they went with the contractor because we didn't know that Rick wanted them for the City Shop. He thought one of the doors didn't work. Vicki wondered if we were ready to start working on the meeting area. Logan didn't know, but he volunteered to put the estimate together as way to start the conversation. He asked if power-washing and sealing the outside of the back wall was on Jered's list of things to do. He felt that should be done before we start on the inside. Joyce interjected that the Library could include a lot of that stuff with their grant. Logan thought the outside wall would cost about \$2000 to wash and seal with a rubberized paint where the water drips off the back. He wasn't exactly sure where we stand with the sewer system, but he thought we might need to concentrate on that first. Beth reminded that we could use ARPA funds for either the building or the sewer system, but we can't use general fund money for the sewer system. She cautioned that we not get too many projects going at one time so we don't get overwhelmed. We budgeted \$70,000 toward the building fund for 2022-2023. Logan commented that if the building project goes over \$50,000 we have to pay Davis Bacon wages. But there are things we can add or remove according to the budget. Jeff clarified that the proposal added entry into the restroom behind City Hall. He thought we should go ahead and put it out for bid because if it comes in too high, we don't have to accept the bid. Logan felt it would make sense to hammer out more details first. Dave was concerned that we might need all of the City's funds for the sewer system. Beth reiterated that we can't use general fund money on the sewer system or the water system. We have been trying to build up a savings in those accounts to pay for repairs to those systems. Logan remarked that the main intent is to have the rest of the meeting room match City Hall, both inside and out. He hoped the Library would follow suit, at least on the outside. Logan will refine his plan and bring it back to the next meeting.

**Christmas Celebration Update:** Vicki reported that things were falling into place nicely for the Christmas Celebration. We will have the same setup as last year with a parade, tree trimming and chili feed. Logan is supposed to get a tree. The Fire Department is going to take care of the parade and Chili feed. We have asked the Ford Family Foundation if they would contribute to the cost of the chili feed. Vicki thought Lindsey would work on getting a Santa. We should have enough decorations from last year for the tree. Jeff suggested we ask people to bring decorations to add to the tree. Vicki added that we have permission to use the Library PA system and she thought John was going to talk to the school about having the band or choir lead some singing. Jeff wondered if we could get some vendors to sell hot drinks. Beth thought it might be nice if the City were to provide hot chocolate, coffee, and maybe hot cider at City Hall. Vicki was still working on the possibility of a hayride out to the Fire Department.

**Wastewater Project Update:** Beth noted that we're waiting on OBDD approval to put the project back out for bid. We still hope to have it done soon enough to award the bid before the end of December.

**Council Comments:** Jeff Grende presented the City with 9 candy cane decorations, donated by his business, to be used for street decorations.

Meeting adjourned at 8:24PM

Mike added a special thank you to Beth for her help and for going out of her way to be sure he had his Council packet.

Respectfully submitted,

Attest:

Beth Wendt  
City Recorder