

**North Powder City Council Meeting**  
**January 9, 2023**  
**7PM City Hall (340 E Street)**

**Attendance:** Mayor John Frieboes, Councilors Vicki Townsend, Joyce Lawyer, Jeff Grende, Justin Wright, Logan McCrae & Mike Morse. New Councilors Lindsey Thompson and Cody Anderson. City Recorder Beth Wendt, Public Works Director Rick Lawyer. Barbara Weeks, Mike Schoeningh, Jeff & Wynn Nielsen, Shorty Schwehr, Willie Thompson, Brook Combs, Norma Truscott, Doug Forman & Alan Brown.

Mayor Frieboes called the meeting to order and the Pledge of Allegiance was said. Before new Council was sworn in, John presented out-going councilors Joyce Lawyer and Mike Morse each with a plaque in appreciation and thanks for their service.

Beth swore in newly elected council members: Mayor John Frieboes, Councilors Jeff Grende, Lindsey Thompson and Cody Anderson.

**Public Comment:** Barbara Weeks read a letter congratulating the new council and her hopes for their new term in office.

**Agenda:** Beth noted that Rick needed to leave early to do some testing at the lagoons and asked if the Public Works Report could be done between approving the minutes and the Accounts Payables report. Jeff moved to accept the agenda with the change to move the Public Works report. Logan seconded. All were in favor.

**Minutes:** John asked for amendments or acceptance of the minutes from December 5, 2022. Vicki made a motion to accept the minutes of the December 5, 2022 Council meeting. Justin seconded. All were in favor.

**Public Works Report:** Rick noted that we had another non-compliance issue with e-coli at the lagoons. He will take some additional tests on the water supply at the lagoons to see if by chance that is contributing to the problem. There doesn't seem to be a logical reason for the spikes like we've been getting. He has one more test to do and take to Union. He thought it was also possible that the trouble could be in the transport to the testing places. Rick suggested we might consider using Union because it is closer.

They are still working on minor snow removal, maintenance, and keeping the chemicals filled. Jeff thought we had a testing kit. Rick said we do, but the samples he is taking have to be at a certified lab within 18 hours of taking the test. He questioned whether or not we have the correct light for our kit. Since we don't have hot water at the lagoon he has to take everything to the shop to wash it. Jeff asked about work needed on equipment. Rick was able to do some repairs on the bachoe but the injector line still needs fixed and there appears to be a slow leak in one of the tires. The dump truck still won't build air like it should. The tractor needs some maintenance as well. John noted that we are on a schedule with Kenny Bain, but he is back logged.

**Accounts Payable:** Beth reviewed late bills from December that had already been paid which included membership dues to Union Co. Chamber of Commerce, SAIF Corporation for Worker's Comp Insurance, Office Depot for office supplies, Precision Pumping for monitoring at the Well, Steve Butcher for a refund, and \$7310 to the DEQ for a permit application for the Evaporation Pond and annual fee. Additions to the new bills included payments to Solutions CPAs, Eagle Office Concepts, Byrnes Oil Company and Kurt Wiskoff for a total of \$3,364.61. The rest of the regular bills came to \$21,426.88. Wastewater grant bills came to \$13,531.90.

Jeff made a motion to pay the bills. Lindsey seconded. All were in favor.

**Library Report:** Barbara Weeks reported that fund raisers for 2023 will be an Easter brunch and bake sale, a yard sale/book sale and the Huckleberry Festival. John asked if they were taking donations for the yard sale. Barbara thought so, but they would talk more about that later.

**Huckleberry Report:** Lindsey had nothing new to report.

**Ordinance Enforcement Report:** Beth noted that John rode around with Shawn a couple of weeks ago. We have been getting some response to letters and notifications. John felt we were going in the right direction.

**Recorder Report:** Water overages in December were \$255.63 and 23 freeze credits were applied for a total of \$100.04 which left \$155.59 to be billed. We used 1,299,469 gallons of water.

There is still time to sign up for the Elected Essentials training on January 19<sup>th</sup>. John is signed up to attend the Mayor's training on January 18<sup>th</sup>. Joyce felt it was important to attend. She asked if Beth would attend. John agreed she should.

The representative from Verizon came out and took measurements and pictures of the water tower. Right now they are doing research and gathering information. If they decide to move forward with using the tower, it will require a Conditional Use Permit Application.

Beth commented that OLCC has made some rule changes to the process for issuing and renewing liquor licenses. They now require a recommendation from local governments before they will renew a license. We already do a public review so the only difference will be that we are required to give a response.

**Mayor's Comments:** John mentioned that he has been working on improving relations with the school, fire department and cemetery. As for the cemetery, they got a grant to put in a kiosk with a map and some information about the cemetery. John noted that he used the City's backhoe to set the kiosk in the ground because they didn't have a way to do that.

John added that the representative from Verizon looked at the old City Hall and inside the old green jail building. They are looking for a place to set up some equipment that could be inside or outside. John reiterated that this was just an information gathering meeting and should Verizon decide to proceed, they will come back with a proposal.

John would like to start meeting with Rick and Beth on Tuesdays to go over what is happening and work out a system for a work order schedule.

John will attend the Mayors Meeting on January 18<sup>th</sup>.

Joyce commented that we used to have an annual meeting for insurance and safety meetings. John said that is one of the things he wants to talk about.

Doug wondered what type of things John was doing to build bridges with the school and fire department. John worked with the fire department to have them spray the road at the school so they could paint lines. He has also been working with the school on a Safe Routes to School grant application. The school has loaned us some equipment.

#### **New Business:**

**Election/Appointment of Council Responsibilities:** Beth noted that we need to elect a Council President and appoint department supervisors. We also need to update check signers and grant signers. Beth passed around a sheet for Councilors to update contact information. Jeff wondered if we would have a training for the new councilors on the laptops. Beth will work on that. Logan nominated Jeff Grende for Council President. Justin seconded. Motion carried with 5 in favor. Jeff abstained. John volunteered to continue as the Public Works Supervisor. Jeff volunteered to continue as the Recorder Supervisor. Lindsey agreed to be the Library Supervisor. Logan agreed to continue as the Fire Department Representative and Justin will be the School Representative. Joyce thought it would be nice if the supervisors rotated.

Beth noted that John, Vicki, Mike Morse, and Jeff were currently check signers. Vicki, John, and Jeff were okay with continuing. Justin volunteered to take Mike's place. Everyone was okay with that. Cody agreed to be the account overseer who reviews the bank statements each month. The Wastewater Grant signers will be updated to include Lindsey, Beth, Jeff, and Vicki. Beth will work on getting paperwork to change the bank account signers.

**EONI: Agreement:** Beth noted that EONI is selling out to Ziplly Wireless. They would like Council permission to sign over their agreement with the City to Ziplly. Other than a name change, it should stay the same. Logan moved to allow the agreement between the City and EONI be transferred from EONI to Ziplly Wireless. Lindsey seconded. All were in favor.

**Credit/Debit Card Payments:** Beth provided the Council with bank information regarding credit/debit card charges. We can apply a flat \$3 fee per charge or we can charge 3% per charge. If cards are present at the time of the charge the fee is less than if it is a phone charge. It would be set up to process charges on the computer. The main issue is to decide whether or not the Council wants to charge the processing fee back to the customer and if so, do we want to do a flat rate or charge a percentage. Logan made a motion to go ahead and set up the ability to accept credit card payments contingent upon a flat \$3 per transaction service charge. Vicki seconded. All were in favor.

**Audit Resolution:** Beth explained that since we forgot to do a resolution to appoint a budget officer for 2021-2022, we got "dinged" on our audit. We have already done a resolution for 2022-2023. This is a Resolution stating that we will from here on appoint a budget officer. The resolution then needs to be filed with the Secretary of State. The budget officer is Jason Bingham and he works with Beth, the City Recorder to come up with a proposed budget. Beth read ORS 297.466 Resolution pertaining to deficiencies noted in the annual audit report resolving that the City will document the appointment of a budget officer. Logan moved to approve the ORS 297.466 Resolution. Justin seconded. All were in favor.

Beth asked if the Council would approve the 2021-2022 Audit Report. Jeff made a motion to approve the audit. Logan seconded. All were in favor.

John interjected that he forgot to mention in the Mayor's report that he got quotes for trimming trees for the Cemetery District and while he was at it he asked about trimming some trees in North Powder. Gene's Tree Service had the best prices. They will charge \$400 per tree to trim and cut out the dead stuff, and then chip the small stuff and cut the bigger stuff up to fire wood length. The fire wood would be left for whoever might want it. There are 2 trees next to the playground that need to be trimmed and 4 at the old City Hall. For the 6 trees it would cost \$2400. Gene's Tree Service will be trimming trees at the cemetery, so he will already be in town with their equipment so they are offering a special price. They hope to be here later this month depending on weather. There are 6 more trees, between the parks and the area along E Street by the Mud Volleyball pit, that need to be taken down but aren't included in the price. Logan wondered if it might be a good idea to phase the Elm trees out. John thought if we just trimmed them and cleaned them up they should be good for another 10 to 15 years. Vicki wondered where the money would come from. Beth said it would come out of the street fund, capital outlay. Logan thought it was a good deal and made a motion to have the trees trimmed. Cody seconded. All were in favor.

#### **Old Business:**

**Meeting Room/Library:** Logan provided a task sheet with a scope of work to be done to proceed with the meeting/multi-purpose room. He proposed that we utilize the existing walk through door, remove the two big roll-up doors and frame in windows to match City Hall on the front, build an interior wall to separate from the Library, and put new and bigger windows in the back of the building. The interior

wall would have an entry door to the Library at the back of the building, so we wouldn't have to level the floor, and two 4'x6' windows so the meeting room can be viewed from the library. The excess area on the front, beyond the division wall where the roll-up door is taken out would temporarily be sealed off. Doug was concerned about handicap accessibility. Logan assured him it would be. John added that when we get a building permit it will include everything necessary to be sure we are up to code. Logan noted that secondary exits would be through City Hall and could go through the Library. In order to save a little money, the existing interior walls would just be cleaned up and painted. He estimated the total project to be less than \$50,000, including electrical. To keep it simple, for the time being, restroom accessibility would have to be through City Hall. Putting in a new restroom that would be accessible from both the Library and meeting room provides more problems than solutions because of the water and sewer lines. It would also add a lot of expense. Lindsey commented that costs of building materials are pretty good right now and made a motion to go ahead with construction of the meeting/multi-purpose room and put it out for bid. Vicki seconded. All were in favor. Logan felt the back of the building should be sealed first. He proposed that we shoot for a finish date of August or possibly later. We have already talked to Jered (Kmetec) about sealing the building but it has to be warm and dry to do that. Logan will get the documents ready to put the project out for bid.

Mike S. commented that we had a floor plan from Ralph Edwards for the Library which included the addition with the same roof pitch as the existing building. We should be ready to start looking for grants for a blue print. John noted that he talked to Straightline Architect and was given an estimate of about \$15,000. So the Library Board should be able to work with NEOEDD to start looking for grants. Joyce asked if the Council would approve the floor plan. John thought it was just a preliminary until we have an architectural design. Logan felt the addition was probably as simple as it could be. Mike noted that most of the end wall would come out but not all of it. Logan thought somebody from the Council should be available to help manage the project. He suggested John. John agreed as long as he doesn't have to help procure grants. Joyce wondered if the Library Board could go ahead and look for grants without having to come to the Council first. Beth thought they could start applying for grants for the design part of the project. Once they have an actual design, in hand, they should bring it to the Council to get final approval for the construction stage. Logan agreed they should have something in writing with an estimate for construction first. John reiterated that Library Board needs to find grants for about \$15,000 to get a design so that we know what is needed and approximately what it will cost before we move to the construction stage. Beth added they will need to get at least 3 quotes. Logan made a motion to approve that the Library can start to look for funding for the architectural and engineering of the lay out that was presented. Justin seconded. All were in favor. John clarified that the first step now, was to get grant money secured for an architect/engineer and they can put that part of the project out for bid. Once a drawing is done and we have an estimate, we can start the construction process.

Mike M. interjected a thank you for the plaque that was presented to him.

**Wastewater Project Update:** Beth noted that the project was finally put out for re-bid. We have a pre-bid walk through meeting scheduled for January 11<sup>th</sup> at City Hall. The meeting is for prospective bidders to have a chance to look at things first hand. Bids are due by January 25<sup>th</sup> at 2PM at which time they will be opened at City Hall.

The DEQ is in the process of renewing our NPDES Permit that expires March 31<sup>st</sup>. We will have to continue to discharge to the river for a while until this project is finished and everything is operational. They are also working on the permit for the evaporation pond. We may have a period of time that we have to meet the limits and conditions of both permits.

The project is supposed to be bid in such a way that we have deductibles in case funding is not available. We are still waiting for the official notification of approval on our loan application, but it looks like we will be approved for \$390,000 with an interest rate of about 2%.

Beth, John and Rick have a virtual meeting with DEQ on Wednesday to talk about the renewed NPDES permit.

We have had interest in our project from several contractors so hopefully we'll have more than one or two bids submitted.

Joyce wondered if it was okay if she could still look for grants to help pay for chemicals at the lagoons. The Council told her yes.

**Council Comments:** Vicki commented that the Christmas Tree Lightning and Parade went very well. There was a good turn out and everybody seemed to enjoy it. Jeff agreed.

Beth wanted to make a correction about the Christmas Lighting Contest, third place winner. She had the correct location but the wrong name. First place went to Marcia Maddox on 5<sup>th</sup> Street, second to Jeff Nielsen on 2<sup>nd</sup> Street and third to Chuck Houtz at the other end of 2<sup>nd</sup> Street. Bo Hansen got an honorable mention for his lighting display.

Meeting adjourned at 8:35PM.

Respectfully submitted,

Attest:

Beth Wendt  
City Recorder