

**City Council Meeting
September 11, 2023
7PM City Hall**

Attendance: City Councilors Vicki Townsend, Justin Wright, Jeff Nielsen, Lindsey Thompson. Beth Wendt City Recorder, Rick Lawyer Public Works. Mayor John Frieboes and Councilor Logan McCrae were absent.

Others: Brandon Mahon, Susie Wirkkala, Barbara Weeks, Wynn Nielsen, Mike Wisdom, Barry Princevalle, Dave Hoene, Trask Ritter, Gloria Reid, Sarah Goodrich (?), Shorty Schwehr, Joyce Lawyer, Allen Brown, Teri Brown, Karlie Martin, Nick Ducote.

City Recorder Beth Wendt called the meeting to order in the absence of the Mayor and a Council President. The Pledge of Allegiance was said.

The Council chose to have Vicki Townsend preside over the meeting.

Public Comment: None

Agenda: Lindsey moved to accept the agenda. Justin seconded. All were in favor.

Minutes: Lindsey moved to accept the minutes from August 7, 2023. Jeff seconded. Motion carried with 3 in favor. Justin abstained as he was absent.

Jeff made a motion to accept the minutes from the executive session on August 7, 2023. Lindsey seconded. Motion carried with 3 in favor. Justin abstained.

Accounts Payables: The only addition to the accounts payables was to SAIF for the 3rd quarter Worker's Comp for \$392.87. The total came to \$16,040.22. The wastewater project grant bills came to \$381,924.73. Vicki made a motion to accept the accounts payables. Justin seconded. All were in favor.

Library Report: Susie reported that the Library Board has formed an interview committee.

The Board approved and recommended Teri Brown to fill the empty position on the Library Board. Vicki made a motion to accept Teri Brown to the Library Board. Lindsey seconded. All were in favor.

The Board approved using \$1100 from the building fundraiser fund for the BOLI fee that will not be covered by the CDBG grant.

Since there hasn't been anyone hired to replace Maggie, the Board approved Susie to be the interim Librarian. There were no objections from the Council.

Susie thanked Rick and Dave for fixing the Library door.

By the end of September, all of the remaining stuff from the yard sale will be moved out of the old fire station.

Susie plans to do some deep cleaning at the library.

Huckleberry Festival: Lindsey noted that the Huckleberry committee is considering changing the event from Saturday and Sunday to Friday and Saturday. They will talk more about that at the next meeting on Wednesday, February 7, 2024. They want to put some protocol in place to better prevent theft.

They are still looking for the stolen generator. As always, they need more volunteers.

Public Works: Rick reported that the wastewater project is moving along. The contractor is pouring concrete around the gate posts. Cheryl Martin wants to be sure we put in a metal gate instead of a wire gate. The Saunders Company will be moving the last of their equipment out of town on Thursday. We had an insurance safety inspection today.

The diesel generator at the well is scheduled for annual servicing on Friday.

Rick and Dave have been mowing and cleaning things up around the lagoon before winter. They hope to irrigate next week.

Rick has been talking to Myron about land application of the Bio Solids. Myron seems to be okay with that. He also agreed to put the water line back to the lagoon even if we have to meter it. Rick noted we would also need a backflow preventer.

Rick plans to do hydrant flushing in about 2 weeks. He will let Beth know when he has a date set so we can post it.

Recorder Report: Water overages in August came to \$2725.29. We used over 5 million gallons of water. We still need to make a plan to commit the ARPA funds. It should be done before the end of the year. We applied for and received a grant in the amount of \$11,000 from Union County to run wiring for new street lights on the north side of 2nd Street from E Street to A Street. The conduit is already in place. If we can get the wiring done this fall, we may be able to start looking for grants next spring to purchase the street lights.

According to LOC, Jeff Grende's resignation is valid whether or not the Council chooses to accept it. Beth asked the Council to consider a work session with City employees to discuss things that need to be done and to prioritize those projects. We have some things coming up that need to be done within the next 2 to 3 years, such as dredging the lagoons.

The Mayor and Council were invited to tour the new Grande Ronde Hospital facility on Friday, September 22. Anyone interested should let Beth know immediately so we can reserve a spot.

Mike Wisdom wanted to know if the vacancy on the Council would be handled the same way as the last. Beth said it was up to the Council to decide when it would be posted. Vicki wanted to carry it out until November because there are a lot of people who will be hunting during September and November. She wanted to wait until we had a full Council to decide. Joyce thought if someone were interested in the position they would make a point to be here. Beth suggested we go ahead and advertise the position. Just because letters of interest are received, doesn't mean that a decision has to be made immediately. Lindsey wondered if there should be a deadline. Jeff felt it should be settled and have someone in the chair by the first week of November. He made a motion to have all the applicants in place by Oct 2 and we complete the processing of nominating council members at or before the November meeting. Lindsey seconded. Motion carried unanimously. Beth will post the opening. Any applicants will be screened to be sure they qualify as having lived in North Powder for at least one year and are registered to vote in North Powder.

Mayor's Message: Beth noted that John has been talking to someone about an inmate work crew program. He would like permission from the council to look into it further to find out what type of things they might be able to help with, such as pulling weeds, weed-eating or even painting the outside of City Hall. The council had no objections.

Ordinance Report: Beth noted that Shawn has been talking to people and sending letters. He would like to talk to the City attorney.

New Business-

Public Comment Policy: Beth read the proposed policy for public comment. Extra copies were available to anyone who would like one. Vicki made a motion to accept the policy for public comment. Lindsey seconded. All were in favor. Mike Wisdom wondered about the Council option to amend the agenda to include a public comment item on the agenda. Beth noted that was still in the Council Handbook. This was just a policy regarding public comment procedure.

Old Business-

Alley Vacation- Ordinance #2023-02 (Second Reading): As this was the second reading, Beth asked if the Council would like to have the ordinance read in full or by title only. All councilors had a copy of Ordinance #2023-02 and approved reading by title only. Ordinance #2023-02 vacates an alley right-of-

way across tax lot #1400 of block #36 in the City of North Powder. Beth briefly explained the School District applied to have the alley vacated and the Council agreed provided they maintain a 20 right-of-way for future development for utilities. Ordinance #2023-02 was passed by a vote of 4 ayes, and 0 nays. 1 councilor was absent. Beth will see that the Ordinance is filed with the County Clerk and County Assessor.

Wastewater Update: Brandon Mahon, from Anderson & Perry, reported that the construction part of the project is just about done. They still have to seed the wetland and finish the fencing around it. We are still waiting on some control panels at the treatment plant. Construction has gone very well and the contractor has been really good to work with. Between the CDBG grant and the Wastewater loan, we had a total of \$2,091,000 budgeted for the project. The contractor's bid was \$1,814,478. To date we have about \$56,393 of grant money left and we haven't drawn anything on the loan. Brandon presented Change Order #3 which included line repairs and a manhole at the truck stop, asbestos and concrete pipe cuts, a staff gauge for the wetland, and a credit for some work that wasn't as intense as expected. The change order cost came to \$31,138.88. This will come out of the \$56,000 of remaining grant money. Nick clarified that not all of the \$56,000 is budgeted for construction. Some of it is for things like wetland mitigation, signs and plants in the park, and an audit. Justin made a motion to approve the change order. Vicki seconded. All were in favor.

Nick added that the grant funds are or will be pretty much spent. We haven't drawn anything on the \$390,000 loan. Terms are for 30 years at 2.61% interest. Potential uses for the surplus funds could be to do some of the deductible alternatives that were in the original bid, maybe on removal of the bio-solids, additional monitoring or testing equipment, new computers, or on the single source audit. Brandon thought it wouldn't be cost effective to bring the contractor back. He stressed that DEQ is not giving us a choice on bio-solids removal. We have until September 2024 to get it done. It is questionable whether or not that could be done with CDBG funds. Nick recommended closing out the block grant and starting a new project for the bio-solids and see if we can use the loan toward that. Brandon explained we can either land apply the bio-solids or take them to a land fill. The land fill is more expensive but there is less red tape. We have a Bio-Solids Management Plan due in March 2024 and the removal has to be done by September 2024.

Nick explained there are some new rules in Section 3 of the block grant. It deals with outreach to low income workers. There are 3 things we can do to comply with the rules. One is the City staff can host a resume workshop targeted at low income residents to help them with resumes. The second option is to hire somebody, such as Ducote Consulting, to do the workshop. And the third option is to donate money to a trade show or job fair that targets low income workers. This should be at least \$200. The only option that would be grant reimbursable is to hire someone to do a resume' workshop. If we don't do one of these, it will be a mark against the City during the grant monitoring. Beth noted we have an appointment for grant monitoring on October 18th. We really should to have a plan in place by then to satisfy the Section 3 requirements. Vicki suggested we table the decision until the next meeting.

City Hall/Library Update: Nick noted that due to the timeliness of the last payment request from the Saunders Company, we are able to submit a grant application for the Library this month after all. He and Beth have been working on the application for \$1.2 million. Beth pointed out that we will have to meet Section 3 requirements for this grant as well. Nick commented that we need approval from the Council to spend the \$1100 for BOLI fees. Lindsey made a motion to approve the Library funds to pay the BOLI fee. Vicki seconded. Motion carried unanimously.

Beth asked if the Council was okay with having the city attorney write a letter stating that Nick Ducote has been employed as the City's grant administrator and we would like to have him continue with this project or do we want to go through the procurement process of hiring someone new. Lindsey made a motion to continue using Nick as the grant administrator. Jeff seconded and all were in favor.

Barbara noted that they have about 60 signatures from people showing support of the project.

Beth reported that we have applied for the building permit for the meeting area. We are waiting for the final okay on the plan. She thought Logan had started to order supplies. Beth noted that we put the job out for bid last spring and JBK Construction was the low bid.

Karlie Martin asked what the City was going to do about speed signs on 2nd Street. She thought we should get some electronic signs. Beth noted that we talked to ODOT in the past and were told it has to be an ODOT approved sign and the City has to purchase and maintain the sign. An ODOT approved sign will cost about \$10,000-\$15,000. Karlie thought that should not be a big deal for the safety of the kids. She wondered why ODOT wouldn't cover that cost. Justin wondered if it could be something for a Safe Routes to Schools grant. Vicki asked Karlie to look into what can be done.

City Council Handbook: Beth noted some missing policies relating to emergencies and the policy for public comment that was just adopted were ready to be added to the end of the handbook. Vicki made a motion to accept and approve the (council) handbook. Lindsey seconded. All were in favor.

Council Comments: Jeff thanked everyone for all their hard work in taking care of the flower baskets. They have been a beautiful addition to the town. Vicki added her thanks to everybody for all they do.

Meeting adjourned (about 8PM).

Respectfully submitted,

Attest:

Beth Wendt
City Recorder