



CITY COUNCIL REGULAR MEETING January 23, 2018

Council Present:

Bill Williams
Sue Holliday
Melissa Pettyjohn
Brad Smith

Public in Attendance

Dwayne St. Cyr
Barbara Northington
Susie Hill
Lilly Foster
Matt Wenick

City Manager/Recorder Raamin Burrell
Minutes taken by Raamin Burrell
Public Works Director Josh Walker

Meeting called to order by Council President Bill Williams at 6 p.m.

Business of Council President: First order of business is to request the election a new Council President from the remaining three members of the current Council. After a short debate, Councilor Pettyjohn volunteered for the position. Council President Williams called for a motion to accept Council Pettyjohn as Council President.

-Councilor Holliday approved the motion, Councilor Smith seconded it. All approved, Councilor Pettyjohn is now accepted and approved as Council President.

Councilor Williams explained his reason for calling for a replacement as Council President. Due to the nature of his spouse's illness, he feels he is no longer capable of dedicating the appropriate time and effort as serving on the Council demands. He hereby resigns his position as Councilor for the City of Seneca and hands the meeting over to new Council President Pettyjohn and excuses himself from the meeting. Councilor Williams was thanked for his service to the City.

Open Floor: Mr. Wenick asked for an update on the Shirttail Creek Subdivision. Director Walker explained where in the process the project is currently. The plans are being drafted and finalized for the engineering part of the Wastewater Facility Plan. We've just figured out exactly how the lagoons are going to be set up and the piping to go across the river. They are taking into consideration how to attach the subdivision to the project. When they came out last week we were able to contribute some new ideas as to how to set up the lagoons and move some things around in compliment to the preliminary plans they brought with them. They took those ideas



back and contacted Director Walker stating they'd like to run the new set-up past him, which incorporated some of the ideas that he'd suggested. We may know in the next couple of weeks what the City is looking at as far as hooking up the subdivision into the new sewer system. Then we should have an idea as far as a cost estimate for the sewer portion to add in the subdivision. We are still on our proposed schedule of being able to get the request for bids out to the public this spring. The plats and property line changes have already been filed with the County so we're really just waiting on the engineering estimates. Councilor Pettyjohn stated that she didn't realize how far along we were and that we were so close to going out to bid. Mr. Wenick thanked Director Walker for the update.

City Manager Burrell brought up an item for the Council to consider. The City received in the mail an ask for a donation to the Seneca EMS for a powered gurney for the ambulance. The current equipment is antiquated and sometimes non-functional. Councilor Pettyjohn asked if that was why there was an attachment of a current copy of the budget for the General Fund. While admitting to not knowing exact procedure in making a donation on behalf of the City, it seemed most appropriate that a donation for EMS equipment would come out of the Fire Department fund. She stated that she and Director Walker (as Volunteer Fire Chief) would have to go over the budget to decide from where a donation could be pulled from, but asked the Council to decide on if making a donation was appropriate and for how much. Councilor Smith asked about the cost for the gurney they were asking for. She directed his attention to the handout and the amount of over \$9,000 for the certified pre-owned version they proposed to purchase. He said we should ask the nurses if that was a good one. Barbara Northington contributed that it was a good unit and that the hospital doesn't fund Seneca EMS for that equipment. Many comments were made about the poorly functioning gurney that is currently used by the ambulance. Councilor Smith asked why the current one wasn't adequate. Director Walker contributed that the current gurney is all mechanical with manual levers and locks that rarely function as they should. We're pretty much the only ambulance left in the County without an electric gurney. Normally, he would say that the current equipment is fine for how much it's used here, but the last time they had to transport someone to the hospital he had to hold the gurney in position because it would not lock into place. It usually functions empty, but once there's any weight on it, the locking mechanisms fail. Councilor Pettyjohn asked about the amount in the Fire Department fund and Director Walker stated that it may not be the most appropriate fund to donate from, but that he and City Manager Burrell could review the funds and decide where to donate monies from. Councilor Smith asked that we figure it out and get back to the Council with the information. It was suggested that maybe \$500 to \$1000 would be appropriate. Councilor Pettyjohn asked if they needed to take a vote on it or wait until there was a proposal from the City office? Director Walker said a vote was not needed. Councilor Pettyjohn asked if there were any more open floor items for the Council. There were none.

Approval of December 19th, 2017 Minutes: Councilor Pettyjohn read the agenda item aloud and confirmed that all Councilors had read the minutes. She asked if



there were any corrections or changes needed. None noted. Councilor Pettyjohn called for a motion to accept and sign the minutes for the December 19th, 2017 Council meeting.

-Councilor Holliday made the motion, Councilor Smith seconded it. All in favor, motion passed to approve and sign the minutes.

Letters of Interest for the Open Council Position: Councilor Pettyjohn read the agenda item aloud and asked about the correct process to appoint new interim Councilors. Councilors are encouraged to discuss the letters and can appoint right now based on the letters provided. She confirmed that the Council received three letters of interest. It was noted that one letter of interest was inapplicable due to the person not owning property in town. That person was present at the meeting and is aware that he is not eligible. Director Walker elaborated that the two vacated positions were to be up for re-election this fall so the positions will only be appointments until December 2018. Councilor Smith asked if the Council could accept the two people who submitted letters of interest to Council positions. The answer is yes. Councilor Pettyjohn called for a motion to accept the two applicants to the Council immediately.

-Councilor Smith made the motion, Councilor Holliday seconded it. All in favor, motion passed to accept and adopt the two new people to the Council.

Councilor Pettyjohn asked if the Council had to wait until the next meeting to swear in the new Councilors or if it could be done right now? They can be sworn in and take their Council seats right now. Councilor Pettyjohn called the two applicants up to join the rest of the Council and be sworn in.

First to be sworn in was Lilly Foster who duly took the oath to faithfully perform the duties of office of Seneca City Councilperson, uphold the constitution and laws of the United States of America, the State of Oregon, and the Charter of the City of Seneca. Mrs. Foster accepted and is duly sworn in as Councilor Foster. Next to be sworn in was Barbara Northington who took and accepted the same oath and is duly sworn in as Councilor Northington. Both newly filled positions are effective immediately as of this date, January 23rd, 2018 and will be held until the end of the existing term on December 31, 2018.

Director Walker reminded the Council that at either this meeting or the next the Council members needed to appoint a Mayor from among the Council. He advised the new Councilors that the Mayor is responsible for running the meetings, signing a lot of documents, and very little else. Since we are a small community it's not as if you'll be on TV or called upon for public speaking, but there is a lot of signing of various documentation for the City. The Councilors conferred and decided to pick a Mayor at this meeting. Councilor Pettyjohn refused to be Mayor, but nominated Councilor Smith. He confirmed that he would do it because he new the two pre-existing Councilors didn't want to do it and he didn't want to dump it on the two new appointees. As long as he wasn't going to be hounded to get off work to come sign anything, he would accept the



nomination. He went on to state that he'd been Mayor in the past but had managed to not fill that position for years, until now. Director Walker commented that what he was saying is that Councilor Smith had the strongest resume to fill the position. Councilor Pettyjohn added that Councilor Smith really did have the most knowledge about City ordinances and laws. Councilor Pettyjohn called for a motion to accept Councilor Smith to the position of Mayor.

-Councilor Holliday made the motion, Councilor Northington seconded it. All in favor, motion passed and Councilor Smith is hereby the appointed Mayor of the City of Seneca for the remainder of 2018.

Approval to Sign New Signature Cards: Councilor Pettyjohn read the agenda item aloud. City Manager Burrell stated that this was simply asking for the approval to sign the new signatory cards for the new Councilors, Mayor, and City Manager on official financial documents for banking and all loan documents. As it was unknown as to whether there would be enough interest for both positions to be filled and unknown who was going to be voted in as Mayor, the documents will be prepared for the next regular Council meeting. No motion or vote is needed, just notification.

City Employee Staffing Update: Director Walker asked if this agenda item could be addressed next so that he could leave the meeting due to being ill. Councilor Pettyjohn read the agenda item aloud. City Manager Burrell updated the Council that the current full-time maintenance worker, Shane Koppel, has accepted another full-time position elsewhere, but will stay on as part-time and on an "as-needed" basis. An appropriate schedule has been worked out with Director Walker and Mr. Pettyjohn. As Mr. Koppel does currently hold both water and wastewater certificates, he will be helping with the daily rounds over the weekends and help to cover days when others are unavailable. In light of this, the City has already advertised for a full-time maintenance worker and has already received a couple of applications in response. Due to Director Walker being ill, those applications are still sitting in a file in the office to be reviewed and called in for interviews when Director Walker is healthy. The job has been posted with WorkSource Oregon and with the League of Oregon Cities in the hopes of casting a wider net for potential applicants and potential new residents. City Manager Burrell asked Director Walker if there was anything else to add? He stated that he had nothing else to add and excused himself from the meeting.

Review and Approve Plat Changes: Councilor Pettyjohn read the agenda item aloud, resuming the agenda order. City Manager Burrell reminded the Council that this was in regards to the potential land swap with Kenneth Miller. The changes entail reorganizing the City owned lot adjacent to Mr. Miller's residential property. Attention was brought to the documentation provided in the Council packets. (Attachment A) These changes entail adjusting the portion of Park Ave to be consistent with the rest of



the City, split the east portion of the lot (east of Park Ave.) into two equal parts, and making the western part into a separate lot. A slice of the City owned portion between Park Ave and the lot owned by the Catholic Church would be donated to the Church. The information provided to Council is for approval of the changes and to approve seeking an appraiser for the value of the lots to be used for the land swap. Councilor Pettyjohn called for a motion to approve the plat changes to the City owned lot and to proceed with the appraisal of the properties involved. Councilor Northington asked for clarification on the process of the "land swap". City Manager Burrell explained that Mr. Miller is interested in a section of City-owned land and the City is interested in a piece of land owned by Mr. Miller. Due to Oregon State law no municipality may take a loss in a sale or swap of real property. Because of that law and its supplementary conditions, the cost for the surveyor will be included in the sale price for the lot and the cost for the appraiser has to be split equally between the City and Mr. Miller.

-Councilor Holliday made the motion, Councilor Northington seconded it. All in favor, motion is approved to accept the proposed plat changes and move forward with retaining an appraiser.

Amendment of Ordinance #94: Effective Date Change: Councilor Pettyjohn read the agenda item aloud. City Manager Burrell recounted an earlier conversation with Director Walker in which he had been told that due to the process of the Broadband Coalitions formation, the change to the effective date was not needed at this time. The original prompt for this was due to the 90-day delay of effectiveness of the County ordinance to join the Coalition. As no change was needed at this time, this item can be tabled until a later date, if needed.

Amendment to City Code: Change of Length and Application of Conditional Use Permit Clause: Councilor Pettyjohn read the agenda item aloud. City Manager Burrell explained what was in the Council packets. It has been brought to the City's attention more than once that a change to this clause would be beneficial for several reasons. The first point is that the City doesn't have an actual conditional use permit on file so one has to be made and approved by the City Attorney. Also, that the current businesses in town don't have conditional use permits on file, if applicable, due to any of a number of factors including "being grandfathered in" or different Council/staffing. The current clause in the code requires that the permit last only for a year then has to be revalidated/approved annually. The suggestion was to reword the City code to extend the time limit as appropriate to the business use, i.e.- if the business dissolves, changes ownership, or relocates. This would make that part of the Code a lot cleaner and more applicable to local business interest and easier for new businesses to get established.

The second part of this recommended Code change would be to open up all zones to conditional uses. Specifically, instead of limiting what uses are allowed to be in each



zone, this would allow the City a wider band of discretion for promoting active businesses in town. (For example, a small millwork business could be located in a residential zone.) This amendment would not change any of the processes for attaining the permit. The applicant and the City would still be held to the same processes for granting the permit as outlined in the City Code. The suggested changes would make the process more universal to all the zones. Councilor Pettyjohn called for a motion to work on making those amendments to the City Code to present to Council at a later date.

-Councilor Northington made the motion, Councilor Holliday seconded it. All in favor, motion passed to work on an amendment to the City Code per Conditional Use permitting.

Utility Rate Increase Reminder: Councilor Pettyjohn read the agenda item aloud. City Manager Burrell explained that these changes were passed and approved in 2016 by Council and will continue through 2021. The sheet provided to Council and the public in attendance shows all of the rates per utility, per year. (Attachment B) This year the increase across all three utilities is a total of slightly over \$6.00. This is just a reminder to the Council and public at large that this increase will be reflected every year in the utility bills. A couple of comments were made about complaints that will be coming about this. City Manager Burrell explained that she and Director Walker had just attended a League of Oregon Cities meeting and that all of the communities represented quoted their rates. We were still right in the middle, if not slightly below average, even with the increase.

Bills Before Council/Banking Signatures: Councilor Pettyjohn read the agenda item aloud and called for a motion to pay the bills.

-Councilor Holliday made the motion, Councilor Foster seconded it. All in favor, motion passed, bills signed.

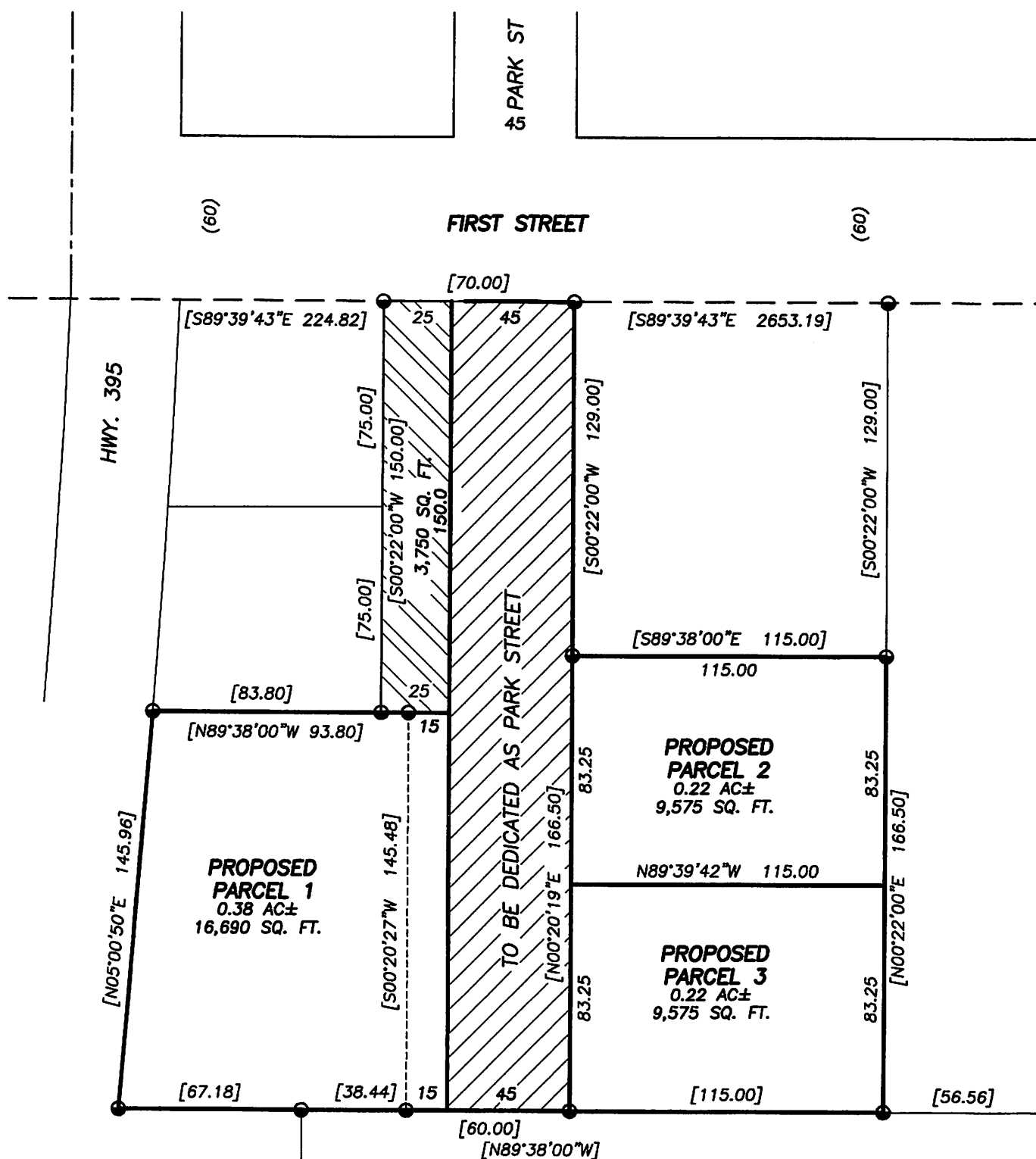
Meeting Adjourned at 6:35 p.m.

Brad Little

MAYOR

SKETCH

SHOWING A PROPOSED PARTITION OF PARCEL 1
 LAND PARTITION PLAT NO. 2003-09
 AND PROPOSED DEDICATION OF PARK STREET EXTENSION



PREPARED FOR: THE CITY OF SENECA, OREGON

PREPARED BY: BENCHMARK LAND SURVEYING, INC.

217 N. CANYON BLVD.

JOHN DAY, OR 97845

(541) 575-1251

DECEMBER 11, 2017

SEE MAP 16S 31E 35CC

SEE MAP 17S 31E

JOHN DAY - BURNS HWY. U.S. HWY. 395

500
0.26 AC.

S89°38'E 75.00'
N89°38'W 75.60'

300
1.21 AC.
300A1

S89°38'E 200'
& S00°22'W 295'
FROM SW COR. SENECA

700
0.06 AC.

ASSESSED BY D.O.R.

800
0.86 AC.

S89°38'E 203.40'

N89°38'W

S89°38'E 1285'
& S00°22'W 345'
FROM NW COR. SEC. 2

S89°38'E 140.00'

349.00'

400
0.34 AC.

1/16 COR.

303
2.22 AC.

PRIVATE EASEMENT

PARCEL 1

PARCEL 2

PARTITION

PLAN

Utility Rate Increase Reminder

This is a reminder of the utility rate increases that have already been approved and went into effect on January 1st, 2018.

Water Rates:

	RESIDENTIAL		BUSINESS		SCHOOL	
	Increase	New Rate	Increase	New Rate	Increase	New Rate
Jan 1, 2017	\$0.90	\$45.90	\$0.94	\$47.94	\$0.94	\$47.94
Jan 1, 2018	\$0.92	\$46.82	\$0.96	\$48.90	\$0.96	\$48.90
Jan 1, 2019	\$0.94	\$47.76	\$0.98	\$49.88	\$0.98	\$49.88
Jan 1, 2020	\$0.96	\$48.72	\$1.00	\$50.88	\$1.00	\$50.88
Jan 1, 2021	\$0.97	\$49.69	\$1.02	\$51.90	\$1.02	\$51.90

Sewer Rates:

	RESIDENTIAL		BUSINESS		SCHOOL	
	Increase	New Rate	Increase	New Rate	Increase	New Rate
Feb 1, 2017	\$3.28	\$40.00	\$4.14	\$48.00	\$4.10	\$50.00
Jan 1, 2018	\$5.00	\$45.00	\$5.00	\$53.00	\$5.00	\$55.00
Jan 1, 2019	\$5.00	\$50.00	\$5.00	\$58.00	\$5.00	\$60.00
Jan 1, 2020	\$1.00	\$51.00	\$1.00	\$59.00	\$1.00	\$61.00
Jan 1, 2021	\$1.00	\$52.00	\$1.00	\$60.00	\$1.00	\$62.00

Dump Rates:

	RESIDENT		NON-RESIDENT	
Date	Increase	New Rate	Increase	New Rate
Jan 1, 2017	\$0.32	\$16.32	\$0.44	\$22.44
Jan 1, 2018	\$0.33	\$16.65	\$0.45	\$22.89
Jan 1, 2019	\$0.33	\$16.98	\$0.46	\$23.35
Jan 1, 2020	\$0.34	\$17.32	\$0.47	\$23.82
Jan 1, 2021	\$0.35	\$17.67	\$0.48	\$24.30

	RESIDENT BUSINESS		NON-RES. BUSINESS		SCHOOL RATE	
Date	Increase	New Rate	Increase	New Rate	Increase	New Rate
Jan 1, 2017	\$0.50	\$25.50	\$0.60	\$30.60	\$0.64	\$32.64
Jan 1, 2018	\$0.51	\$26.01	\$0.61	\$31.21	\$0.65	\$33.29
Jan 1, 2019	\$0.52	\$26.53	\$0.62	\$31.83	\$0.67	\$33.96
Jan 1, 2020	\$0.53	\$27.06	\$0.64	\$32.47	\$0.68	\$34.64
Jan 1, 2021	\$0.54	\$27.60	\$0.65	\$33.12	\$0.69	\$35.33