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**Special City Council Meeting
August 11th, 2020**

Council Present:

Brad Smith
Sue Holliday
Melissa Pettyjohn
Barb Northington
Lilly Foster

Public Present:

Shane Koppel

Minutes taken and recorded by City Manager/Recorder Amanda Born

Meeting called to order by Mayor Smith at 6:04pm.

Open Floor: Mayor Smith read the agenda item aloud. City Manager Born said that there have been complaints about speeding in town and that she is looking into getting speed limit signs to post in the City limits. Councilor Northington said that she spoke with a County Sheriff officer and he said that they don't support having that fast (25mph) of a speed limit. There was a discussion that 25mph (the current un-posted speed limit in town) was too fast. The Council suggested lowering the speed limit of all City streets to 15mph if we can. Lead Maintenance Koppel said that he was told by an OSP officer that if the speed limit is posted, they can enforce it. City Manager Born said that an ordinance was needed to lower the speed limit. There was a discussion of where the signs would be posted. Lead Maintenance Koppel requested a "dead-end" sign at the South end of E Avenue.

City Manager Born informed the Council that 2 positions are up for election this year: Councilor Pettyjohn's & Mayor Smith's terms end at the end of this year.

Approval of July 21st Special Council Meeting Minutes: Mayor Smith read the agenda item aloud and asked for any corrections or changes. Mayor Smith called for a motion to approve and sign the minutes.

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

Mini-Excavator Purchase Request: Mayor Smith read the agenda item aloud. The Council reviewed the quotes received. The quote from Global Tractor was updated to include a document fee that they forgot to put in the original quote. There is a form that the City would need to sign waiving the right to cancel. Meaning that, if future years' budgets don't have funds, the City is still bound by the contract. The mini-excavator they quoted has 35 hours on it, it was a demo of last year's model. And is about \$3,000 cheaper than this year's model quoted from Canby. Both Sany excavators offer 0% financing. The Council asked if the City had the money to buy an excavator. City Manager Born provided the Council with Budget vs. Actual reports for each fund and said that there is money in the budget for this and that it would be split across the Water, Sewer, Road, Transfer Station and General Funds. So, at a financed amount of

around \$10,000 a year, \$2,000 would be allocated to each of those funds. City Manager Born said that it is budgeted for in this year's budget, but couldn't say for certain what the actual income & expenses for each fund would be for the Fiscal Year, and if the Council was concerned about what the actual fund balances for the year would be that closer to the end of this fiscal year we would have a better idea of how the funds actually stand. Councilor Pettyjohn asked if it would be better to wait, since this is City Manager Born's first year doing the budget. Councilor Holliday said that the City of Seneca needs a mini-excavator and if we waited until next year the price could go up. City Manager Born said that it's her understanding that, in typical years, the City receives the majority of tax revenues over the winter months. Councilor Northington said that with the current Covid situation that nobody could say how or if people would be paying their taxes this year. City Manager Born explained that the Fiscal Year 2020-21 Budget vs. Actual reports provided show the actual expenses and incomes, but the cash-carryover amount of each fund isn't on the reports yet because we won't have those final numbers until the Auditors are done. There was a discussion on if we don't know exactly if we will have the funds and are only going off of budgeted amounts that we should wait until later to make the decision. Councilor Northington asked Lead Maintenance Koppel what projects the City had going this year that he would need the excavator for. Lead Maintenance Koppel said that there are repairs needed on the irrigation at the City Park and that the plan for next summer was to start on the sewer lines. Councilor Northington asked if there would be better deal in the winter. And Lead Maintenance Koppel said that the one was cheaper now than in February. There was a discussion that this seemed like a good price for a relatively new machine. Councilor Foster said that she didn't think that, with the Covid situation, we should buy it yet. Mayor Smith said that, if City Manager Born couldn't say for certain that we had the funds right now, that we should wait. City Manager Born re-iterated that it is budgeted for this year, but can't say for certain how the actual funds will end up. Mayor Smith called for a motion.

-Councilor Pettyjohn made the motion to wait until next Spring to decide on purchasing a mini-excavator, Councilor Foster seconded it. Mayor Smith asked for those in favor: Councilor Pettyjohn and Councilor Foster. Mayor Smith asked for those opposed: Councilor Holliday and Councilor Northington. With the votes in favor at 2 and the votes opposed at 2 Mayor Smith voted as the tie-breaker: Mayor Smith voted to approve. The motion to wait until next Spring to decide on purchasing a mini-excavator passed.

Renewal of Oregon Public Works Emergency Response Cooperative Assistance Agreement: Mayor Smith read the agenda item aloud. This is renewing an agreement with ODOT that is valid for 5 years and allows for assistance during emergencies. The previous agreement was signed in 2015. Councilor Northington mentioned that the agreement said that if we request aid, that the City would have to pay and if the City requests emergency funds to cover the expenses that it might take time to get that money, but an agreement like this is necessary because we are a small City and, in an emergency, would likely need outside assistance.

-Councilor Pettyjohn made the motion to sign the Oregon Public Works Emergency Response Cooperative Assistance Agreement, Councilor Northington seconded it. All in favor, motion passed.



Review of Shirrtail Creek Subdivision Lots Proposals: Mayor Smith read the agenda item aloud. City Manager Born informed the Council that no proposals were received from this RFP and that both of the unsolicited proposals were pulled by the proposers. There was a discussion on how to continue advertising the lots for sale and the Council asked City Manager Born to look in it. Councilor Northington said that in the past, Raamin Burrell posted “for sale” signs on the lots.

The Council asked about the status of moving the existing water line on the subdivision lot. The pipe has been purchased, but Lead Maintenance Koppel was asked to leave when he went to dig the trench earlier this year. Mr. Higbie was supposed to find another plumber to do the work and informed City Manager Born that he was in preliminary talks with plumbers. The Council asked if the City could set a deadline for the work to be completed and asked City Manager Born to look into it.

Bills Before Council/Signatures: Mayor Smith read the agenda item aloud. Mayor Smith called for a motion to pay the bills.

-Councilor Pettyjohn made the motion to approve and sign the bills, Councilor Northington seconded it. All in Favor, motion passed.

Meeting adjourned at 6:56pm.

Attest: _____

Brad Smith

Mayor