



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

**CITY COUNCIL
REGULAR MEETING
March 14th, 2017**

Present Council

Bill Williams

Melissa Pettyjohn

Brad Smith

Andrea Combs

Sue Holliday

Public

Matt Wenick

Mindy Walker

Minutes taken by Raamin Burrell

Mayor Combs called the meeting to order at 6pm.

Open Floor:

Mayor Combs called for open floor. Matt Wenick asked if there were any updates to the subdivision planning/surveying. Raamin said there wasn't anything yet.

Approval of Minutes:

Mayor Combs read the agenda item aloud. She confirmed that the minutes from the Regular Council Meeting from February 20th, 2017 were read prior to the meeting by all Councilors. Mayor Combs asked if there were any additions or corrections that needed to be made to the minutes before signing. There were no changes.

-Councilor Holliday made the motion to accept the meeting minutes, Councilor Smith seconded it. All were in favor, motion passed and Minutes signed.

Solar Eclipse Planning:

Mayor Combs read the Agenda item aloud. The first Public solar Eclipse meeting was at 5pm, immediately before this Council meeting. Attendees had lots of good questions and points to make and were interested in being involved. One of the main points was the ration of bathroom facilities to the number of people projected to be here. One attendee was concerned as to how many people are porta-potties supposed to service in a day. People that will be coming in "self-



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contained" are great, but what is the realism of that being the majority? Matt Wenick brought up how Cycle Oregon brings in all of their own facilities when they visit an area. Mindy Walker asked about the providers for fire-camps. Raamin explained that those companies contract with Federal and/or State first, so if there are no fires that they are required, by contract, to be servicing, then they will rent out supplies and equipment. There was a wish made to contact Cycle Oregon to find out how they do it and who they contract with, when they are riding. Matt Wenick stated that we definitely need more preparation before people get here. Councilor Smith stated that we needed to have a set amount of porta-potties reserved and know the ratios before we start having people come in. Matt Wenick, as head of the Golf Committee, stated they decided in their meeting the previous evening that there would only be tent camping allowed on #2 fairway, no RV's due to the sprinklers. RV space rental will be up to the City. Mindy Walker contributed that it had been discussed having tent camping on part of the City Park and the Ballfield. Councilor Williams asked if there were anything in particular that could be done to protect the sprinkler heads on the greens. Mayor Combs spoke of having the School parking lot open and having tent camping in the grass. The only issue would be having the school unlocked so that the restrooms would be available to those staying there. She was not comfortable with that and so has yet to broach the subject with the School Board. A discussion ensued regarding sanitation, placement of porta-potties, trash disposal. Mindy Walker stated that it was decided to stage the Fire Trucks and Ambulance at the ambulance lot on Fourth Street so that they'd have better access to main traffic routes, if needed. Mayor Combs asked Raamin about the handouts in the Council packets (Attachment A). Raamin explained that these are the documents that have been sent to the Chamber of Commerce for the Solar Eclipse Guide the Chamber is putting together and that there was still time to add or change anything if someone would like to contribute or see anything else in the information. It was expressed that more advertisement needed to be done for the next Solar Eclipse meeting and for the Seneca Artisan Fair to held on that Sunday. Raamin asked the Council to set a space and price for the booths so that she could apply that information to the advertisement and to the website. Spaces were set at 10'x10' or 10'x15' at a cost of \$10 to \$15 for booth rentals. Matt Wenick offered that asking the vendors at the Farmers' Market to come down for the Fair would be great. Raamin volunteered to make that call since she knows the people who run the Market in John Day. The Councilors discussed having Tonna Holliday do a beer garden and possibly music. A couple of other artists were suggested, but it was decided that we would not pay anyone to come, they had to perform voluntarily.



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Appoint Budget Committee Members:

Mayor Combs read the line item from the Agenda. There was discussion as to the whether or not the positions had been advertised for. Councilor Pettyjohn stated that it was discussed at the last meeting, it was on the agenda, and everyone knows the budget meeting is coming. If we advertise now, then the meeting will be behind schedule. Mayor Combs agreed and asked to pass a motion reinstating Richard Schwartzer and Dennis McCormick to the Budget Committee.

-Councilor Pettyjohn made the motion to appoint, Councilor Smith seconded it. All were in favor, motion passed.

Audit Contract with Oster:

Mayor Combs read the title of the Agenda item aloud. Raamin explained that Oster does our audits annually and that this was the paperwork for the contract for this fiscal year. Mayor Combs called for a motion to approve her signing the contracts.

-Councilor Pettyjohn made the motion, Councilor Smith seconded it. All were in favor, motion passes and Mayor Combs signed.

Former City Employee Gift Ideas:

Mayor Combs read the title of the Agenda item aloud. Raamin explained that at the January meeting it was discussed that a gift, on behalf of the City, was needed for John Saunders for all of his years and dedication of service. Councilor Holliday offered that a plaque detailing his years and a thank you from the City was appropriate. Councilor Smith said that Winnie Browning should be asked to make a sculpture or wall hanging out of metal. Councilor Pettyjohn and Matt Wenick said they'd get in touch with Mrs. Browning. Councilor Holliday was adamant that something needed to be done sooner rather than later and proposed either having a finished object by the next Council meeting or being made by then. Other ideas were tossed out; engraving and old metal piece of equipment like a saw or tool, maybe a tool chest. Mindy Walker expressed the idea of a manhole cover. While there was a lot of laughter about this, it was actually decided, after a lot of banter, that a metal wall sculpture/hanging in the shape and with the detail of a manhole cover would be very appropriate and that the idea will be posed to Mrs. Browning.



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Maintenance Position Update:

Mayor Combs read the agenda item aloud. Raamin explained the item. Jerry Wayne Pettyjohn will be retiring soon. He has agreed to stay until a replacement is hired and trained, and he is willing to be flexible in that schedule. An ad for the position was posted last week. We have one applicant, so far, but the application period is not over.

Utility Agreement Update:

Mayor Combs read the agenda item aloud. Raamin directed the Councilors to their handouts. After City Manager Walker, Mindy Walker (former Assistant), and Raamin reviewed and consolidated all the files that could be found, it was noted that a lot of the agreements for the lots in Seneca are missing, and that the form needed an update. City Manager Walker directed Raamin to contact the local towns to see what they use and if that's something we could adapt for our purposes. The form that is used by John Day is the most appropriate to what we do here, so that form was adjusted to pertain to the City of Seneca and have our logo and info at the top. The biggest difference was that it requires the owner of the property to sign the agreement, regardless of whether or not the owner is living on the premises. After much discussion, City Manager Walker decided this was a good direction for the city to go as it is in line with the requirements of City Code. This form (Attachment B), if approved, would be sent out with the next Utility Bill mailings and would be required of all current and incoming residents. Mayor Combs asked if the Councilors had looked over the agreement and made a motion to approve the new form.

-Councilor Pettyjohn made the motion, Councilor Smith seconded it. All were in favor, motion passed.

Variance Process Review:

Mayor Combs read the agenda item aloud. Raamin explained what the agenda item pertained to. After review of the City Code and some errors having been found with one Variance that has been issued, City manager Walker decided that all current variance would be reviewed for legality and accuracy. This process will not be immediate as there are several other items that require more immediate attention; this is just to let the Council know ahead of time. Mayor Combs asked if



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we planned to nullify or revoke any of the variances. Raamin stated that no, that was not the intent. If/when any errors or lapses in due process were found, then the owner would be immediately notified as to how/what needed to be done to fix the error. If it was determined that a public hearing or other approval was needed, then we would address that in due course. This process is intended to protect residents by insuring compliance with City Code.

Council Member Profiles for Website:

Mayor Combs read the agenda item aloud, and then laughed. She stated that she'd forgotten all about this and would get on it ASAP. The other Councilors concurred, as none of them had remembered, either.

- a. **Photo Backgrounds for Pages:** Raamin showed the Councilors and guests what the website will look like, so long that everyone approved. If anyone had anything else they wanted to add or wanted to see on the website, just let Raamin know so she can get it on there. Several suggestions were made of people who have Facebook pages with lots of photos of the area.
- b. **Approval of City Profile for Website:** Raamin directed the Councilors to their Council packets to review what has been sent to the Chamber of Commerce as information about the City of Seneca, and this would be similar to what is the on the Home page for the City website. All said it was ok. Mayor Combs suggested putting something in there about the history of the Seneca School, as well, and directed Raamin to the Grant Union school website for more information.

Bills Before Council:

Mayor Combs read the agenda item aloud and called for a motion to approve and sign the bills.

-Councilor Smith made the motion to pay and sign the bills. Councilor Williams seconded it. All were in favor, motion passed, checks were signed.

Mayor Combs adjourned the meeting at 7:05pm.

Mayor: _____

Attest: _____

Andrea Combs
J. T. Welch

SENECA

The City of Seneca sits nestled in a high valley near the base of the Blue Mountain Range. Sitting at almost 5000 ft., Seneca is known for its record low temperatures (-54 degrees in 1933) throughout the fall, winter and spring months. This small community of approximately 190 people has great pride in its town and relishes the remote and personal feel that Seneca offers its residents. At any given time of the year, there are groups of children riding bikes and playing throughout the town - so we ask that you slow down, watch for children, and enjoy your visit to our beautiful valley.

The Seneca post office was established in 1895 and the city named by postmistress Minnie Southworth for her brother-in-law, prominent Portland judge Seneca Smith. While early homesteaders moved into the valley in the late 1800's, Seneca only began growing in 1929 when it became the northern terminus of the now-vacated Oregon and Northwestern Railroad, owned by the Edward Hines Lumber Company, which extended south to Burns. That time marked the beginning of large-scale shipping of Ponderosa Pine logs to the Hines sawmill in Hines from Seneca and the surrounding National Forest. The company established a planing mill and railroad shops in Seneca, and it became essentially a company town. In spirit that may have been true but in reality it was not: the company did not own either the property or the buildings.¹ When Hines came to the area they made a promise to the Chamber of Commerce: we will never enter into commerce other than the manufacture of lumber. While this was legally true in practice it was only almost true. The development of Seneca was done by a corporation known as "The Seneca Company." This was headed by Edward W. Barnes. It was Barnes who bought the town site which was originally part of the Lincoln Ranch. The people that lived in Seneca had to buy their houses from the builder; they were not provided by Hines. This arrangement was similar to that of the town of Hines. The lumber company brought in a large developer from the South to build the town of Seneca, although Mrs. Hines had a hand in picking the design of the various styles for the homes. The development of the town of Hines is well documented, Seneca less so. In 1940 Seneca's population was 275.

Logging in the area began to decline in the 1970's, and the Hines Company ceased operations of its lumber mills and railroad in 1984. The town was incorporated as a city in 1970 as lumber company control began to wane. According to the 1980 census, Seneca's population was 285. The estimated population in 2007 was 270 and in the 2010 Census was estimated at 199. The 2015 Census stated the population was 193.

¹ <http://www.senecakids.org/SenecaProject/Seneca-MoreInfo.html>

SENECA INFO

Events: The only thing we have planned, so far, is the *Seneca Artisan Fair*. It will feature booths with products for sale and display from local artisans: crafters, bakers, quilters, painters, etc. There will be food for sale, we are working out what kind and who will be providing it.

Parks: Seneca City Park on Hwy 395 will be used for the Seneca Artisan Fair on Sunday, 8/20/17. The Ballfield will be reserved for EMS, Information Booth, and general access during the weekend.

Roads: Hwy 395 South, the 16 road (First Street), Strawberry Lane (Industrial Park), Fourth Street (as an egress from the Timbers Inn and Industrial Park), North Bridge Road up to road block and Shirrtail Creek Road up to road block are all open to the public. Specific roads on the interior of town (Park Ave to E Ave, Second St to Fourth St) will either be blocked off or be open to residents who have rented out personal property and will be signed accordingly.

City Hall: Open during regular business hours only: 9am to 2pm, Monday – Thursday. 541-542-2161

Public Restrooms: There are two stalls at the City Park/Ballpark that will be open and clean. 2 Porta-potties will be rented and placed somewhere in the Golf Course. We will update you as soon as we plan it out.

Dumpsters: We are looking into renting a dumpster from Clarks' Disposal and will have plenty of marked trash and recycle bins.

Churches: St. Elizabeth Catholic Church is located at the corner of First Street (16 Road) and Highway 395. To my knowledge they have services on Saturday evening and Sunday morning. Calvary Chapel of Burns is located on the corner of D Ave and Second St. I don't know if they will have services.

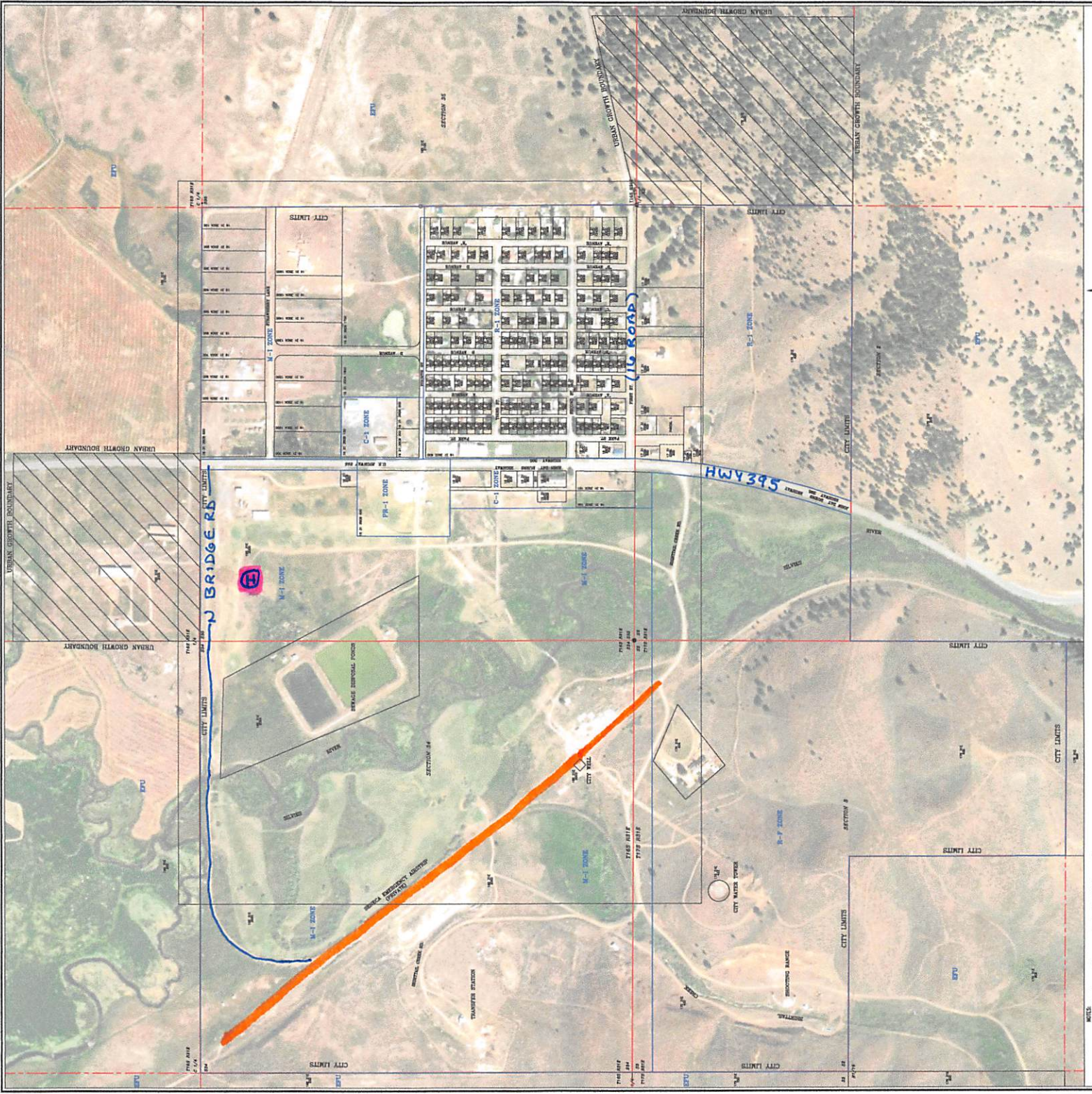
EMS Availability: Blue Mountain Hospital and John Day dispatch are responsible for services to this area, however we will have a First Aid booth at the Ballpark for minor scrapes and bruises. We do have a Volunteer Fire Department that is always on-call.

Contacts: Mayor of Seneca
Andrea Combs
541-620-2603

City Manager/ Volunteer Fire Chief
Josh Walker
541-542-2161

Assistant City Manager
Raamin Burrell
541-542-2161 Wk.

CITY OF SENECA
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H - HELIPAD - 44.140282, -118.975017 (44°08'23.0"N x 118°58'30.1"W)

ORANGE LINE - SENECA EMERGENCY AIRSTRIP



City Of Seneca





Red Line is the Emergency Airstrip. Access to the north is North Bridge Road off of Highway 395. Access from the south is Shirttail Creek Road.



Highway 395 South



Application & Agreement for Utility Services

The applicant hereby applies for water, sewer, and dump services from the City of Seneca. Please complete, sign, and return this application prior to the date start of service is requested.

Date of Application: _____ Date of Service Requested: _____

Type of Service: **Water** **Sewer** **Dump (Trash)** For: **Commercial** **Residential**

Applicant's Name: _____ Home Telephone No.: _____

Service Address: _____ Billing Address: _____

Employer: _____ Employer's Address: _____

Work Telephone Number: _____ Email Address: _____

Applicant is the: **Owner** **Manager/Agent** **Tenant**

Have you received utility services before from the City? **Yes** **No**

If yes, when were utility services last provided? _____ Location of Prior Services: _____

If utility services will be in the tenant's name, **the property owner must provide the following information and sign the agreement below:**

Owner's Name: _____ Owner's Address: _____

Mailing Address: _____ Work Telephone #: _____

Home Telephone #: _____ Email Address: _____

TERMS OF SERVICE

A deposit of \$80.00 is required on all accounts. Customers will have any deposits credited to their account after 12 months provided the account is not delinquent. The bill is issued on the first business day of every month, is due by the fifteenth (15th), and will be considered delinquent after the last day of that month. The applicant will give the City written notice, on the approved form, of termination of services prior to the applicant moving or turning off/on services, and that if notice is not given then the applicant will still be responsible for any debts incurred until official notice is given. The applicant will also need to provide a forwarding address and telephone number.

AGREEMENT AND SIGNATURES

The applicant hereby requests that the City provide water and sewer services to the property identified above. The applicant will be responsible for all charges for services and compliance with all rules, regulations, and ordinances of the City, as now existing or hereafter amended, adopted, promulgated, and/or established.

 Applicant's Signature

 Date

The owner agrees to the following: (a) if the applicant fails to make any payments in accordance with the rules, regulations, and ordinances of the City, as now existing or hereafter amended, adopted, promulgated, and/or established, the owner will be jointly and severally liable to the City for the full payment thereof, including, without limitation, any late and/or penalty fees; and (b) by signing below, the owner consents, for purposes of ORS 91.255 and otherwise, to the City's transfer of a claim against the applicant to the owner.

 Owner's Signature

 Date