



City of Seneca

Phone/Fax: (541) 542-2161

PO Box 208 / 106 A Ave.

Seneca, OR 97873

**CITY COUNCIL
REGULAR MEETING
August 8th, 2017**

Present Council

Melissa Pettyjohn

Andrea Combs

Sue Holliday

Brad Smith

Public

John LaLiberte

Matt Wenick

Dale Plemon

**City Manager/Recorder Josh Walker,
Minutes taken by Raamin Burrell**

Mayor Combs called the meeting to order at 6:05 pm.

Open Floor:

Mayor Combs called for open floor items from the public. Raamin informed the Council of the donation of flashlights to the City from The Hall & Hopper Families. Mayor Combs recommended sending a "Thank You" letter. Also, a food donation from Bill McMunn.

Dale Plemon asked as to the status of the abatement for the property south of his. (He's referring to the property owned by Ms. Graves that was the subject of earlier proceedings.) Mayor Combs responded by stating that the abatement is in process and will be happening soon. Mr. Plemon was happy with that answer.

Signage Proposal for the 16 Road to Malheur NF:

Mayor Combs moved this item to the top of the agenda due to having a representative of the Malheur National Forest, Roads Department in attendance, Mr. John LaLiberte. Mayor Combs thanked Mr. LaLiberte for attending. Mr. LaLiberte stated that he was here to answer any and all questions about the process of signing the 16 road (Logan Valley Road) and to hopefully be able to help resolve issues the City is having with speeders coming into town. Mayor Combs explained the handouts that Mr. LaLiberte brought to the meeting for the Council. These included an overlay aerial map of the City, a copy of a map showing an easement held by the Forest Service, and copies of the easement deed, complete with explanations and map from 1971. Mr. LaLiberte explained that the change in the asphalt type near the intersection with D Street is where the easement starts and continues to the City



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limits. Raamin added that there is a Memorandum of Understanding with Grant County for the road space from D Street to Highway 395. A conversation ensued about spacing and placement of specific signage including the 25mph sign. Mr. LaLiberte stated that in order for a 25mph sign to be placed at the City limits, then the Forest Service would have to go through the process of approving a CFR for the signage and road use change. This process is lengthy, but can be done and would be the best thing to do in the long run. He recommended a minimum of 3 signs: and advisory sign, then a speed zone ahead, then a Seneca City Limit sign, and a 25mph sign at D Street. A general discussion ensued on placement and size and type of the signs. Mr. LaLiberte recommended that the City get law enforcement involved once the signs are up in order to help enforce the speed zone. He suggested putting up a speed warning, then slow down, then animal/pedestrian advisory signs before City limits. The posts have to be breakaway posts, have to be outside of the clear or safe zone along the edge of the road way, and if they are still in the right of way, that shouldn't be an issue. Councilor Pettyjohn requested larger signs for more visibility and all agreed. Mayor Combs asked about the cost of the process and who is paying for the signs? Mr. LaLiberte stated that the Forest Service will write a CFR for the easement portion of the road, place a diamond warning sign for animals and pedestrians on the shoulder and further up the road. He again recommended that the City get law enforcement involved once the signs are placed. Once the City submits a proposal then the Forest Service will buy and place the signs at and outside of City Limits. Mayor Combs approves the finalizing and submitting of the proposal.

Approval of Minutes:

Mayor Combs read the agenda item aloud. She confirmed that the minutes from the Regular Council Meeting on July 11th, 2017 were read by all Council members. Mayor Combs called for a motion to approve the minutes.

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

And the minutes from the Special Council Meeting on July 14th, 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 either set of minutes before signing. There was a couple of minor typos that were corrected prior to approval of signing.



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

Dump Fee Appeal:

Mayor Combs read the Agenda item aloud and asked if any of the Council members had any comments and had read the appeal. No issues registered so Mayor Combs called for a motion to approve the appeal.

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

City Yard Sale Advertisements:

Mayor Combs read the agenda item aloud. Councilor Pettyjohn getting the \$10 yard sale packet from KJDY and that it included the big signs. The ads were really too expensive in the Blue Mountain Eagle. Mayor Combs said she would put in the "What's Happening" for Grant County on Facebook. She also suggested only doing the yard sale for 2 days instead of all 3. Mayor Combs recommended Saturday and Sunday for the advertisement and if anyone wanted to set up for Friday and Monday, then that was ok, too. All Councilors agreed.

Broadband Infrastructure Update and Approval:

Mayor Combs read the title of the Agenda item aloud. City Manager Walker explained that over the last few months he's been a part of the committee working on doing the infrastructure for the running of fiber lines for internet. The lines will run from Burns to John Day. The committee? Was awarded \$1.8 million from the state lottery funds for the project. The next step is to formally convene an inter-governmental committee to manage and set-up the process. The first document presented to the Council is a statement containing the name of the coalition (Grant County Digital Network Coalition), the entities involved in being on the committee (Seneca, Prairie City, John Day, Canyon City, and Grant County) and a general statement of purpose which is to come together to regulate this new system. The second document presented to the Council is a draft of the bylaws that will govern the Coalition. City Manager Walker explained that the City Council will have to approve the signing of the final version of the documents and that they have to be signed by the end of August to be in-line with the rest of the entities involved. The projection is to have Seneca as the original testing zone for services, troubleshooting, and billing/invoicing for services. Councilor Smith asked why we



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couldn't sign the documents now? City Manager Walker explained that these were not the final versions of the documents, just preliminary drafts and that he was seeking approval to sign the final documents when they are ready. Mayor Combs asked who would be on the committee from Seneca? Would it have to be a Council member, City Manager, City employee, or anyone? City Manager Walker explained that the final infrastructure has yet to be determined. One option is to use OTEC poles coming into and through town, the second is to run the whole thing wirelessly. Minimum speeds will be 30 to 50 megabytes per second, with the current speeds at 1.5mbs, on a stellar day. One proposal is to run the lines off of the lines located out by the shooting range. The first to get service via hard line will be the School and the City Office; main infrastructure hard lines will be to County services, law enforcement, emergency services, hospital, schools, etc. Each participatory entity will be the managers of the coalition with the ultimate goal of inexpensive internet for Grant County. The hope is to have Seneca operational by next October. Mayor Combs called for a motion to approve signing the documents once they are finalized.

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

Dates for Shirrtail Creek Subdivision RFP/Final Plat Review:

Mayor Combs read the title of the Agenda item aloud. City Manager Walker wanted to clarify that the City is waiting until some of the engineering work is in progress for the Wastewater Facility Plan due to the unknown costs on the project. The Grant Administrator, Ducote Consulting, LLC, put the City in touch with another agency to help offset the cost of that section. The sewer bills that would be generated from the subdivision residents over time would be worth the cost of another loan for that section, and that work on the design and how the lines for the new lagoon were getting across the Silvies River. Councilor Pettyjohn has no objection to waiting, but would like to get the numbers in as soon as possible. City Manager Walker stated that they are aware and are working on in. Also the final plat for the subdivision is here at the meeting for the Council to take a look at. Mayor Combs will have to sign the plat in front of a Notary and then they will be submitted to the County.

Decision on Lot Sizes for Commercial Lot:

Mayor Combs read the agenda item aloud. City Manager Walker pointed out the lot in question on a tax map of the City and asked how would the Council recommend to divide up the lot for potential sale in the future. He gave a



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recommendation example of 100 ft. by 100 ft. lots which would divide the lot equally into 3 lots. City Manager Walker reminded the Council that Grayback, the owners on the north side of 2nd street, will be automatically given the north half of the right of way vacation, and the south half will be sold to Grayback at an agreed upon price. Councilor Smith agreed with City Manager Walker's example. Mayor Combs called for a motion to approve to change the lot partitioning into 3 equal lots of 100 ft. by 100 ft.

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

Bid Awards for Surplus Equipment Auction:

Mayor Combs read the agenda item aloud. The Council was handed the sealed envelopes received at the City office, opened them, and the contents evaluated. Most of the items that were bid for were awarded for the bid price, one item's minimum price was not met. The Western Star Dump Truck went for \$4100, the Ford Tractor for \$2405, the Sewer Truck for \$501, the Ford 9N Tractor for \$525, the street sweeper for \$105, and the 100-gallon sprayer for \$210. The Council thanks all those who bid and congratulates the winners.

"Welcome to Seneca" Sign:

Mayor Combs read the agenda item aloud. Raamin explained that since new signage was going up along the 16 road for speed reduction, perhaps it was time to think again about "Welcome to Seneca" signs that could be placed at the entries to town along the 16 road and at each end of Highway 395. Mayor Combs suggested asking Jack Southworth to make a sign for the 16 road as it's his land that abuts the City Limits at that location. Councilor Smith asked who we were thinking of asking to make the signs and suggested maybe asking Winnie Browning or Mindy Walker. Mayor Combs said she'd talk to Winnie Browning and suggested that all 3 signs be different. Raamin suggesting holding a design contest and that the composition of each sign be different, i.e., one be made of wood, one out of metal, and the third be different in some other way.

Language Access Plan Approval:

Mayor Combs read the agenda item aloud. City Manager Walker explained that as part of the Grant for the CDBG Loan it is needed as part of the process to be authorized for the first draw of monies to pay for services rendered. We had an



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earlier version of this on file, but it needed to be updated with current terminology. Mayor Combs called for a motion to sign the Language Access Plan document.

-Councilor Smith made the motion to approve, Councilor Holliday seconded it. All were in favor, motion passed, LAP Plan signed.

LGIP Update Approval:

Mayor Combs read the agenda item aloud. Raamin explained that this is simply an update to the LGIP documents that the State had on file. The previous documents were from 2009. Mayor Combs called for a motion to sign.

-Councilor Pettyjohn made the motion to approve, Councilor Holliday seconded it. All were in favor, motion passed, LGIP Update signed.

Engineering RFQ Award for the Wastewater Facility Plan:

Mayor Combs read the agenda item aloud. City Manager Walker explained that this process will work similarly to when we did the grading scheme for the Grant Administrator RFP, however, which Councilor Williams not in attendance, the numbers will be slightly different. There are 3 options for getting through this: appoint a grader to replace Councilor Williams; take a copy to Councilor Williams and wait to notify bidders until all grade sheets come in; or grade the bidders without Councilor Williams and adjust the numbers to fit grading by 4 people instead of 5. Mayor Combs stated she likes option 3. Let's get this done so as to move forward on the project. Councilor Smith asked to Holliday Engineering having done the preliminary work and to what detail? City Manager Walker explained that the RFQ was not as specific as was intended. Mayor Combs observed that when she reviewed the packets her impression was that since HECO (formerly Holliday Engineering) has been here with this project for years it was less detailed, but since the other bidder, Century West, hadn't worked with us before, their packet was way more detailed. City Manager Walker stated that it was a good question and still give a good impression of both bidders. He then reviewed the grading scale and reference sheets with the Council. At this time, the City Council members in attendance deliberated, asked questions, and graded each bidder accordingly. The grade sheets were collected by City Manager Walker, to be tallied first thing tomorrow with appropriate notifications to follow shortly.



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Approval and Signatures for Pasture/Lease Agreements:

Mayor Combs read the agenda item aloud and signed the agreements. As the motion had already been carried and passed in a previous meeting, no further approval was needed.

Bills Before Council/Banking Signatures:

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

-Councilor Pettyjohn made the motion to approve and sign, Councilor Holliday seconded. All in favor, amendment signed.

Executive Session:

Mayor Combs read the agenda item. In accordance with ORS 192.660(2) (f) to consider information or records that are exempt by law from public inspection, all remaining public were asked to leave the building and the meeting was placed into Executive Session at 7:32pm.

Mayor Combs released the Council from Executive Session at 7:55pm and immediately called for a motion to move forward with the items discussed under Executive session.

-Councilor Holliday made the first motion, Councilor Smith seconded the motion. All approved and passed.

Mayor Combs asked City Manager Walker to set a date of action that is appropriate with the schedule of all parties concerned and notify the City Attorney to issue an official notification with the agreed upon date of action along with a cease and desist of defamation of City Employees.

City Manager Walker then discussed the issue of nuisances within City limits (for which a packet was incorrectly placed in executive session notes and thus carried out of executive session for discussion). Some have already been officially and unofficially notified, but little to no progress has been made. He recommends the Council focus on the two they agree are the worst offenders to be sent abatement notices and the rest will be sent nuisance notices. Councilor Pettyjohn wants the notices that are sent out to include verbiage that if they don't take care of their nuisance(s) then the City has the ability to do it for them. City Manager Walker reiterated to have the Council focus on the two in the packet that can be handled



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immediately, with the rest to follow accordingly if not already cleaned. Mayor Combs and Councilor Pettyjohn both agreed that a nuisance letters need to be sent to everyone in the packet, not just the two worst. Councilor Holliday commented that some of the people on the list may be unable to clean up the nuisances themselves. City Manager Walker agreed with Councilor Walker that there will be some that are unable to clean up the issues themselves, however, they have allowed their property to degrade to poor states due to their own inaction. The City is more than willing to help clean, but the owners/renters need to ask. A general discussion ensued. Councilor Smith suggested especially focusing on people who own multiple lots and don't keep any of them up. Mayor Combs decided on the two worst and most immediate need with a third option for focus once those two were taken care of. The Council agreed with Mayor Combs, nuisance letters to be sent by the City office with the Mayors' signature.

Mayor Combs adjourned the meeting at 8:15 p.m.

Mayor: 

Attest: 