



City of Seneca – City Council Meeting Minutes
Regular Council Meeting – June 10, 2025

Location: City Hall, Seneca, Oregon

Time: 6:00 p.m.

Mayor: Andrea Officer

Council Present: Melvin Herburger, Barbara Northington, Chuck White (arrived during the meeting)

Council Absent: Matt Wenick

Public Present: Patty Davidson, Linda Pace, Mike Allen, Jason Miller, King Williams, John Russell

1. Call to Order

Mayor Andrea Officer called the meeting to order at 6:00 p.m. A quorum was present.

2. Old Business

Citywide Cleanup Review:

Council discussed the May 31 cleanup event. Feedback indicated limited participation and minimal success. Only four families were confirmed to have utilized the service, with more trash than yard debris being collected. The Council agreed the event's usefulness should be evaluated each year.

Volunteer Appreciation Event:

The Council discussed plans for a volunteer appreciation event recognizing fire and EMT volunteers. A planning meeting was scheduled for **Thursday, June 26 at 6:00 p.m. at City Hall**. Councilor Northington suggested early planning and task delegation.

3. Approval of Previous Minutes

Motion: Councilor Northington moved to approve the May 13, 2025, meeting minutes.

Second: Councilor Herburger

Vote: Motion passed unanimously.

4. Audit Services Proposal

The Council welcomed **John Russell, CPA from Zwygart, John & Associates**. Mr. Russell introduced himself and discussed his background and the firm's experience in municipal audits, especially in rural Oregon.

It was clarified that the City's previous auditor, Solutions, will no longer be providing services. Council discussed the shortage of government auditors in Eastern Oregon.



Motion: Councilor Herburger moved to accept the audit services contract with Zwygart, John & Associates.

Second: Councilor Northington

Vote: Motion passed unanimously.

5. Davidson Garage Proposal

A proposal was reviewed from **Patty Davidson** to build a three-sided structure on her property. The Council reviewed setbacks and property lines and found no issues.

Motion: Councilor Herburger moved to approve the Davidson lean-to proposal as presented.

Second: Councilor Northington

Vote: Motion passed unanimously.

6. Iron Triangle Water Access Agreement

The Council discussed formalizing an agreement with **Iron Triangle** regarding use of a well and pump. Discussion included cost of electricity, maintenance responsibilities, and fire suppression needs.

Motion: Councilor Herburger moved to draft a contract allowing Iron Triangle to use the water and pump with the understanding they will be fully responsible for maintenance and repair. They will also keep the fire suppression pond full upon the City's request and cover the electricity cost of \$47 per month.

Second: Mayor Officer

Vote: Motion passed unanimously.

7. Health Insurance Waiver Request

City Manager Deborah Oatman requested to waive city-provided insurance. The Council agreed to provide compensation equivalent to 75% of the monthly premium (\$498.69) as taxable income, contingent on proof of qualifying alternate coverage.

Motion: Councilor Northington moved to approve the health insurance waiver request and corresponding compensation.

Second: Councilor Herburger

Vote: Motion passed unanimously, with Councilor Chuck White also voting in favor.

8. Budget Resolution Adoption Schedule

Special Meeting to Adopt 25-26 Budget Scheduled:

Due to a publication timing issue with the LB-1 budget notice, adoption of the 2025-26 Budget Resolution will be rescheduled. **Thursday, June 26, 2025, at 6:00 p.m.** prior to the volunteer appreciation planning meeting.



9. Resolution 2025-02 – Election to Receive State Revenues

Mayor Officer read the full resolution aloud.

Motion: Adopt Resolution 2025-02 declaring the City's election to receive state revenues for fiscal year 2025–26.

Vote: Passed unanimously.

10. Open Floor

- Councilor Herburger inquired about the **Shirrtail Creek Road** bid status. Bid opening is scheduled for June 11 after review adjustments were made to the bid package.
- The Fire Department received a **\$500 donation** from Southworth's after an emergency tractor fire response.

11. Approval to Pay Bills

Motion: Councilor Northington moved to approve payment of bills dated June 10, 2025.

Second: Councilor Chuck White

Vote: Motion passed unanimously.

Adjournment:

There being no further business, the meeting was adjourned at approximately 7:15 p.m.

Minutes Prepared by:

Deborah Oatman, City Manager/Recorder

Date: June 11, 2025

Approved by Council

Signed:

Mayor Andrea Officer *Andrea Officer*

Attest: *[Signature]*

(City Recorder or Councilor)