

City of Sodaville

Regular Session Agenda

April 20, 2023

7:00 PM – City Hall

Phone #: 253-215-8782 * Meeting ID 841 4242 7244 * Passcode 290348

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Visitors**
5. **Bills**
6. **Minutes**
 - March 16, 2023
7. **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **including what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
8. **City Recorder’s Report**
 - City Finances
 - City Update
9. **Public Works Report**
 - Water Update
10. **New Business:**
 - a. Ordinance 23-03 Amending Ordinance 17-01
 - b. 2023-2024 Budget Overview
11. **Old Business**
 - a. Well Linn 10377
12. **Council Reports**
13. **Public Comment**

This is the time to speak to the City Council or Mayor on any subject **other than what is listed** on this Agenda except for Public Hearings. Time limit is 3 minutes per person.
14. **Adjourn**

PUBLIC COMMENT There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. ***PUBLIC COMMENT is not accepted during the meeting other than at those times.*** The Council reserves the right to enter into Executive Session as needed to conduct City business in accordance with Oregon Public Meeting Law as clarified in the Oregon Attorney General’s Public Records and Meetings Manual or advised by counsel.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting by calling 541-258-8882.

“The City of Sodaville is an equal opportunity provider and employer.”

8. City Recorder Update

City Finances

The finance reports are attached to the Council Packet.

City Updates

At the last City Council meeting, a presentation was made by Brownsville City Administrator Scott McDowell regarding a new advocacy initiative for small cities. Brownsville and several other cities in the region were disappointed with the League of Oregon Cities' advocacy program last year. A conversation between these cities with LOC was initiated after a letter regarding concerns about the legislative program was jointly signed by concerned cities. Cities in attendance at a meeting with LOC's executive director and lobby team were not satisfied by LOC's response to concerns, so cities are working on a proposal to create a new entity that would focus on advocating for the needs of small towns in Salem.

Employee compensation changes approved included 8.7% for the City Recorder and 8% for the Public Works Director. The City Council approved a 1-year contract for auditing services with the current firm, and a five-year contract RFP will be issued this fall. A resolution transferring funds from the LGIP account into the City's main account was adopted, and funds were appropriately transferred afterward.

I was selected to serve on the Linn County Grand Jury every Wednesday until the end of May, leaving City Hall without staffing on Wednesdays in addition to Mondays (closed during the legislative session to accommodate outside employment). Staff appreciate advice from Council on how to address the change; this could include increasing hours on Tuesdays, Thursdays, and Fridays to 8-5. All residents have received my personal cell phone number in the most recent newsletter so that I can accommodate service needs outside regularly posted hours.

9. Public Works Update

Water

The city's wells produced	<u>472996</u> gallons.	
The city trucked in	<u>0</u> gallons.	
Reservoir +/-	<u>0</u> gallons	
The city sold	<u>451,566</u> gallons	
<i>Difference of</i>	<u>21,430</u> gallons.	<i>4.5-% Loss</i>

CCR has been completed and will be certified after proper distribution.

Parks

2 Blink Cameras donated for parks

Misc.

Youth Build -wells 4&5 and land fill
ERP has been updated

10.a. Ordinance 23-03 Amending Ordinance 17-01

Staff Summary

Amend Ordinance to allow the Public Works Director to issue an interim administrative order declaring water restrictions, followed by the Council's adoption of a resolution at the next meeting.

Suggested Motion: *I move to adopt Ordinance 23-03.*

Ordinance 23-03 Amending Ordinance 17-01

THE CITY OF SODAVILLE ORDAINS AS FOLLOWS:

Section 1. Amending the City of Sodaville Ordinance 17-01 SETTING MUNICIPAL FEES AND UTILITY SERVICE RATES AND CHARGES IN ACCORDANCE WITH THE FEES, RATES AND CHARGES:

Section 4.A. is amended as followed:

4. Commodity Charge – Declared Water Restriction.

The City of Sodaville encourages water conservation at all times. ~~When the City Council has determined and declared that Water Restrictions are to be put into effect, the water rates will be determined following the Commodity Charge during Water Restriction.~~ **When the Public Works Director has determined that Water Restrictions are to be put into effect, they may issue an interim administrative order that water rates will be determined following the Commodity Charge during Water Restriction. The City Council will adopt a Resolution at the next regular meeting declaring that Water Restrictions are in effect. When the Public Works Director has determined that Water Restrictions are no longer to be put into effect, they may issue an interim administrative order that water rates will no longer be determined following the Commodity Charge during Water Restriction. The City Council will adopt a Resolution at the next regular meeting declaring that Water Restrictions are no longer in effect.**

10.b. 2023-2024 Budget Overview

Staff Summary

The Council will review the process for writing the 23-24 budget and identify priorities. The Council needs to set a date for the meeting and recruit new Budget Committee members. The Council should advise the Budget Officer regarding the following priorities:

- As recommended by Public Works, the City needs to hire divers to clean the water reservoir.
- Increased costs for consultants must be incorporated due to the Auditor's increased rate. An RFP for auditing services will be issued in fall 2023.
- The auditor believes that combining all funds into the General Fund makes auditing difficult and suggests resuming division of the budget into 3 funds, one of which annually ran a deficit that will never be balanced. The City's accountant disagrees with this judgment.
- Dues, Mileage, Training (1): The City Recorder wants to increase this line item to request additional training to obtain a Certified Municipal Clerk certification from the International Institute of Municipal Clerks. Funding for increases will be tagged to increases in the "donations" resource so that certification expenses are funded by scholarships offered by IIMC and the Oregon Association of Municipal Recorders.
- Dues, Mileage, Training (2): Recommended increasing the time by another \$1,000 to fund Sodaville's participation in the Small Municipalities Advocacy Coalition proposed by the City of Brownsville.

Three Budget Committee Members need to be recruited and appointed prior to the Budget Committee. The current roster is as follows:

- 2023-2025: Vacant (Peggy Bishop's term expired 2022)
- 2023-2025: Vacant (Tammy Lewis' term expired 2022)
- 2021-2023: Hon. Suzie Hibbert
- 2021-2023: Anthony Morelos
- 2022-2024: Vacant (Vacated by Councilor Parsons)

11.a. City Water Supply

Staff Summary

On March 24, Oregon Health Authority reviewed the well log for Well Linn 10377 and verified that it is unfit for municipal use. This is a simple check-the-box question that could have and should have very easily been asked by City staff several years ago before any effort and money was spent on the project. However, OHA provided information on how the well could be rehabilitated for municipal use, or how another well could be constructed to tap into the same water source. The Council's discussion about use of the well will determine how available funding sources can be used.