

City of Grass Valley
Regular City Council Meeting Minutes
January 2nd, 2023 7:00 PM
Grass Valley Pavilion
Minutes

Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Bonne Whitley – Councilmember; Rita Wilson - Councilmember; Tom Rolfe – Councilmember; ReeElla von Borstel – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Joann Duarte – Councilmember

Guest(s) Present: K'Lynn Lane & Brittney Dark – Oregon Frontier Chamber of Commerce; Leta Ann Reckmann; Roger Whitley; Jeremy Lanthorn – Times Journal

Mayor Meinrad Kuettel called the meeting to order at 7:08 PM and led everyone in the Pledge of Allegiance. Following the Pledge of Allegiance, the Mayor thanked the City Council members for all of their time and dedication to the City of Grass Valley.

ReeElla von Borstel motioned to approve the agenda as presented. Rita Wilson seconded. Passed unanimously.

Mayor Meinrad Kuettel took his Oath of Office for the position of Mayor. Rita Wilson was next to take her Oath of Office for the City Council, followed by the newest Councilor, Tom Rolfe.

Mayor Kuettel read a Letter of Interest for the vacant councilor position submitted by Rick Whitaker. This was for vacant position #5 on the City Council. ReeElla von Borstel motioned to accept this letter of interest for Position #5. Rita Wilson seconded. Passed unanimously.

Mayor Kuettel then introduced K'Lynn Lane & Brittany Dark from the Oregon Frontier Chamber of Commerce. They serve Gilliam, Sherman & Wheeler Counties. Ms. Lane would like the City to join the Chamber to be able to use all of the benefits that they are able to provide. The Chamber is also able to apply for grants and funding on behalf of their members as well. Mayor Kuettel asked about the costs of membership. Ms. Lane stated that there is a \$100 annual membership fee for and the City would be considered a "Participating Community." She also reported that there are various regional ambassadors in each County to help their local regions as well. The membership has grown to over 400 in the past few years. It was also reported that they recently changed last year from the Condon Chamber of Commerce to the Oregon Frontier Chamber of Commerce. Ms. Lane and Ms. Dark informed the City Council of multiple grants that are available. ReeElla von Borstel motioned that the City joins the Chamber. Bonne Whitley seconded. Passed unanimously.

Minutes from the December Regular City Council Meeting were reviewed by the City Council. Rita Wilson motioned to adopt the Minutes as presented. Tom Rolfe seconded. Passed unanimously.

The monthly financial reports were reviewed and discussed for December. Bonne Whitley motioned to approve the financial statements as presented. ReeElla von Borstel seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter Grzeszczyk reported that there were multiple water leaks on Christmas once things thawed out. The water situation at Sean Orsburn's was discussed. Walter Grzeszczyk then discussed the vacuum-breakers that have been

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previously discussed at past meetings. Walt reported that he has found other places to order these parts that will no longer limit the number that we are able to order. The Recycling Station was discussed next. Walter Grzeszczyk would like to have a sign made stating the Recycling Station's hours and a reminder to only take recyclables during those specified hours. Leta Ann Reckmann recommended asking Waste Connections about their signage options. ReeElla von Borstel would like to table this discussion but get the signs ordered.

Mayor Kuettel brought up the current ordinance violations and the two letters that he would like the Council to review and approve sending to two violators. The letters were reviewed. ReeElla von Borstel motioned to have the letters sent. Bonne Whitley seconded. Passed unanimously.

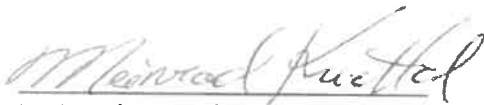
The new proposed ballot box was presented to the Council. Rita Wilson reported that she spoke to Kristi Weis earlier and the County has decided they are going to put this plan on hold for the time being so there is no need for discussion at this time.

ReeElla von Borstel moved to adjourn the meeting. Tom Rolfe seconded. Passed unanimously.

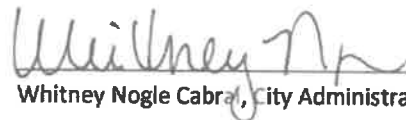
Meeting adjourned at 8:09 PM.

Dated: February 6, 2023

Attest:



Meinrad Kuettel, Mayor



Whitney Nogle Cabral, City Administrator

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Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Rita Wilson – Council President; Rick Whitaker – Councilmember; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Joann Duarte – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Tom Rolfe – Councilmember

Guest(s) Present: Leta Ann Reckmann; Sandy Price; Dale Schmitt; Everett Carson; Nicole Carson; Roger Whitley; Keegan Kock – South Sherman Fire District; Joan Bird – Sherman County Commissioner

Mayor Meinrad Kuettel called the meeting to order at 7:00 PM and led everyone in the Pledge of Allegiance.

Rita Wilson motioned to approve the agenda as presented. ReeElla von Borstel seconded. Passed unanimously.

Mayor Meinrad Kuettel called on Joann Duarte to take her Oath of Office for City Council position. Rick Whitaker then took his Oath of Office for the Vacant Council Position.

Mayor Kuettel called on Guest, Keegan Kock from the South Sherman Fire Department. Mr. Kock asked about any updates on the water fill. Walter Grzeszczyk reported that he had found a grant that he believes would pay for the project. However, the City cannot apply for this grant if still moving forward with the Wastewater System. Whitney will ask Kirk Fatland, City Planner, about moving forward and the steps to be taken. A signed agreement from Margaret Mahaffey is also needed.

Mayor Kuettel then called on Commissioner Joan Bird about the possible Tri-County Recycling Grant Proposal. Rita Wilson asked about a county-wide community survey. Commissioner Bird is going to look into this. Mayor Kuettel also asked Commissioner Bird about the solar request letter for the County. She explained that there is a proposal to add solar panels on the roof of the County School for a place for the community to go in case of a power outage.

Minutes from the January Regular City Council Meeting were reviewed by the City Council. ReeElla von Borstel motioned to adopt the Minutes as presented. Bonne Whitley seconded. Passed unanimously.

The monthly financial reports were reviewed and discussed for January. Rita Wilson motioned to approve the financial statements as presented. ReeElla von Borstel seconded. Passed unanimously.

Guest, Roger Whitley introduced the “shoe” people, Everett and Nicole Carson. They recently purchased the old Country Café building in Grass Valley. Dale Schmitt and Sandy Price were then introduced as well, as they have purchased the rock shop in town. ReeElla von Borstel told the new owners about the Oregon Frontier Chamber of Commerce as well as MCEDD and recommended using them as resources.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter Grzeszczyk brought up the Oregon Raceway Park sign. Whitney will contact Brenda Pikel about what they would like to do with the deteriorating sign.

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Mr. Grzeszczyk then discussed the upcoming ODOT ADA project. There are many questions about the project and how/when/if it is moving forward. Rita Wilson asked if we had to move forward with the project or not and Walter stated that, yes, we do. He also stated that in 2025 there will be no more metal water pipes allowed in the ground. ReeElla von Borstel stated that she would like to see if there are exceptions to this as there are so many old towns in Oregon and this would become very expensive. Mr. Grzeszczyk then asked the City Council about purchasing a spill dock for bulk fuel that he has on-hand. He stated that a 2-barrel dock is about \$1,600. ReeElla von Borstel motioned to allow Walter to purchase the 2-barrel dock shed. Rita Wilson seconded. Passed unanimously.

Mayor Kuettel asked Walter about the water levels. Walter reported that we are not hardly using any water and the levels are staying consistent. Rita Wilson asked Mr. Grzeszczyk about the foundation issue at the Pavilion that he had reported to her. He feels that patching it would slow down the deterioration. Rita Wilson motioned to have Walter Grzeszczyk fix the east side foundation of the Grass Valley Pavilion. Joann Duarte seconded. Passed unanimously. Mayor Kuettel also reported to the City Council that there is a leak in the water system somewhere around the Pavilion.

The ordinance violations were discussed. The second letters will be sent to the violators and from there we will bring in authorities to handle the situation as necessary if they are not resolved. Walter Grzeszczyk asked if we can have the van on 2nd Street towed. Rick Whitaker is going to talk to the property owner and if they are not willing to get rid of the van, then we will have the Sheriff's Department tag the vehicle and tow it.

There are no new updates on the hemp facility at this time. Fire Chief, Andy Miller will be contacting additional departments for further updates. There was brief discussion and we will talk more about the topic at a later date.

There were also no new updates on the Sharp Water Easement.

The new flag purchase presented by guest Leta Ann Reckmann was discussed next. She stated that it was approximately \$300. ReeElla von Borstel made a motion to purchase a new flag for the flag pole with City funds. Bonne Whitley seconded. Passed unanimously.

Whitney will look in to online water payment options for our residents and report back to the Council with more information once available.

Mayor Kuettel presented the solar support letter to the City Council (topic was previously discussed with Commissioner Bird). Rita Wilson motioned to approve the letter. ReeElla von Borstel seconded. Passed unanimously.

The Tri-County grant "wish list" was briefly discussed again and during that conversation it was determined that the Council would like to see more hours and fencing around the area.

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ReeElla von Borstel stated that she will be gone for the March meeting. We will look into offering her a remote option to join in virtually.

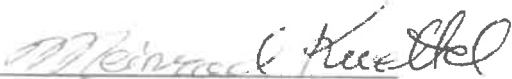
Rita Wilson informed the City Council that there is someone scheduled to come next week to look into a new sound system for the Grass Valley Pavilion. Everyone agreed that this was a great idea.


Rita Wilson motioned to adjourn the meeting. Bonne Whitley seconded. Passed unanimously.

Meeting adjourned at 8:17 PM.

Dated: March 6, 2023

Attest:


Meinrad Kuettel, Mayor


Whitney Nogle Cabral, City Administrator

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March 6th, 2023 7:00 PM
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Rita Wilson – Council President; Rick Whitaker – Councilmember; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Joann Duarte – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Tom Rolfe – Councilmember

Guest(s) Present: Leta Ann Reckmann; Sandy Price; Dale Schmitt; Everett Carson; Roger Whitley; Kirk Fatland – Tenneson Engineering; Daniel Garlets; Stephen Allen – Times Journal

Mayor Meinrad Kuettel called the meeting to order at 7:09 PM and led everyone in the Pledge of Allegiance.

Rita Wilson motioned to approve the agenda as presented. Tom Rolfe seconded. Passed unanimously.

Mayor Kuettel declared that this is a public hearing regarding the Carson Property and called on Mr. Everett Carson to present his plan to the City Council and guests. Mr. Carson briefly described his plan. He also declared that there will not be large amounts of chemical, and he will have none that are explosive. He will have two 55-gallon drums of two different chemicals (one each) and one 5-gallon bottle of a third chemical, all of which he named and were presented to the Council. Mr. Carson stated that his company plans to complete all aspects of the process including using the Grass Valley Post Office for shipping. Kirk Fatland, Tenneson Engineering, then gave his Staff Report. Mr. Fatland stated that there should be no smells, etc. based on the information received by Mr. Carson. Mayor Kuettel called on Rick Whitaker to provide the Fire Department's thoughts and review on the application. He stated that the chemicals referred to are more irritants than explosives. He also stated that he is comfortable with the chemicals provided and that the Fire Department would be able to handle a fire of these chemicals.

Mayor Kuettel asked if Mr. Carson ever plans to have more than two of the 55-gallon drums. Mr. Carson stated that at some times he may have a drum and a half of each chemical depending on orders and shipping, but that is the maximum amount he would have on hand. Leta Ann Reckmann asked about where the chemicals would be stored. Mr. Carson informed her that they would be inside his building, in a temperature-controlled environment. Resident, Daniel Garlets asked about truck traffic. Mr. Carson stated that they will only get four shipments per year of supplies. Mayor Kuettel then called for additional comment from both the public and the City Council and there was none. The Public Hearing was then declared closed by Mayor Kuettel. Rick Whitaker told Mr. Carson that the Fire Department would like to get inside the buildings once finished to see the setups and layouts in case of fires. Mr. Carson acknowledged this and also stated that he knows there needs to be annual inspections completed by the Fire Department. Rick Whitaker motioned to approve the Condition Use Permit for Carson Footwear. Rita Wilson seconded. Passed unanimously.

Dale Schmitt was then called on by Mayor Kuettel to speak, per the guest sign-in sheet request. Mr. Schmitt declared that he is having problems with semitrucks blocking his driveway. Tom Rolfe brought up the RV park's signs that they have put up in the past. The fact that Mr. Schmitt's property is along Highway 97, the City Council believes that Mr. Schmitt may have to talk to ODOT as the highway is state

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property. There was discussion and Walter Grzeszczyk stated that he does have plans to repaint the curbs. The City Council agreed to have this done and if there is no improvement, then ODOT will need to get involved in the situation. Mr. Schmitt asked about painting lines on the Highway out to the bike path, but the City has no authority to do that because again, it is a State Highway. Mayor Kuettel stated that there are issues with this throughout town. Mr. Schmitt agreed that this sounds like a good plan.

Minutes from the February Regular City Council Meeting and the February Special Meeting were reviewed by the City Council. Rita Wilson pointed out a guest's first name was incorrect on page one of the Regular Meeting Minutes. Rita Wilson motioned to adopt the Minutes as amended. Tom Rolfe seconded. Passed unanimously.

The monthly financial reports were tabled to be reviewed next month.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter Grzeszczyk did state that he spoke to the head of Brown Construction. They do still want to use the burn pile/recycle area as their staging area for the upcoming ADA Bulb-Out project. Mayor Kuettel asked about the status of the fuel storage. Walt stated that he does have it set up but no fuel in it yet. He also stated that he is making a PDF/digitalized document for each valve box location throughout the City. The City Council agreed that this is a great idea.

Mayor Kuettel stated that none of the Ordinance Violations have been resolved. We will now contact the Sheriff's Department to have the vehicles tagged or have the Sheriff's Department discuss with the violators. Mayor Kuettel would like them to come between 7-8 PM when all vehicles are "home" and in violation. Rita Wilson motioned to contact the Sheriff's Department to follow-up with abatement procedures. Tom Rolfe seconded. Passed unanimously.

Bonne Whitley stated that they spoke with Ted Swindells. They are still waiting on insurance. Whitney asked Bonne if Swindells had plans to keep the property. Bonne Whitley stated that yes, they do. Mr. Carson asked if there has been any demolition there. We do not believe so. Bonne Whitley stated that the Swindells want to do something to benefit the town and County.

Mayor Kuettel will be meeting with Joe Sharp to further discuss the water easement.

The flag purchase was discussed. Leta Ann Reckmann presented a quote from a different vendor. It was about \$100 cheaper than what we had been able to come up with. Leta Ann stated that she wants to purchase the flag and be reimbursed for it so it will be delivered to her and she can put it up. Rick Whitaker motioned to approve a \$550 flag purchase. Rita Wilson seconded. Passed unanimously.

The Solutions CPA report was reviewed. Joann Duarte motioned to approve the Plan of Action. Rick Whitaker seconded. Passed unanimously. We are going to table the Resolution adoption until the next meeting to get some clarifications from Solutions. The annual audit bill was then presented to the Council for review. Rita Wilson motioned to approve the Solutions CPA bill. Tom Rolfe seconded. Passed unanimously.

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Rita Wilson informed the City Council of the Pavilion Restoration Committee's intent to purchase at least one new chair rack and up to two. She also stated that they would like to update the front entrance of the Pavilion as well. ReeElla von Borstel recommended grit and deck paint. ReeElla von Borstel motioned to allow the Pavilion Committee to move forward as they see fit on Pavilion update/improvement projects. Rick Whitaker seconded. Passed unanimously.

Mayor Kuettel reported that he has submitted the application for the additional funding that we met about last week during the Special Meeting. He stated that we applied for \$2 million, requesting a minimum of \$1.5 million.


The water fill was briefly discussed with no new updates.

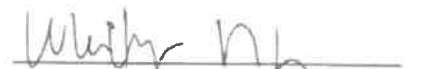
Bonne Whitley motioned to adjourn the meeting. Joann Duarte seconded. Passed unanimously.

Meeting adjourned at 8:20 PM.

Dated: April 3rd, 2023

Attest:


Meinrad Kuettel, Mayor


Whitney Nogueira Cabral, City Administrator

**City of Grass Valley
Regular City Council Meeting Minutes
April 3rd, 2023 7:00 PM
Grass Valley Market Annex
Minutes**

Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Rita Wilson – Council President; Rick Whitaker – Councilmember; Bonne Whitley – Councilmember; Joann Duarte – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Tom Rolfe – Councilmember; ReeElla von Borstel – Councilmember;

Guest(s) Present: Leta Ann Reckmann; Roger Whitley; Sean Orsborn;

Mayor Meinrad Kuettel called the meeting to order at 7:05 PM and led everyone in the Pledge of Allegiance.

Mayor Kuettel added two agenda items. Bonne Whitley motioned to approve the agenda as amended to include additions. Rick Whitaker seconded. Passed unanimously.

Minutes from the March Regular City Council Meeting were reviewed by the City Council. Bonne Whitley motioned to adopt the Minutes as presented. Rita Wilson seconded. Passed unanimously.

The monthly financial reports from February and March were reviewed and discussed. Rita Wilson motioned to approve the financial reports for both February and March. Bonne Whitley seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter Grzeszczyk stated that Brown Construction has started on the ADA bulb-out project. There was brief discussion. Walter Grzeszczyk stated that he has found someone interested in cleaning the Park Restrooms for him. The City Council agreed that it needs to be posted and offered to the public. It will be listed as a limited part-time janitorial apprentice position. The position will require approximately 15-20 hours per month and will be under the supervision of Public Works. Pay will depend on experience and Letters of Interest must be received in City Hall by April 19th. Joann Duarte motioned to approve the job listing as stated above. Rita Wilson seconded. Passed unanimously.

Walter Grzeszczyk then discussed the cost of water service installation. The City currently charges \$1,000. He stated that he ordered parts last week and just the cost of the basic parts were \$1,908.00. Mayor Kuettel recommended stating that the starting costs will be \$2,500 and will increase based on equipment, parts, supplies, and labor required. Rick Whitaker recommended talking to the state about getting the old ground-up street surfaces to reuse when we need them for street projects. Rita Wilson motioned to update the starting costs of new water service connections to \$2,500.00. Rick Whitaker seconded. Passed unanimously. Walter Grzeszczyk also reported that some parts are 9-months out and he is going to order a few to have on hand. The Council agreed that this is a good idea. A Ditch Witch machine was discussed. There were no other maintenance updates or reports at this time.

Sean Orsburn arrived at this time and was introduced to discuss his property. He declared that he would like to have an open line of communication and inform the City of his plans. He told the Council that he has been short on funds and resources. Mayor Kuettel stated that he has identified two others in the same violation and those property owners will receive the same letter as Mr. Orsburn. Mayor Kuettel

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also asked Mr. Orsburn for his plan with the property. Mr. Orsburn stated that he plans to get a dumpster from The Dalles Disposal. He stated that he wants to clean the shop out and get the rest of the property cleaned up. Mr. Orsburn also stated that he would be willing to do a walk-through any time to show the City what he has planned to do. Walter Grzeszczyk asked for clarification on this situation. Mayor Kuettel explained that there was a Resolution passed in the 1990s that prohibited anyone residing in an RV for more than 30 consecutive days. Rick Whitaker asked about the dumpster plans and how long Mr. Orsburn thinks he needs to complete the project. Mr. Orsburn stated that "realistically" by the end of the month he should have the dumpster and is thinking that 30-60 days should give him enough time. Rita Wilson asked where he plans to have the dumpster placed. Mr. Orsburn stated that he has a couple options. Rick Whitaker stated that he feels that three months should give Mr. Orsburn enough time. There are two travel trailers and a single-wide mobile home on the property currently. Mayor Kuettel reminded the Council that the primary reason Mr. Orsburn is here today is due to the RV living violation, not the cleanup. Mr. Orsburn stated that no one is currently living in the trailer. It was clarified that the City will allow Mr. Orsburn to stay in the trailer for three months to accomplish what he needs to do. Rita Wilson motioned to allow Mr. Orsburn to reside in the trailer for three months beginning April 10th. Mayor Kuettel asked Mr. Orsburn to come to City Council meetings with updates on his progress. Rick Whitaker seconded. Passed unanimously.

Mayor Kuettel stated that it was mentioned to him that there will be someone living in an RV on Mill & Church Streets. It is also believed that there is someone living in an RV on the Wasco Electric facility in town. Rita Wilson would like Whitney to call Wasco Electric and remind them of the Ordinance. This will also be added to the City Newsletter.

Mayor Kuettel also stated that there is a dog in town that is not being kept contained/fenced in appropriately. It is chasing people that walk, etc. The Sheriffs Department has been involved and will be handling this matter.

There are no new updates on the Hemp Facility remnants at this time.

Mayor Kuettel reminded the City Council about County Court being held in the Pavilion at 9:00 AM on Wednesday. He also stated that Mr. Swindells has plans to be there and give the County an update.

The 2023 Audit Contract documents were reviewed and signed.

Printable checks were agreed on by the Council and Whitney was granted permission to place the order.

A letter from Mayor Pattee was presented to the Council. A response letter will be drafted, reviewed by the City's attorney and sent to Mr. Pattee.

Mayor Kuettel gave the City Council the CIS Elected Officials training information. The website is: cis.sabacloud.com and the link and documents will be sent to the Council as well. The Mayor would like the Council to complete Ethics, Anti-Harassment & Safety Policies trainings at this time.

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The City Council would like to schedule a Spring Cleanup Day. Walter Grzeszczyk stated that Brown Construction is using the lot, but the Council feels there is still room. The Council would like to hold the Cleanup Day on Saturday, April 29th for \$5 per load, open to all residents. Whitney will check with The Dalles Disposal to verify the date. The schedule will be as follows: 9-10 AM: Joann & Meinrad; 10-11 AM: Rita & Margaret; 11-12 PM: Ree Ella & Bonne; 12-1 PM: Rick & Tom.

Walter Grzeszczyk would like to add the bulk water fill discussion to the May agenda.

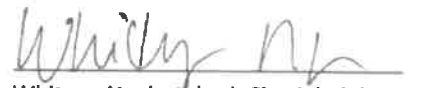
Bonne Whitley motioned to adjourn the meeting. Rita Wilson seconded. Passed unanimously.

Meeting adjourned at 8:42 PM.

Dated: May 1st, 2023

Attest:


Meinrad Kuettel, Mayor


Whitney Nogle Cabral, City Administrator

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Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Rita Wilson – Council President; Rick Whitaker – Councilmember; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Tom Rolfe – Councilmember; Joann Duarte – Councilmember;

Guest(s) Present: Lori Wyman – Pacific Power; Leta Ann Reckmann; Whitley; Keegan & Kyle Kock & Brad Eakin – South Sherman Fire District; Sean Orsburn; Everett Carson; Kayci Sharp; Hayli Sharp Kaseberg; Leta Ann Reckmann; Dorris Hubbard;

Mayor Meinrad Kuettel called the meeting to order at 7:39 PM and led everyone in the Pledge of Allegiance.

The agenda was reviewed by the City Council. New Business 5.5 was added to the agenda, Bug Spray for the Pavilion. Also added was 5.6 under New Business, approving reimbursement for personal equipment use. Bonne Whitley motioned to approve the agenda as amended. ReeElla von Borstel seconded. Passed unanimously.

Mayor Kuettel called on Guest, Lori Wyman from Pacific Power regarding the newly updated/proposed franchise agreement. She emailed us the new documents and stated that the City Council just needs to decide on the percentage and the length of the contract. Whitney asked how long the typical term is. Lori stated that she most commonly the fees remain the same and the term has been 20 years in the past, both of which can be changed if the Council chooses to do so. ReeElla von Borstel asked what the franchise fee is, and it was explained that it is our “share” of the Pacific Power income for placement of their poles, equipment, etc. We will read the agreement at the June meeting and adopt it at the July meeting. Once it is signed, Ms. Wyman stated that we can just email it back to her. She will also need a copy of the signed and adopted Ordinance as well.

Mayor Kuettel then called on Keegan Kock, who is here to discuss the water fill. He has spoken to Grant Delco with Delco Excavation, who is going to do the work for the project. It is going to cost about \$7,000 to do the work to get it ready to tap into the City Main. All Mr. Delco needs is for Walt to tap into the mainline and cap it. He will take care of the rest of the project. Mr. Delco thinks that an in-ground vault will be the best option for the overhead water fill. Mayor Kuettel asked Walter Grzeszczyk if he could tap into the mainline. Mr. Grzeszczyk stated that he was not aware he wasn't doing the whole job. Keegan Kock stated that this has been talked about since November and would just like to see the project get completed because the current fill is a hazard. Mayor Kuettel asked if we could get a bid from Mr. Delco and work from there. Brad Eakin also stated that the proposed new fill area would be much better for a staging area for fire trucks during a fire as well. The City Council would like to request a bid from Grant Delco to get this process rolling. Keegan is going to get that information to Whitney. ReeElla von Borstel motioned to get a bid from Grant Delco for the bulk water fill. Rita Wilson seconded. Passed unanimously.

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Minutes from the April Regular City Council Meeting were reviewed by the City Council. Whitney stated that the guests listed are not correct, the only guests were Doris Hubbard and Leta Ann Reckmann. Bonne Whitley motioned to adopt the Minutes as amended. Rick Whitaker seconded. Passed unanimously.

The monthly financial reports were reviewed and discussed for April. Ree Ella von Borstel motioned to approve the financial statements as presented. Rita Wilson seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter Grzeszczyk stated that he has learned a lot about the City's water system over the last month. There are a lot of pipes in the ground that they have no idea where they lead. He is unable to trace some of them. Some of them are in service and some are not. He also stated that Brown Construction has been fabulous to work with and helping him out. He stated that they have also allowed him to use their equipment as well. Mr. Grzeszczyk stated that he has disconnected some lines that were no longer in use. He has also uncovered four mainline valves that were covered with asphalt and been able to update. He informed the Council that there are two major leaks in the mainline, one near Sean Orsburn's property and another in the area of Plne and Highway 97. He estimates the leak is nearly 30 gallons per minute.

The bulk water fill rates were the next agenda discussion item. The Council asked what the other City's charged for ag/bulk water. They were \$8 and \$9 per 1,000 gallons. Grass Valley's current rate is \$6 per 1,000 gallons of water purchased. Brad Eakin asked what the dollars and cents were that the City is needing. Mayor Kuettel explained that Grass Valley needs to create a water system that can be sustainable and pay for itself and not cost the City money, including repairs that are necessary to keep the system up and running. He went into details about the potential pump replacement, the tank cleanings that took in place last year for over \$30,000. Brad Eakin stated that he doesn't mind a fee increase, but his concern is the price skyrocketing to an amount that is no longer feasible for anyone. Mayor Kuettel explained that the Council has been looking into possible rate increases for some time now, and the best way to do so. In the past there was discussion about reading meters but the Council decided against that idea as they do not want people to have brown lawns and feel they can't afford the water rates. Rita Wilson asked Keegan Kock where he got his figures to determine that the Ag Water is more expensive per gallon than the current residential rate. Keegan stated that according to Google, a typical family of four uses about 12,000 gallons per month within the household, not counting watering lawns, etc. At \$45 per month this comes out to about \$3.75 per 1,000 gallons and the bulk rate is currently \$6.00 per 1,000. He stated that he doesn't mind paying his fair share, but if the rate is increased to \$20 per 1,000 gallons, he will just go somewhere else to get water. The Council discussed this further. ReeElla von Borstel motioned to increase the Agricultural and Bulk water fill rates to \$7.00 per 1,000 gallons. Bonne Whitley seconded. Passed unanimously.

The proposed bathroom cleaning position was next item on the agenda. Jamie Orsburn was the only letter of interest that we received. The position was listed as 15 to 20 hours monthly with pay depending on experience. ReeElla von Borstel stated that the potential applicant must keep the bathrooms clean enough for Walter Grzeszczyk's standards because we get so many compliments on the cleanliness. Mayor Kuettel stated that they will be working under Walt's supervision. There was discussion about the occurrences that have taken place in the last couple weeks, including a horse trailer

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unloading their horses in the park, and an RV backing in and emptying their black tank into the toilet in the park restrooms. ADA only parking in front of the park was discussed briefly and will be added to the agenda for further discussion in June. The Council would like Whitney to create a job application to provide to the applicant filling this position. Rita Wilson made a motion to hire Jamie Orsburn for the restroom maintenance position, for 15 hours per month. If the position requires more than 15 hours, it must be approved by Walter Grzeszczyk. The position will pay \$13.50 per hour. ReeElla von Borstel seconded. Passed unanimously. Walter stated that he will provide keys to the applicant and keep supplies stocked in the maintenance closet.

The ordinance violations were next discussion item. There were no new violations at this time. Also, the issue with the dog on 4th Street has been resolved by the Sheriff's Department to the best of our knowledge.

The Oregon Mainstreet Program from the Chamber of Commerce was presented to the City Council. The Council asked about the cost of being added to this program. It was unable to be determined from the letter, but ReeElla von Borstel said it didn't really matter and she felt Grass Valley needed to be on it with the rest of the cities in the County. ReeElla von Borstel made a motion to join the Oregon Mainstreet Program. Bonne Whitley seconded. Passed unanimously.

The EMT Fund was discussed briefly at the City Council meeting. It had been discussed prior during the Budget Committee Meeting. ReeElla and Rick both stated that they had ordered some supplies that will need to be paid for. Rick Whitaker stated that the Fire Department needs to get an account setup at Norco Medical Supplies. Oxygen bottles were discussed. There are currently two or three and there needs to be a minimum of four.

Whitney reported that Clint Moore bought lots in Grass Valley and wants to place a mobile home on his lots on Lincoln Street. Mr. Moore informed us that he wants to move the home he is currently living in from its current location to Grass Valley. There was much discussion on this including the permitting process and the current ordinance restrictions regarding the age of the trailer. Whitney also reported that there is currently no water or septic on the lots. The City Council does not want an old mobile home moved. We need to inform Mr. Moore that he needs to contact North Central Public Health to get the appropriate septic permits. Mayor Kuetzel read through the Ordinance and the requirements for the home. We will pass this information on to Mr. Moore, Ordinance 1-96 for him to review.

The next agenda item was spraying the bugs at the Pavilion. Rita Wilson asked about purchasing and spraying Tempo around the Pavilion to get rid of all of the bugs that have been causing such a mess. ReeElla von Borstel motioned to approve the purchase and application of Tempo around the Pavilion. Bonne Whitley seconded. Passed unanimously.

The final agenda item was reimbursement for the use of Mayor Kuetzel's personal tractor. He proposed \$30 per hour, and it was used for three hours. Bonne Whitley motioned to approve reimbursement to Mayor Kuetzel \$30 per hour for three hours for use of his tractor. Rita Wilson seconded. Passed unanimously. Rick Whitaker asked if the tractor was covered on the City's insurance or if we need to look into something like that. Whitney will reach out to Breanna Wimber to discuss this.

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Mayor Kuettel asked if there was any more comments or discussion from the Council or guests present prior to adjournment. Rick Whitaker asked about the current Fire Ordinance. There was discussion about burn piles and burn barrels. There was a resident in town that lit a 6-foot by 6-foot bonfire in town after dark, with no adequate water supply and not calling the fire in to prepare the Fire Departments in case of an issue. The Council believes the Ordinance states that burning is only allowed from morning until dusk and must have an adequate water suppression supply. If the fire is not in a burn barrel, it must also be called in to the non-emergency dispatch line. This applies to any fires occurring when the burn ban is not in effect, but the Burn Ban does go into effect as of June 1st. ReeElla von Borstel asked about adding the Fire Ordinance and appropriate burning hours, as well as the non-emergency dispatch number in the City Newsletter.


Bonne Whitley motioned to adjourn the meeting. Rita Wilson seconded. Passed unanimously.

Meeting adjourned at 8:52 PM.

Dated: June 5, 2023

Attest:


Meinrad Kuettel, Mayor


Whitney Nogle Cabral, City Administrator

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Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Rita Wilson – Council President; Rick Whitaker – Councilmember; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Tom Rolfe – Councilmember; Joann Duarte – Councilmember; Walter Grzeszczyk – Maintenance

Absent: None.

Guest(s) Present: Jacque Shei – MCEDD; Edward Hodges – Curran McLeod; Joan Bird; Everett Carson; Roger Whitley; Sean Orsborn; Doris Hubbard; Leta Ann Reckmann

Mayor Meinrad Kuettel called the meeting to order at 7:10 PM and led everyone in the Pledge of Allegiance.

The agenda was reviewed by the City Council. Mayor Meinrad Kuettel asked to add 4.5 to Old Business – Sharp Water Easement Agreement as well as 5.7 to New Business – Agriculture and Commercial Zoning Discussion. Ree Ella von Borstel motioned to approve the agenda as amended. Rita Wilson seconded. Passed unanimously.

Mayor Kuettel called on guests, Edward Hodges from Curran-McLeod and Jacque Schei from MCEDD to discuss the proposed Wastewater System. Mr. Hodges presented handouts to the City Council reviewing information regarding the Wastewater feasibility study that was completed previously and updating where things are at, at this time. He also updated the Council on potential funding options and different ways to go about it and what might work for us. Mr. Hodges stated that MCEDD assisted in applying for additional funding in February/March, which we have not gotten any results from as of yet. Jacque Schei explained the funding further, and informed the Council that the money was requested, and if the request is accepted, we would then have to apply for the funding. She said the funding from this program may be only partially funded or may not be funded at all, but there is a lot of support behind the request. It will go against all other money requests from across the state. Ms. Schei also reported that there is no commitment required to take the funding if we are awarded it, making that clear so it doesn't seem like the project is being forced on the City. The request that was made on behalf of Grass Valley was for \$2 million.

Mr. Hodges reviewed additional possible funding scenarios that may be available moving forward, which are included in the informational packet that he provided to the City Council. Various grants and loans, along with potential terms were briefly discussed as well. It was explained that DEQ recently changed their funding terms, and once this information was released Mr. Hodges sat down and looking into funding further. He also stated that he bumped our estimated project cost up from \$5 million (which was originally presented) to \$6.5 million. There is a grant that is primarily for lower income communities, which Grass Valley is. This funding provides \$20,000 for each connection, which Grass Valley has 87 of. This would allow \$1.4 million in grant and \$1.4 million in loan. With all potential funding, a wastewater connection would cost residents about \$88 per month. We will not know any results until at least this fall. Mr. Hodges is here today asking that the City Council give him and MCEDD permission to continue to apply for potential funding options on the City's behalf. The City Council all

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agreed that they would like to continue to move forward with this. Mr. Hodges then requested an additional \$3,000 payment to Curran McLeod to complete all of these funding applications.

ReeElla von Borstel asked County Commissioner, Joan Bird about asking Sherman County for help with funding as well. Commissioner Bird stated that the City could present a proposal to the County for assistance at any time, but they have already completed their Budget for 2023/2024 and it would be something that would be considered for the following fiscal year funding projects. There was then discussion about the possibility of increasing the number of hook-ups within the City, which would also look good for the funding side of this project as well. The cost of a new septic system was brought up again as well and briefly discussed. ReeElla von Borstel motioned to move forward with the grants and funding, as well as approving \$3,000 be paid to Curran McLeod for their grant writing services. Rita Wilson seconded. Passed unanimously.

Whitney asked Commissioner Bird about the County SIP funds, and how much longer the annual \$100,000 to the cities would be paid. She stated that they would be ending, but they are approved for the 2023/2024 fiscal year, but isn't 100% sure about what it will look like after that.

Mayor Kuettel asked guests if there were any additional speakers. There were no guests that would like to speak or had any topics they wanted to discuss.

Minutes from the May Regular City Council Meeting and Budget Committee Meeting were reviewed by the City Council. Rita Wilson motioned to adopt the Minutes as written for both the May Regular City Council Meeting and the Budget Committee Meeting. ReeElla von Borstel seconded. Passed unanimously.

The monthly financial reports were reviewed and discussed for May. Rita Wilson asked about the Pacificorp Franchise fees. Whitney stated that it is 3.5% of usage per the franchise fee contract. Rita Wilson motioned to approve the financial statements as presented. Rick Whitaker seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter Grzeszczyk stated that he is still maintaining. He also reported that the street project is starting to finish up. He also stated that they are getting ready to leave Grass Valley, but they will still be staging at the burn pile in Grass Valley and it is uncertain how long they will be there. Walter also reported that the County work crew recently came out and helped clean the ditches in town. He stated that they did a great job, and finished almost all of them. He also informed the Council that the work crew will be coming back again and are open to other projects on City property if the Council has any ideas. He then brought up painting the curbs that were recently installed by Brown. The curb project was then again discussed, as the flag holes that were previously in the sidewalks were not replaced either, and the reflectors on the curb-outs were not replaced and this will affect snowplowing by the state in the winter. It was stated that the snowplows will not be able to see where the curbs are and it will break down the snowplows. ReeElla von Borstel suggested having a letter written to the State Road Department to request tall reflector poles be added to these bulb-outs for snowplowing and keeping our roads cleared during the winter. Mayor Kuettel asked Walter to get information for this letter.

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The bathroom cleaning position currently held by Jamie Orsborn was then discussed. ReeElla von Borstel asked how it was going. Walter stated that it is going fine and they are getting cleaned whenever she is in town, but the consistency of the daily cleanings/checking isn't happening. ReeElla von Borstel suggested that it needs to go back to how it was, but Walter Grzeszczyk stated that he is not going to clean them. He stated that he has cleaned them for three years and isn't going to do it any longer. There was talk about finding a replacement for Ms. Orsborn if there isn't going to be consistency in the cleaning schedule. ReeElla then asked about an official job description and if there was one. Whitney stated that the job listing was very brief and listed when the opening was put out to the public. Whitney also said that she has mailed a W-4 and job application to Ms. Orsborn but has not received it back yet. There was much discussion about this and it was agreed that there should be a meeting with Ms. Orsborn and there needs to be a schedule developed and presented to her. The position was initially created as a 15-hour restroom cleaning position. Whitney, Mayor Kuettel, and Council President Rita Wilson will schedule a meeting with Ms. Orsborn to discuss all that was talked about at the meeting.

Walter then asked the Council about considering increasing his hours for the summer or the possibility of adding additional help during the summer months. The Council asked him to develop a list of projects that he would have in mind for future summers and what needs to be done in his view. The leak in the area of Pine Street and Highway 97 was then discussed. Walter stated that he had a guy with a leak detector come out and help him look and it was determined that the leak is under Highway 97. This was then discussed intensively. Walter stated that the water table is going to be an issue with this repair and that he has contacted someone at Crestline Construction in regards to repairs. The Council asked if there had been any cost estimations or pricing provided to Walter, and he stated that there had been not been any discussion of this. He then stated that the man from Crestline Construction would be coming out this weekend to take a look at it. Mayor Kuettel stated that Walter could talk to the contact and then come back to the Council with pricing. Mr. Grzeszczyk stated that if Crestline Construction came out they would be doing the work, and there was disagreement by the Council, as the work should not be done without some sort of an idea on cost and more information on the issue there is. Walter mentioned that the leak is approximately 30 gallons per minute.

The ordinance violations were next discussion item. Whitney reported that she had received a complaint via video of some young residents spinning "cookies" with a 4-wheeler and causing possible damage at the burn pile. The Council would like Whitney to send a letter to the parents regarding the video and see where it goes from there. The Council also was informed that there had been diesel stolen from the construction company rigs that are parked up there as well. Vegetation overgrowth in town was also discussed. ReeElla stated that there is overgrowth all over town and we need to send a letter to all residents and landowners in town about handling this otherwise the City will hire someone to take care of the issue and the landowners will be responsible for the costs. The letter should mention a deadline of June 30th to have this handled, as well as mentioning the burn-ban that is currently in effect (as of June 1st). Also mentioning that the state is currently in a drought and a State of Emergency.

Mayor Kuettel also informed the Council that the dog issue has come up again. The Sheriff is now involved. They would like the letter to be sent to both the landowner and the resident. This issue was discussed briefly again, and stated that the dog has been chasing the neighbor kids as well as other

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residents who walk down the street. It was asked if the dog bites, and Mayor Kuettel stated that it has not been reported to bite anyone yet, but because it is a Pitbull cross and that has made everyone rather nervous.

The Pacific Power agreement was discussed. The City Council agreed to sign the agreement with the same terms as have been in place for the last 20-year agreement that is currently in place. City attorney Kristen Campbell will draft an ordinance once this is signed. ReeElla von Borstel motioned to approve signing the Pacific Power agreement as presented. Rita Wilson seconded. Passed unanimously.

The Delco Construction unofficial bid was presented to the Council. This is not the official bid, but was sent via text message. Whitney will send to the Council the official bid once it is received. The numbers were briefly discussed. Whitney asked Walter if he had gotten the tap off the mainline yet as requested by Delco. Walter stated he had not done it yet, and that he was going to have it hired out. He then proceeded to inform the Council that he had another idea about going about it differently. The Council would like him to discuss this with Delco and the Fire Department, and this needs to get done and continue to move forward with the project.

The mobile home placement on Lincoln Street by Clint Moore was briefly discussed. The Council wanted to review the mobile home ordinance that the City has in attempts to determine if there are any issues. The Ordinance is 1-96. Whitney informed the Council that she has sent Mr. Moore the Ordinance to be sure that he has reviewed it. It was discussed that there is no water or septic to the lot at this time, so there will need to be a lot of work done before the trailer can be placed.

Mayor Kuettel informed the Council that he has recently spoke to Rick & Kathleen Danielson regarding the Sharp Water Easement. He stated that they had a very long conversation. Kathleen stated that she was going to talk to the other sisters and their brother Joe about this. Mayor Kuettel asked how the Council would like to proceed with this. Mayor Kuettel stated that he provided the Danielson's with a copy of the proposal that the City also gave to Joe Sharp. There was much discussion about how to proceed with this as it has been in discussion for over a year. Mayor Kuettel reminded the Council of how this has been handled to date, and what the proposal consisted of. One of those options was for the City to purchase the property from the Sharp family and there would be no more agreements needed in this case. Joe Sharp was not receptive of this. Another option would be to declare that if the City does not have an agreement signed by a specific date, then the City will nullify the current easement. At that point, the City may condemn the property and give the property owner what the City would consider an appropriate amount of money for the property and would then own it. The City Council agrees that it is time for a deadline for this, as it has been so long and nothing has been decided. Rick Whitaker motioned to give the Sharp family a 30-day notice to come to an agreement on terms for the City Water Easement or provide the City with a counter-offer. Tom Rolfe seconded. Passed unanimously. The Council agreed that each of the four siblings should receive this letter.

The July City Council Meeting Date was the next item discussed. The Council agreed that the July meeting should be held on the 10th due to the holiday on the 4th in case anyone will be out of town.

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The Garden Club use of the Pavilion was then discussed. ReeElla von Borstel asked if the Garden Club could use the Pavilion the same day as the Farmers Market once again this year, for free, to hold their fire prevention class. The Council agreed this would be fine. Rita Wilson motioned to allow the Garden Club free use of the Pavilion on June 10th. Bonne Whitley seconded. ReeElla von Borstel abstained. Passed unanimously.

The Residential Water Rate discussion was tabled until the July Meeting.

Whitney reported to the City Council that the only gravel bid received was submitted by Pat Powell and was in the sum of approximately \$43,000, which covered the gravel and delivery. She also informed the Council that Mr. Powell asked when the City would like it delivered because Brown Construction is currently using most all of the available space at the Burn Pile. Whitney also stated that Mr. Powell informed her that it could be a little cheaper delivery if he was able to get a truck and a pup trailer in to the area, requiring fewer total trips. He would like a date to know when he needs to start crushing the rock for the City's proposed timeline. Mayor Kuettel would like to revisit this during July's meeting and hopefully by then we will have a better idea of where Brown Construction stands with their project and if they have an idea of when they may be done. Walter Grzeszczyk stated that he thinks the Council should consider storing the gravel on Market Street, on the east side of Highway 97. The Council doesn't think this is a good idea due to the fact that the trucks would have to turn around on Duane Boswell's property.

The Park Restroom parking area was the next topic of discussion. The Council discussed whether or not they would like to make the parking lot ADA only. There were multiple ideas discussed. The Council decided to leave it as is because we do not currently know if it would be ADA-compliant. Instead, they agreed that placing a sign stating "Restroom Parking Only" may be the best route to take at this time.

The City received an email inquiry about another potential mobile home placement on Lincoln Street by Betsy von Borstel. Whitney explained the area to the City Council and showed them the maps and email regarding the property. The property being referred to has a City alley shown on the official lot maps and that is what is currently under discussion. If the City were to vacate the alleyway, half would go to each property owner on each side. Mayor Kuettel asked if there were any utilities running through there that anyone was aware of. Walter Grzeszczyk stated that he heard that the City had some sort of an Ordinance or something to that fact, that there would be no more land vacated by the City, as of approximately 20 years ago. Mayor Kuettel asked about City access if there is going to be a Wastewater System installed in the future, and if vacating would be a good idea or not if this moves forward. It was also determined that there is plenty of room to place a home on these lots as it. The Council would like to try to find the Ordinance regarding vacating properties and see if this is really a thing. We will table this and try to find out more information.

Mayor Kuettel presented the proposed Zoning Ordinance update in regards to whatever goes into the old school property next, so that the City and the Fire Department will be able to handle any new businesses. Mayor Kuettel recommended handling this sooner rather than later. The Mayor provided the Council with documents that were drafted by City Planner, Kirk Fatland to update the zoning regulations on the property. The property in discussion is currently zoned as Residential Agricultural.

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The Council would like to take some time to read through these documents and review at the next meeting about how to move forward. It was also determined that the Conditional Use Permit previously provided to the Hemp Facility is void now that the property burned down, and the permit is no longer valid. Any new business will have to come to the City and apply for new permits as needed. ReeElla von Borstel asked about placing a well, and Mayor Kuettel stated that to his knowledge a well cannot be placed on a property inside City Limits because there is water provided by the City. The City would like to table this discussion until July and discuss it further at that meeting.

Joann Duarte motioned to adjourn the meeting. ReeElla von Borstel seconded. Passed unanimously.

Meeting adjourned at 9:34 PM.

Dated: July 17, 2023

Attest:



Meinrad Kuettel, Mayor



Whitney Nogle Cabral, City Administrator

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Regular City Council Meeting Minutes
July 17th, 2023 7:00 PM
Grass Valley Market Annex
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Present: Meinrad Kuettel – Mayor; Whitney Nogle Cabral – City Administrator; Rita Wilson – Council President; Rick Whitaker – Councilmember; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Tom Rolfe – Councilmember; Joann Duarte – Councilmember; Walter Grzeszczyk – Maintenance

Absent: None.

Guest(s) Present: Roger Whitley; Sean Orsborn; Leta Ann Reckmann

Mayor Meinrad Kuettel called the meeting to order at 7:03 PM and led everyone in the Pledge of Allegiance.

The agenda was reviewed by the City Council. Bonne Whitley motioned to approve the agenda as presented. Rita Wilson seconded. Passed unanimously.

Mayor Kuettel called on guest, Roger Whitley regarding placing signs in town for advertisement for the store. It is Mr. Whitley's understanding that he needs approval from the City Council, as it is stated in the current zoning ordinance. Rita Wilson motioned to approve the sign placement presented by Mr. Whitley. Tom Rolfe seconded. Bonne Whitley abstained. Passed unanimously. Mayor Kuettel called for public comment on the situation. There was none.

Mayor Kuettel asked guests if there were any additional speakers. There were no guests that would like to speak or had any topics they wanted to discuss.

Minutes from the June Regular City Council Meeting were reviewed by the City Council. There was brief discussion about the agenda being made public the week prior to the City Council Meetings and having it posted in the Post Office. Whitney will start adding to the proposed agendas to the City Newsletter each month to inform residents of the topics of discussion. ReeElla von Borstel motioned to adopt the Minutes as written. Rick Whitaker seconded. Passed unanimously.

The monthly financial reports were reviewed for June. Rita Wilson motioned to approve the financial statements as presented. Tom Rolfe seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. There was discussion regarding the fire hydrant that was damaged at the RV Park. This led to discussion about barricades and/or post placement to protect this hydrant in the future as this is not the first time it has happened. ReeElla von Borstel motioned to approve Walter Grzeszczyk placing either blocks or post and working with Mayor Kuettel on this project. Rita Wilson seconded. Passed unanimously. There was then discussion about the lock and key at the current water fill. The City Council would like a camera placed to watch the fill. Whitney will get the camera to City Hall for placement.

The bulk water fill was briefly discussed and there are no new updates at this time. Walter Grzeszczyk reported that a "hot tap" is the best way to get this done, which is different than what he had wanted to do originally on the project. The City Council would like to get quotes for the hot tap to get this

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completed. Walter Grzeszczyk then stated that the leak under Highway 97 is still there. He has not talked to the contractors since the last City Council meeting. Mayor Kuettel suggested getting someone out to pinpoint the leak and get an idea on how to move forward. Mayor Kuettel then asked if anyone knew who the City of Moro uses for repairs and if Moro might have any other recommendations. Walter Grzeszczyk stated that he was told that Moro has used Crestline Construction and there are no other recommendations. Rick Whitaker made a motion to move forward with getting this problem taken care of. Tom Rolfe seconded. Passed unanimously.

Walter Grzeszczyk then brought up the County weed spraying. He stated that they have not been to the pump house. ReeElla von Borstel stated that this all needs to be done. Rita Wilson said that she will talk to Judge Dabulskis about the County Weed Department and find out how to handle this issue moving forward. ReeElla von Borstel suggested providing them with a list of what the City expects. Rita Wilson will take care of this.

Then Walter Grzeszczyk reported that he has recently done a lot of work to the tractor recently. He stated that there are multiple maintenance things that need taken care of on equipment. ReeElla von Borstel stated that those are things that he can just take care of and does not need to report them individually to the City Council.

Walter Grzeszczyk's next report was of someone on Washington Street potentially building a fence. The City Council would like to send a letter to the Ayles' family stating that it is a City Street and they need to sign an acknowledgement that the City is the owner of the property and can ask them to move the fence for any reason, at any time. Walter Grzeszczyk then asked the City Council to let him know if anyone notices anything, including garbage, left behind by Brown Construction from the bulb-out project.

Mayor Kuettel reported that the bathroom has been getting cleaned (by him). Jamey is supposed to be back in about a week or so, but the exact date is unclear.

The next topic of discussion was property owners that need to receive letters to move forward with abatement. It was suggested to contact Shayne Brewer in Grass Valley, Preston Bartlett in Moro, and Ryan Loop in Wasco to get the abatement work completed. Walter Grzeszczyk asked why he cannot do this work. The Council would like to talk to City Attorney, Kristen Campbell about this and to determine labor laws with Walter Grzeszczyk working additional hours, and at what point providing benefits would be required. Rita Wilson asked Whitney to contact the three names above and determine which of the three would be able to begin the work the soonest. ReeElla von Borstel motioned to add an abatement rate of \$100/hour. Rick Whitaker seconded. Passed unanimously.

It was then determined by the City Council that there needs to be a letter sent to Shayne Brewer regarding the people that are currently living in the RV at his house. That is the only RV that is being occupied in this time. Bonne Whitley asked about the Orsborn property. Sean Orsborn stated that he is living in the building and not in the RV.

As mentioned earlier, there are no new updates about the water fill at this time.

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The SCA grant and rock delivery were discussed. It is believed that the State has done the paving work in the past for the City of Grass Valley. Whitney will contact Mike Bichler at ODOT to determine who might be able to do this work.

The Sharp Water Easement was discussed. The City Council stated that they have been working on this for over a year. Mayor Kuettel will assist with the letter to the Sharp family giving them 30 days to make a decision.

After briefly discussion the current residential water rate, the City Council would like to leave the rate at \$45 per month.

Whitney presented the annual CIS Insurance bill to the City Council for review and approval. ReeElla von Borstel motioned to approve payment of the bill. Tom Rolfe seconded. Passed unanimously.

The City Council were then presented with the letters from Solutions CPAs and the document was signed as they received these.

The Ordinance from the City of Moro that Mayor Kuettel sent the Council was briefly discussed. The Council would like this sent to Kristen Campbell and ask her to draft an ordinance for Grass Valley like that of Moro's. Mayor Kuettel stated that Kirk Fatland is still working on the updated Zoning Ordinance.

Joann Duarte motioned to adjourn the meeting. Tom Rolfe seconded. Passed unanimously.

Meeting adjourned at 8:56 PM.

Dated: August 7, 2023

Attest:



Meinrad Kuettel, Mayor



Whitney Nogle Cabral, City Administrator

Regular Meeting Minutes
August 7, 2023
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel - Mayor; Rita Wilson - Council President; Member; Bonne Whitley - Council Member; Tom Rolfe - Council Member; Ree Ella von Borstel - Council Member; Walter Grzeszczyk

Absent: Joann Duarte - Council Member, Rick Whitaker - Council Member

Guest Present: Leta Ann Reckmann, DeBra Williams, Joan Bird, Sean Orsborn

Mayor Meinrad Kuettel called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

Ted Perkins, FEMA Engineer (via ZOOM) presented slides and information regarding National Flood Insurance Program (NFIP), the floodplain mapping update, benefits of flood maps, timeline to effective maps. The information presented is available at bit.ly/shermanupdate. An open house will be held Thursday, Sept. 7 at 6 PM and the Burnet Building in Moro. Some of the information available at the open house will be Property ID and Digital Mapping, Flood Study/Engineering, Floodplain Regulations and Flood Insurance.

Bonne Whitley motioned to approve the consent agenda. Tom Rolfe seconded. Passed unanimously.

Tom Rolfe motioned to approve the July 2023 regular meeting minutes as presented. Ree Ella von Borstel seconded. Approved unanimously.

Rita Wilson motioned to approve the July 2023 financials as presented. Tom Rolfe seconded. Passed unanimously.

Bonne Whitley motioned to approve the minutes of the July 24 special meeting as presented. Tom Rolfe seconded. Passed unanimously.

Ree Ella von Borstel motioned to approve the July 24 executive meeting minutes as presented. Bonne Whitley seconded. Passed unanimously.

Walter Grzeszczyk told the council that Brown Construction is finished with the ADA bulb-out project. He said that the site at the burn pile is ready for rock for the chip seal project. The restroom door seems to be working most of the time and the restrooms are being cleaned regularly. Crestline Construction may be here midweek to look at the leak under highway 97.

Ideas about a barricade protecting the fire hydrant at the RV park were discussed again. Leta Ann Reckmann asked about the green flags around town. Walter said that Doris Hubbard marks weeds, particularly Goat Head, as she sees them on her walks around town. Meinrad asked about the white flags near the Mahaffey property. Walter said they are for locating the line; he wants to dig that line up to see what size pipe it is. He is going to purchase a few sprinkler heads for the park. Walter reported that the frost-free hydrants in the park are in violation of state code. He said he can make the changes to correct the violation.

The council noted that many of the properties that received ordinance violation letters regarding weeds have been worked on. Mayor Kuettel said there was one complaint about loud music and he will send a letter to the individual involved. Barking dogs have also become a problem. A reminder will be put in the next newsletter regarding barking dogs.

Mayor Kuettel met with Dan Mahr from Senator Merkley's office earlier this month. Dan said Grass Valley's two million dollar request by Grass Valley for the sewer project has been accepted and goes on to the Congressional Spending Program for review. That does not mean it is a sure thing, but it is a step closer. Dan was impressed with the work that has been done on the pavilion and encourages the group to apply for a grant through Merkley's office for future upgrades, improvements.

The SCA grant deadline has been extended until next June; however, Mayor Kuettel is going to try to push forward to get it done this year. He is working on securing an oil source and the county road department's chip sealer (and crew).

Everett Carson from Carson Footwear sent a letter to the City asking for approval of a sign he wants to put on the sides of his building. Ree Ella von Borstel motioned to approve the sign. Tom Rolfe seconded. Passed unanimously.

Mayor Kuettel presented three handouts to the council. One to be used to rate individuals during the interview for city administrator, and two employee performance rating forms (municipal maintenance/water and city administrator). The council decided to implement the employee performance appraisal system when the new city administrator is hired.

The date set for city administrator interviews was Monday, August 14 at 7:00 PM.

Tom Rolfe moved to adjourn the meeting. Bonne Whitley seconded. Passed unanimously.

Meeting adjourned at 8:17 PM

Dated August 14, 2023

Attest:



Meinrad Kuettel, Mayor



Rita Wilson, Council President

City of Grass Valley
Regular City Council Meeting Minutes
September 11, 2023 7:00 PM
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel - Mayor; Samantha Allen - New City Administrator; Rita Wilson - Council President; Rick Whitaker - Councilmember; Bonne Whitley- Council member; ReeElla von Borstel - Councilmember; Tom Rolfe - Councilmember; Joann Duarte - Councilmember; Walter Grzeszczyk-Maintenance

Absent: None.

Guest(s) Present: Keegan Kock, Leta Ann Reckmann, Logan Padget, Brad Eakin, Sean Orsborn, Everett Carson.

Mayor Meinrad Kuettel called the meeting to order at 7:02 PM and led everyone in the Pledge of Allegiance.

Keegan Kock to speak as guest.

The Agenda was reviewed by the City Council. Rita W motioned to approve the agenda as presented. Tom R seconded. Passed unanimously.

Minutes from the August Special, Executive, and Regular City Council Meetings were reviewed by the City Council. ReeElla motioned that August 7 Regular Meeting Minutes be adopted. Rita Wilson seconded. Passed unanimously as written. Motion by ReeElla to adopt August 14 Special Meeting Minutes, Rick Whitaker seconded. Passed unanimously as written. Tom Rolfe motioned to adopt August 14 Executive Meeting Minutes; Rick W seconded. Passed unanimously as written.

The August financial reports were incomplete. They will be reviewed in the October Council meeting. ReeElla motioned to approve the financial statements in October Meeting for August and September. seconded by Rita W. Passed unanimously.

Old Business

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Walter stated that the water leak was fixed by Crestline Construction. He stated that the leak was a failure when it was put in (approx.) 2007, and over time it failed. Everything was now fixed to state specifications.

Next Walter stated Chipseal project would be starting on Wednesday September 13, but all gravel had not arrived from Powell (PK Enterprises). Walter informed the council that Powell left subcontractor, Zach Collier, in charge of delivering gravel. In preparation for this project all the tree trimming was done and ¼ of crushed gravel had arrived, but remaining gravel had not arrived as promised. Another call would be made to Zach on Tuesday. Walter stated that he would keep everyone updated as to what is happening.

Guest speaker. Keegan Kock, spoke. He wanted to know the status of the bulk water fill project. Keegan stated that Charlie Miller was willing to do the job but was Keegan was confused about HOW the job would be accomplished. Hot tap was the last method discussed for accomplishing the project. Charlie cannot do that type of work. It was stated by Walter that hot tap would be very expensive because equipment would most likely have to be rented from Portland, cost estimate \$32,000. After the

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discussion, it was concluded that the original method, without the hot tap, would be the best option. This method will install the meter with another pipe and a valve making a T. Walter was directed to get the parts within 30 days to do the project, not using the hot tap option. Ree Ella motioned to do this. Bonne Whitley seconded. Passed unanimously. Keegan called Charlie on the phone during the discussion, and Charlie is still willing to do the project. Council will follow up on this at next meeting.

New Business

Cleaning Restrooms Jamie Orsborn, our current cleaning person, left until October. Meinrad has been cleaning restrooms. Motion to get new help and let Jamie go with a letter of termination. Help wanted sign will be posted at the post office asap. Motion to re-advertise for the cleaning position. ReeElla motioned to terminate Jamie. Run ad until it is filled. Seconded by Bonne. Passed unanimously.

Photo Radar speed signs are okayed for ALL cities in Oregon and will be in effect starting January 1, 2024. We need to coordinate with Sheriff's office about this.

Exhaust braking in the city of Grass Valley was discussed.

Four Cities meeting at Rufus City Hall at 2pm September 28. Discussion will be about core ordinances in common with the other cities in Sherman County. This is in hopes of establishing wording and verbiage on existing ordinances that will make sense for each city. Doing this change would make ordinances more enforceable by the Sheriffs office.

Pavilion use for food preservation will be presented by Sherman County Extension Center (Cindy Brown) on September 9, 30, and October 14 at 10am. September 9 class went very well. Moved to allow by ReeElla seconded by Rita Wilson. Passed unanimously.

Resident Complaints Loose dogs, barking dogs, and loud music. Information was sent out to residents about this in the newsletter dated September 7.

The Sharp/ City of Grass Valley Water Easement was discussed. Sharp family sent a letter that they do not want to change anything in the agreement that was written many years ago. The wording in the agreement could be interpreted in many ways in the future. Meinrad stated that the agreement only needs to be amended slightly, but as of today the Sharp family is unwilling to change anything.

Pavilion upgrades -Bids for porch entrance to the pavilion where presented. Bid passed out to members from Kent Home & Bldg. Their bid was \$2950 to cover all repairs needed to do the project. Motion to accept bid by Ree Ella Seconded by Tom R. Passed unanimously.

Tom Rolfe motioned to adjourn the meeting. Rick W seconded. Passed unanimously.

Meeting adjourned at 7:59 PM

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Dated: ~~September 11, 2023~~ October 3, 2023

Attest



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
October 2, 2023, 2023 7:00 PM
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel – Mayor; ~~Whitney Nogle Cabral~~ ^{Samantha Allen} – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Tom Rolfe – Councilmember; Joann Duarte – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Rick Whitaker -Councilmember

Guest(s) Present: Leta Ann Reckmann; Sean Orsborn; Joan Bird, Joe Sharp

Mayor Meinrad Kuettel called the meeting to order at 7:05 PM and led everyone in the Pledge of Allegiance.

The agenda was reviewed by the City Council. Bonne Whitley motioned to approve the agenda as presented. Tom Rolfe seconded. Passed unanimously.

There were no guest speakers on the roster sheet.

Mayor Kuettel asked guests if there were any additional speakers. There were no guests that would like to speak or had any topics they wanted to discuss.

Minutes from the September 11, Regular City Council Meeting were reviewed by the City Council. ReeElla von Borstel motioned to adopt the Minutes as written. Tom R seconded. Passed unanimously.

The monthly financial reports were reviewed for August and September. Brought up that council needs to receive with the minutes a week before hand, to be able to review more efficiently. Rita Wilson motioned to approve the August and September financial statements as presented. Ree Ella seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk

Repair of pipe leak under Hwy 97. Crestline Construction invoice presented. Total bill was \$10,939.00. Walter stated that prices were way down. They were able to use our equipment for some of the work and Walter's labor to keep costs down. Other itemized prices on the invoice were very reasonable. Everyone at the Crestline Construction was very helpful and gracious. Walter will send a thank you note to Crestline Construction on behalf of the city. Water flow has been reduced considerably because of this repair. It was triple what it was previous years. Curious to see what the electricity price goes down to with this fix as well.

Bulk fill water update: Walter stated that the bulk water fill parts purchased totaled \$12,700.06, at Furgeson Waterworks. This includes the meter and the back flow preventor. The fire department will reimburse the city on this after work is done. This does not include the concrete or the building that will be surrounding it. Engineer said everything looked good on the plans. He also could not think of anything more that was needed to purchase ahead of time.

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Walter also brought up getting an easement for Hemp property for the future water line. He brought up that we can't have public water lines going through private land. This needs to be addressed.

Paving update: Partial work done on September 13. ¾ of gravel did not arrive in time. Project will be completed next Spring. When the gravel finally does arrive, it will be stored properly until that time. Meinrad stated that we are still waiting for the invoices from Albina Oil and ODOT for work that has been completed.

Walter also reported that he met with the engineer for the BLM project. Walter stated that BLM has been surveying and almost ready for papers to be signed. Nothing has been approved according to council members. They said this project has only been discussed but nothing has been decided in the last 2 years. BLM engineer wanted Walter to start getting set up for work to start but was then told by council that everything needs to wait since nothing has been decided or approved. Walter will wait.

Ordinance revision meeting update: September 26 Meeting in Rufus was productive. Jacqui from MCEDD had done a lot of paring down of all the ordinances so as to be able to compare all the city ordinances in one spreadsheet. Meinrad explained the process that will take place once some ordinances wordings are changed. All ordinances will go before the council for discussion and voting to accept. There will be a follow-up 4 cities ordinance meeting on October 26 in Moro. All are welcome to join.

Sewer system updates came in by email (24 pages). Meinrad stated Federal money on hold because budget hasn't been passed yet for the state. If it does not get passed, the city will need to resubmit the application again.

New business:

Restroom cleaning

Candace Austin was the only applicant. Her resume was presented. She has experience cleaning public restrooms with the forest service and is eager to start the job. Council wants to give her a try. Tom Rolfe motioned to hire her. Bonne seconded. Passed unanimously. She will start immediately. Walt will give her the tour.

Pavilion repair/ upgrade: Rita waiting to hear from Kent & Home Building. Owner had not seen the contract... so need to know if check was cashed. Rita stated that the insect problem is better. There were flying ants. A bug bomb was used. This did the trick. Sage bugs also were taken care of.

Water bills: Meinrad asked who is behind on their water bills. Sam stated that one or two people are still far behind. Sam reported that many other past due customers are now paid up with community action help money.

4H food group wants to meet temporarily at the Pavilion. Second Saturday of the month.

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Canceling Debit Card linked to the bank account. Instead apply for a credit card with Bank of Eastern Oregon. Limit on the card was discussed. Motion to de-active the debit card and get a credit card up to \$5,000 by Bonne, seconded by Tom. Passed unanimously.

Adding Sam to bank accounts at Bank of Eastern Oregon with online access. Ree Ella moves that we remove Whitney and add Sam to the bank accounts. Bonne seconded. Passed unanimously.

Fall Clean up Day? Meinrad asked if we still wanted to pursue at this late of a date? After discussion the council decided to go ahead and do the Fall Clean Up day. Sam will find out if The Dalles Disposal is available and what weekend. They usually donate the dumpsters. It was decided to either do October 28 or October 21. Sam to email to let everyone know which weekend. Also, flyers will need to be put out at post office.

Do we require a deposit to set up new water service? Discussion about what this is referring to. What is the Cost of hook up for a new service that does not exist yet? What is the cost to transfer to a new name with an existing service? For existing service the price is \$135 deposit at start of service, to be paid back after 6 months if payments were all received and on time.

Sharp water agreement update. Lawyers are now conversing and getting closer to the proposal being agreed upon.

Joan Bird announced that on November 30, Sherman County is sponsoring the public meeting and Ethics training with the LOC presenting at the meeting. It will be to refresh everyone on meeting procedure and public meeting laws. Time will be at 5:30pm. Place to be determined.

Joann Duarte motioned to adjourn the meeting. Bonne seconded. Passed unanimously.

Meeting adjourned at 7:53 PM.

Dated: November 6, 2023

Attest:


Meinrad Kuettel, Mayor


Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
November 6, 2023, 2023 7:00 PM
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Tom Rolfe – Councilmember; Rick Whitacker – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Joann Duarte -Councilmember

Guest(s) Present: none

Mayor Meinrad Kuettel called the meeting to order at 7:00 PM and led everyone in the Pledge of Allegiance.

The agenda was reviewed by the City Council. Bonne Whitley motioned to approve the agenda as presented. Tom Rolfe seconded. Passed unanimously.

There were no guests, so no speakers.

Minutes from the October 2, Regular City Council Meeting were reviewed by the City Council. ReeElla von Borstel motioned to adopt the Minutes as written. Rita Wilson seconded. Passed unanimously.

The monthly financial reports were reviewed for October. Rita Wilson motioned to approve the October financial statement as presented with the amendment to transfer check paid out in error from the GF account to the Pavilion account for the Max Nogle Fundraiser to Kristi Lesh. Ree Ella seconded. Passed unanimously.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Cross Connections/ Back Flow information was printed out and given to the council. Handouts were outlining the requirements for the upcoming regulation changes for all cities with populations under 1000 residents starting January 1, 2024. Walter stated that we do in fact have back flow issues here, and we are responsible for following the state regulations about cross connection issues. He talked about a survey needing to go out to all our resident water users regarding their water usage. As of now, we do not have a policy to address this cross-connection issue and it is a serious health concern. Ree Ella brought up that we should have an open meeting with our community to explain why this survey is being given. With these changes coming, Rick W suggested a special meeting be held. Motion for a community meeting to be held on December 11 at 7pm. Sam to print cross connection handouts to give at the meeting for anyone who wants them. Community meeting announcement will go in the upcoming newsletter mailed November 27, 2023. Pre- Community Meeting with council only will be at 6:30pm on day of Community Meeting, so all can discuss any concerns before the meeting with the public.

Next Walter G stated that a Pipe Survey and Elimination Project (Copper and Lead Project) was coming up. By the end of 2024, we must have a survey of every pipe in the city. He asked what the plan is for this, and stated that it will be a time-consuming project. State requires us to have about 70% of the pipes addressed. Each resident will be responsible for their pipe that leads to the city system. The city also has pipelines that need upgrading. Certain city lines need to be replaced. The existing pipelines can just be disconnected. All steel lines need to be replaced eventually. Meinrad suggested doing a big

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project every year. Rick suggested that Walter get bids for completing the whole project, then it can be broken down and budgeted for the years ahead. Meinrad stated we need to record every city pipe issue we are aware of before any digging takes place for this survey. In addition, every single meter site needs to be checked at some point during this process.

Old Business:

Bulk fill water update: Parts have arrived. Charlie miller is going to get something together for the council, but he will need to get together with Walter first. Text going out to Charlie. Walter will reach out to Keegan Kock about getting all this to move forward.

Ordinance revision update: There was a City and County meeting on October 26, 2023. Jacque Schei from MCEDD who headed the meeting, opened with the objective of trying to get ordinances streamlined for all the 4 cities in Sherman County. Joe Dabulskis, Sheriff Brad Lohrey, and Justice of the Peace Shandi Johnson were there. Brad says that many of our issues with enforcing ordinances are ORS issues that the sheriff's office can be called on to deal with these issues. There still are ordinances that are not covered by an ORS. For example, we do not have anything in writing for people to build a new structure in GV. Rufus has an excellent example of this and Moro has an example as well. We don't have anything written up here in Grass Valley. Meinrad suggested that we appoint a committee to do these ordinance revisions for our city. We have available at the office the printout from Jacque S of all our current ordinances with the other cities' ordinances shown alongside our ordinances. A copy can be printed off to everyone who wants one. Meinrad would like to have a formal group to take on this task. We have other shortfalls in our ordinances. This new committee can be called the oversight availability council.

Sewer system updates: There are no updates. But Meinrad ran into Dan Mare at the symposium in Cascade Locks last week. Dan was optimistic the bill for available funds would pass, and we would not have to reapply for the grant. Also, he found out that Jacque Schei is leaving her position at MCEDD. She has been a big help over many years and will be very missed.

New business:

Oregon Main Street Assistance. We need a contact person for the Oregon Main Street Assistance Program Meinrad asked if someone on the council could do this job for the city. This person will just be the person of record and possibly answer phone calls from the organization. Rick Whitacker volunteered. He will fill out the form needed to start this process of receiving assistance from the work already done.

Annual Financial statement from our auditors at Solutions, CPAs. There was a letter directed to council stating that there are still issues in our accounting practices due to lack of oversight in our office. Difficulties have been hard with the transition in administration. We would like one of the auditors to come to our location and sort some of the issues in person. Sam would like clear instruction on how this next year could be done in accordance with what they say would be best. The biggest short coming is that financial oversight is not there because there is only one employee who is doing all the financial

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Regular City Council Meeting Minutes
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work. An example of a change could be that two signatures are required on all checks, and monthly bank statements could be opened and checked every month by the mayor or a council member. The council agreed on this. Meinrad will draw up a resolution as to how we are going to make these and other changes. It will be ready for the December meeting.

Two replaced Chair Racks. Ree Ellen moves that the chairs racks be declared as surplus, and sold and will be Pavilion funds. Rick W seconded. All agreed. Rita will take care of this.

Establish Signage for town entrances. Already been agreed upon but never done. Meinrad would like to put the church sign there and any other businesses are welcome to do so as well. If in agreement let us do that.

Identifying & Resolving water cross connection issue: This was addressed in Walter's maintenance report. See above.

Letter of authorization for Sam at Bank of Eastern Oregon regarding visa application. Drafted Letter passed around and signed by all council who were present. This will be given to Bank of Eastern Oregon Visa Department along with the 2022 Annual Financial statement asap. Visa statements will be shared at the time other financial statements are shared every month at regular council meetings.

Defibrillators to be put in Grass Valley Market and the Pavilion. CPR classed through EMS: Rural Health District is pushing to get these defibrillators into small towns. Rita stated that a first aid kit also needed in the Pavilion as well as anti-choke devices. Dana Haner at Sherman County Emergency Services offered the CPR classes for the city. Rita motioned to get the defibrillators in pavilion and the market through Rural Health Department. Tom seconded. Everyone agreed. Council also asked if churches should also have them within their buildings. Dana will be asked about that. Dana will take care of advertising for the classes. ReeElla motioned to get a first aid kit and the anti-choke devices at the pavilion. The public would also be able to use them. Tom seconded the motion. All agreed.

Fire extinguishers inspections was brought up by Walter. Walter asked if he should just buy 3 new ones since the price of inspecting is expensive and all the city extinguishers may be expired or due for inspection. Bonne will ask her source at the market about inspecting the city's extinguishers.

Rick motioned to adjourn the meeting. Tom seconded. Passed unanimously.

The meeting adjourned at 8:41 PM.

Dated: December 4, 2023



Meinrad Kuettel, Mayor

Attest:



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
December 4, 2023, 2023 7:00 PM
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Joanne Duarte - Councilmember; Tom Rolfe – Councilmember; Rick Whitacker – Councilmember; Walter Grzeszczyk – Maintenance

Absent: None

Guest(s) Present: Carsten von Borstel, Leta Ann Reckmann, Candace Austin, Lori Wyman via Zoom

Mayor Meinrad Kuettel called the meeting to order at 7:00 PM and led everyone in the Pledge of Allegiance.

The agenda was reviewed by the City Council. Rita motioned to approve the agenda as presented. ReeElla seconded. Passed unanimously.

Meinrad called speaker Candace Austin. Candace said that it was difficult to mop when mop is frozen solid. She would like a small heater to be put in the back room to keep everything above freezing. Walter and others suggested closing restrooms to the public when below 20 degrees. All decided that Walt will close the restroom when he deems it is too cold. Not safe for the public anyway.

Minutes from the November 6, Regular City Council Meeting were reviewed by the City Council. Bonne W motioned to adopt the Minutes as written. Rita W seconded. Passed unanimously.

The monthly financial reports were reviewed for November. Meinrad brought up at this time that we do not have accounting oversight according to our auditors at Solutions CPAs. He stated that the council is to look over financials very carefully at the monthly meetings going forward. Meinrad agreed to look at bank statements, and Sam and Rita will both be signing all checks going forward. Next the chip seal paving project reimbursement question was brought up, since large bills from that project have been paid in November. The SCA grant funds will be paid out after invoices are paid. The project is not yet completed, but Walter brought up that we are almost to the limit of the grant at \$100,000. ReeElla moved that we submit what we have for reimbursement now, and to also accept the November financial reports. Rick W seconded. All agreed unanimously.

Next Lori Wyman spoke via zoom about the PacifiCorp ordinance renewal. Lori was waiting to get the ordinance changes from us, holding off until the council agreed. The council agreed to the same terms as the last ordinance revision, which was 20 years ago. The term will be 20 years and fee will be 3.5%. Meinrad signed the final ordinance presented with no changes and the council had no other questions for Lori.

Mayor Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. Firstly, Walter stated he will put a heater in the bathroom as suggested by Candace, our janitor for the park restrooms. Next subject Walter wanted to discuss was about funds available for future projects. He said that the drinking water state revolving fund may be available to cities to help with our upcoming lead and copper pipe upgrades. Walter will look more into this for us. MCEDD will help us apply for any grants that we

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Grass Valley Market Annex
Minutes

find. We are waiting to see who is replacing Jacqui S. at MCEEDD. Next, Tom asked Walter about the water total comparisons since the leak has been fixed on the water system. Walter stated there was a huge drop in the water system numbers compared to last year. Specifically, only 610,000 gallons of water were pumped in October this year compared to 3,207,500 gallons of water being pumped last October 2022. That is 1/5 the amount! Walter then stated that he has concerns about the Chlorination room, which houses the tank that holds the chlorine for the city. It might need an update soon. Equipment stored there is being saturated. He does not know what to do about neutralizing the chlorine that is in the air. The fan is not circulating the air enough. Next Walter stated that he turned off the bulk fill water source for the year after letting farmers know. He also fixed the heater in the office last month. It needed new parts.

Old Business:

Ordinance Committee Update: ReeElla asked about the ordinance revisions. She stated that she was able to go through all our ordinances and compared ours to the other cities in Sherman County. It only took her about an hour using the spreadsheet created by Jacqui S.. She suggested that ordinance revision notes can be worked on individually by each council member, and then we could discuss our ideas for any changes at the next meeting in January. All agreed to keep moving forward with the ordinance revisions in this way. We will continue to discuss it at future meetings until we are all in agreement. Revisions will then be sent to Kristen Campbell for review. At that point there would be a public meeting to let people know of the changes. Only at that time will changes be implemented.

December 11 Cross-connection/backflow meeting preparation: Pamphlets for the meeting were printed by Walter. He said that they were very easy to follow. The council will meet at 6:30 before the public arrives at 7. ReeElla brought up that we need to have a monitor and Wi-Fi set up for the guest speaker by zoom next meeting, and for all future meetings. A camera, monitor, laptop should be purchased as soon as possible. Sam is already looking into getting 2 laptops through Solutions IT who purchased and set up our office desktop computer in 2019. Walter brought up that it might be much more reasonable to just go buy needed items at Staples.

Update on Defibrillators and Fire Extinguishers: ReeElla talked to Dana at Sherman Co EMS, and she stated that she is still waiting for the grant to come through for the purchase of the defibrillators and will contact Sam as soon as it does. She will also let us know when the CPR classes are available for signing up. Rita ordered the first aid kit for the Pavilion. Fire extinguishers need to be replaced asap. Buying new is preferable to getting the existing ones inspected. They should last for 5 years if they are shaken every month. Rick suggested Walter have a tablet to record checking the extinguishers. Motion made last month to go ahead and buy.

Oregon Main Street Assistance- Rick as the contact person: Rick needed clarification on what he needs to do. After looking at the form again, Meinrad and Sam will fill out the form and Rick will be the contact person. Rick will have it emailed to him before next meeting.

Bulk fill water project update: Still waiting for a bid from Charlie Miller. A letter to be written to Charlie to get him moving on the bid so work can be started as soon as the weather is favorable in the spring.

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Sharp easement update. No updates yet. Parties trying to find time to meet.

New business:

Solutions cpa's accounting report update: They stated that there is no financial oversight for our financials. We want to change this going forward. Meinrad read the letter from the auditors to the council about the need to have specific oversight. City management (council) needs to be responsible for the management supervisory reviews. We will put in writing what we are implementing, and then put that in the minutes for January. Motion to accept the auditors' findings in their report by Rita. Tom seconded. All agreed. Meinrad also stated that discrepancies from last year's balances to our QuickBooks, need to be addressed. Decided to be done by Sam, instead of the auditors who want \$100/hr.

Laptop Computers for Sam and Walt. Rick motioned to buy laptops, as well as speakers, a monitor, video cart, and a camera for council meetings. ReeElla seconded. All in favor.

Buy a new desk for the office. Rita stated that we need a new desk to replace the unneeded desk for the mayor's office space area. Motion to purchase by ReeElla, Rick seconded. All agreed.

Rick motioned to adjourn the meeting. Joanne seconded. Passed unanimously.

The meeting adjourned at 8:18 PM.

Dated: January 8, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Special City Council Meeting Minutes
December 11, 2023, 2023 6:30 PM
Grass Valley Market Annex
Minutes

Present: Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Rick Whitacker – Councilmember; Walter Grzeszczyk – Maintenance

Absent: Tom Rolfe – Councilmember; Joanne Duarte, Councilmember

Guest(s) Present: Carsten von Borstel, Richard Hunt. Eric Grendel via Zoom.

Mayor Meinrad Kuettel called the meeting to order at 6:35 PM and led everyone in the Pledge of Allegiance.

Guest speaker: Eric Grendel speaker

Look over the agenda Rick motioned to approve the agenda. Bonne seconded. All agreed.

The first fifteen minutes of the meeting went into clarifying that there has been a cross connection ordinance in place since 2011. It has even been updated in recent years. We have very recently signed an enabling authority so that if a resident is not in compliance with the cross connection back flow requirements the city has the right to shut off the water service to the resident until such time as they come into compliance. This is for the safety and health of all residents connected to the water system. Walter and Meinrad both have the authority to do this. Walter has been certified and trained to fix and put in backflow cross connection required equipment for specific issues requiring updates. He is not, however, trained or certified to inspect these back flow cross connection remedies and the state requires an inspection annually by a backflow preventer specialist. We do have people locally to recommend doing this type of inspection. This of course is done at a cost, but prices are reasonable. Furthermore, the state keeps a record of all the backflow preventors that we have in the city. The record gets updated every year in their system. We currently have 4 backflow prevention customers here in Grass Valley. If you were to look on the state water website, it says that we are out of compliance as a city. A Backflow prevention program which is the ordinance we have. Different state health inspectors have come over the years. Eric Grendel who we have here online via zoom is our current state health inspector.

Eric, via zoom, stated that it was important to have a backflow prevention system in place. For example, he said, if there was a fire where we needed to pull a lot of water from the system at one time, contamination to our water supply could happen if a backflow in someone's waterline was not prevented. A 150lb pressure tank hooked up to our water system was brought up as a potential high risk to the community here in grass valley, if there is no backflow preventor installed. (The city's water pressure is only 40lbs)

Ree Ella needed clarification about filling up a swimming pool when having to do with back flow. She was told that if she is not directly filling the pool with a direct line from the city, it is not an issue. Since a garden hose is used, no backflow problems would occur.

City of Grass Valley
Special City Council Meeting Minutes
December 11, 2023, 2023 6:30 PM
Grass Valley Market Annex
Minutes

Our system here in Grass Valley is considered a small system (less than 100) and has approximately 89 hook-ups. Walter stated that these small systems should be easier to keep a handle on, as we let the public know the required information. He stated that we are going to start with a survey to fill out for each member of the city of Grass Valley, which will be questioning existing potential backflow issues. Walter will be getting the letter and survey together to be mailed out in the upcoming January 26 water statement. He says that there are only 12 backflow items that pertain to our city but need to be identified by the city to record to the state. For example, pressure tanks or swimming pools are items that will require a backflow preventor. Walter will be available to explain to residents if they are unsure of how to answer the survey about backflow prevention. The council will review the survey before it is sent out to residents. Most important, is for all residents to answer and sign all surveys, but also receive clarification before signing about what options they will have going forward. The city needs to help with this whole "new" process. It was brought up that other larger cities close by, like The Dalles, require all residents hooked up to their water system to have a backflow preventers right at their meter, whether or not they have need of the preventor or not. That is recommended by Walter but not required at this time. Also, all backflow preventors need to be inspected annually by a backflow preventer specialist every year. These specialists do not work for the state of Oregon, which is a different inspection process.

Also of note: Frost -free spigots require a backflow preventor which at this time can be purchased for a low price of \$25 at The Home Depot. They are called "inline vacuum breakers" or "air gap vacuum breakers".

Cross Connection/backflow ordinance on our website at www.grassvalleyoregon.com

Anyone new who wants to hook up to our water system needs to follow our back prevention program.

Rita makes motion meeting adjourned. Ree Ella seconded. All in favor.

The meeting adjourned at 7:25 PM.

Dated: January 8, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator