

City of Grass Valley  
Regular City Council Meeting Minutes  
December 2, 2024, 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; Rick Whitacker- Councilmember

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

**Guest(s) Present:** Bert Norris, South Sherman Fire & Rescue; Christian Ayles; Leta Ann Reckmann

**Call to Order:**

Mayor Meinrad Kuettel called the meeting to order at 7:01 PM and led the Pledge of Allegiance.

**Consent Agenda:**

Meinrad asked for a review of the agenda. Bonne moved to accept the agenda as presented. ReeElla seconded. The motion passed unanimously.

**Guest Speaker:**

**Bert Norris, South Sherman Fire & Rescue**

Bert presented questions about permitting and using modular homes that were currently moved to Grass Valley. He proposed setting up one of them on the Northeast corner of the fire station on Second St. as an office for the Fire District. The council advised Bert to fill out the city's Land Use form which can be found on the city website and submit it for review. Afterward, Tenneson Engineering will be consulted for further steps. In the meantime, Bert can contact the Pendleton Building Codes Department for more information. The council noted that the process may be lengthy. Bert clarified that the mobile home would be used for office and storage, not as a permanent structure. Rick mentioned that since the structure would be movable, it might not require the same permits as a permanent building. No water or sewer would be needed, only power. The second modular home may potentially be sold to the fairgrounds according to Bert. ReeElla suggested the racetrack might be interested in using a modular home as well.

**Minutes Approval:**

Meinrad asked for approval of the regular meeting minutes from December. Rita moved to approve the minutes as presented. Rick seconded. The motion passed unanimously.

**Financials:**

Sam provided the financial update, highlighting the efforts to improve the budget comparison each month. ReeElla inquired about receiving the full grant for the paving project, and Sam confirmed that she is still working on the grant request and expects to complete it within the week. Rita expressed disappointment in the quality of the paving work by ODOT, mentioning

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that the roads were bumpy, and the gravel was problematic. The standard financial reports and the new budget comparison sheets were also reviewed. Rita noted that the \$50,000 in the pavilion fund had been transferred to the LGIP account, and Sam is working on showing that amount separately in the reports. Rita shared that the Max Nogle event raised \$22,000, with the auction being a significant contributing factor. Rita moved to accept the financials as presented, and ReeElla seconded. The motion passed unanimously.

**Walter's Maintenance Report:**

**1. Roads and Bridges Survey:**

Walter explained that the state of Oregon requires entities to report on the condition of roads and bridges under the state's jurisdiction every 2 years since 2017. He was unsure if the city had submitted this survey in the past. The state has no record of any city bridges, although several are in poor condition. Walter will add bridges to the survey and ensure compliance. He expects to complete the survey in 6 to 8 weeks. ReeElla asked if grants were available to help repair the bridges. Walter will address that as he proceeds with the survey. Meinrad emphasized the importance of answering honestly to benefit from potential future assistance.

**2. Bulk Fill Project:**

Walter reported that the bulk fill project was almost done with all walls constructed. However, a decision is needed on how the farmers will handle the beam and brace for the arm from the building. Walter has shut off the bulk fill station due to freezing temperatures. The council expressed satisfaction with the project.

**3. Late Payments for Water Service:**

Payments for overdue water service invoices have been received consistently, with only one remaining past due. Late payment reminders have been sent out, and no door hangers were necessary.

**Old Business:**

**1. Income Survey for the City:**

The RCAC representative acknowledged delays due to personal issues but confirmed that the survey would be completed by mid-January. The grant application will be submitted in March.

**2. Bulk Fill Project Update: (continued from Walter's report)**

Bert Norris will meet with the group to finalize the remaining steps. This work must be completed before the next fire season. Walter also presented a solution for tracking bulk fill usage without Wi-Fi: a Bluetooth-enabled device that stores up to 100 passcodes. This system would be much less expensive than installing Wi-Fi and electricity. Walter will further investigate and report to the council before purchasing any new system.

**3. Sharp Agreement Update:**

Meinrad reported that Dick and Dick are finally available to meet and finalize the agreement. A meeting with Kristen is scheduled for tomorrow at 9 AM, and the council

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expects an email update on the outcome. ReeElla expressed frustration with the lack of progress and urged the city to push the lawyers for quicker action

4. **Manufactured Home Property Update:**

Sam hopes to gain further information during the upcoming meeting with Kristen.

5. **Resident Clean-Up Update:**

The council agreed that progress has been made with the clean-up, although there is still work to do. Bottles and garbage continue to be a challenge. The council plans to address this during the next clean-up day, potentially involving seniors to help and earn service hours.

6. **Photo Radar Update:**

Meinrad shared that he reached out to Heidi but has not received a response. Heidi's company, a leading contender for the photo radar installation, previously indicated interest in conducting a study for the city. Meinrad will continue to follow up.

7. **Verizon Phone Update:**

Sam confirmed that two new cell phones have been acquired, with a monthly cost of \$171. The council discussed leaving the phone in the office for emergency use by the mayor or city council members. Walt also mentioned the possibility of providing a guest Wi-Fi access code for fire department use, which the council approved.

8. **Tree Service for the Park Update:**

Tarzan Tree Service has completed the removal of Adam's tree on the city property line. Additional city park tree work is planned for February, prioritizing trees in the worst condition.

**New Business:**

1. **Bert Norris (Modular Buildings in the City):**

See guest speaker section above.

2. **Draft Auditor's Report:**

Meinrad reviewed the auditor's report over the weekend, noting that the water fund shows a deficit at year-end. He suggested that a \$10 monthly increase in fees per resident could balance the budget by the end of next year, assuming no major expenses. The most significant issue raised in the report was the lack of written policies and procedures. The council discussed creating standard operating procedures and using resources such as MCEDD to assist in drafting them. The auditor also highlighted issues with administration bonding and the lack of resolutions on certain matters. Sam will investigate insurance coverage for the LGIP account, which is not covered by the FDIC but is insured through NCUA and CFPC.

3. **Election Report:**

The swearing-in ceremony will occur at the beginning of the year. Although no one ran for mayor, Meinrad received 10 write-in votes, and Rita and Tom each received 5 votes.

4. **Appointment of a New Mayor:**

ReeElla introduced Christian Ayles as a potential candidate for the mayor's position. The council discussed the need for someone who can attend meetings and represent the city,

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particularly in communications with MCEDD and other state agencies. Christian expressed interest and energy for the role. The council will review the charter and procedures for appointing a new mayor.

**Other Concerns:**

None.

**Motion to Adjourn:**

Rick made a motion to adjourn the meeting. Rita seconded. The motion passed unanimously.

**Adjournment:**

The meeting was adjourned at 8:06 PM.

Dated: January 6, 2025

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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**Present:** Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; Rick Whitacker- Councilmember; Tom Rolfe– Councilmember; Joann Duarte – Councilmember

**Absent:** ReeElla von Borstel – Councilmember

**Guest(s) Present:** Leta Ann Reckmann

Mayor Meinrad Kuettel called the meeting to order at 7:01 PM and led everyone in the Pledge of Allegiance.

**Consent Agenda**

Meinrad asked for a review of the agenda. Bonne moved to approve the agenda. Rita seconded. Approved unanimously.

**Guest Speaker:** none

**Minutes:** Meinrad called to review the regular meeting minutes for October. Tom made a motion to accept the minutes as presented. Bonne seconded. Passed unanimously.

**Financials** were reviewed. Bonne had a question about the refunded amount to a customer. Sam explained that the new credit card machine ran the batch 2 weeks after the first of the month and the customer's account was overdrawn. He has since paid. Rita asked about tracking the LGIP interest for the Pavilion account. Sam stated she could track that on the budget sheet and will also ask the auditors about tracking in QB. Rita made a motion to accept the financials as presented. Tom seconded. All in favor. No one opposed.

**Walter's Maintenance Report:**

- 1) **Winterizing:** Walter had ordered items needed for upcoming weather and had winterized all vehicles. Meinrad asked when the restrooms would be shut down for the winter. It was explained that we only shut them down in extreme cold as they could not be cleaned at that time. We do have a cleaning agent that does not freeze
- 2) **Bulk Fill Project:** Things have progressed but are still not completed due to wind.
- 3) **Water pump generator:** Walter will be buying fuel for the water pump generator this coming week. New filters were purchased in preparation for next spring.

**Late payments for water service:** Overdue invoices were paid consistently. We had 3 people who will receive red shut-off door hangers at the end of the month if not paid up. Also, we are waiting for payment from Hemp property for last June's statement. Emails are sent to Ted and his accountant each month with no payment. Meinrad suggested sending the bill to GV Property Development LLC, the business that owns the Hemp property. Interest could be charged at this time.

**Old business:**

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Water rights contractor choice: We received three quotes. The most reasonable bid was from John Short with Water Rights Services LLC out of Bend. It was pointed out that it will take years to get this finalized after the state receives the water rights claim from the contractor. The council wanted to go with the lowest-priced bid. Anderson Perry was double the lowest bid. The middle-priced bid at \$5300 charged \$200/hour to drive up from Portland. Rita made a motion to hire Water Rights Services LLC to do the certification at the price of their bid of \$4800. Tom seconded the motion. All in favor. This should be noted in our calendar to check on the status each year.

Income survey for the city: We are still waiting for RCAC to start the survey. This last week we heard that they are waiting on Business Oregon to approve the methodology. Meinrad received a call from Ed at Curran McLeod. He was thinking about a proposal to the council to pursue other grant funding if this survey does not go through. This income survey is at no cost to the city so to continue forward would make sense.

Hemp property easement and survey update: Sam talked to Kristen today. Kristen wanted to set up a meeting between Ben Besada and the city to go over a deadline for the walkthrough with the Hemp Property owner Phil and the city. It was brought up that the weeds on the property were also an issue and posed a fire hazard and would also be addressed in the walkthrough.

Bulk fill project update: (See Walters report)

Sharp agreement update Kristen would talk to her higher-up person Bill at Campbell Philips. She wanted our approval to send a harsher letter to get things moving. The city agreed that that would now be necessary since we have waited so long for any result.

Manufactured home property update: Sam talked to Dan Meader and Kristen today about the issue with the manufactured home on Lincoln Street. Dan said that we could charge fines for not getting the home moved if he does not go through with the needed permit process by the date that we decided. It would be an abatement fine for junk on the property. Kristen will talk to Bill again about this issue. As for the owner, he was slowly getting permit requirements, the latest step being septic approval.

Custodian schedule update: Meinrad talked to the custodian and told her that there needs to be an emphasis on both sides of the weekend. We don't expect her to be in on Sunday, but to pay attention to Friday, Saturday, and Monday morning. Sam gave her a timesheet as a reminder also.

Amended Nuisance Ordinance: The council was given an updated amended ordinance with all the changes discussed in October's meeting. The biggest change was in section 3, which adopted the dangerous building code from the state. Another change was the added UAV information that we copied from the FAA.

Verizon phone issue. Sam called Verizon today and everything went smoothly. We will keep the 2 cell phones on the current plan. One phone number dropped, and the office landline number was added. The fax number and internet service with CenturyLink will be gone. With this plan, we will get two new Apple 14 phones at no cost. The pump house phone which is on a separate account will still be with

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CenturyLink. We have internet through Blue Mountain (Gorge Net). After discussion with the council, the new office cell phone will stay in the office. Both phones will have voicemail, caller ID, etc... We will be able to keep resident phone numbers available on the phone to access quickly.

Resident clean-up update: November 1 was the deadline for the noncompliant resident to complete the clean-up on her property. She reported that some things were done but not everything. Meinrad suggested he could do a walk-through to determine the rest of the work that should be completed. The resident agreed and stated that she might need physical help chopping wood.

The agenda was amended with the addition of a Photo Rader update: Meinrad stated that we are still waiting for the data collection process to happen. The company will be set up in Wasco and Grass valley at the same time soon.

The agenda was amended with the addition of the Tree service for the Schilling property: Pacific Power said they are not responsible for fixing this tree at the property. Tarzan Tree Service will be called. The Poplar tree is on the city's right of way and is not safe. Sam will get an estimate from Tarzan.

**New Business:**

**FEMA FLOOD Plain compliance update (draft letter from Dan Meader):** Letter brought in to sign by the mayor. By December 1 we need to get this letter to FEMA. We have until July 31, 2025, to finish our compliance with a written ordinance. This was done by Tenneson back in 2019 but still needs to be finalized and signed.

**Donation for pavilion rental fees for school event:** Meinrad answered on behalf of Caitlin C. who could not be present due to illness. The donation would be for the award ceremony for the HS volleyball team. The school was not able to host at this time. The HS football team is also doing an award ceremony but did not ask for a donation. Caitlin C.'s event is scheduled for November 14 Caitlin Blagg with the football team is scheduled for November 24. The council agreed to charge \$50 for each event instead of the \$150 plus deposit which is normally charged.

**LOC class in The Dalles for staff and council:** League of Oregon Cities offering classes for council and staff. Michelle from MCEDD stated that it was mandatory to take classes to comply with grant funding requirements. Rita asked if there was anything online. Meinrad will investigate this for the council. Sam will go to an in-person class on Friday, December 6. She is to send that information to the council by email so they can register if able to go.

**Easter Egg Hunt Grant:** Joann stated that we received a partial amount to cover entertainment costs for the event. She was concerned about coming up short. The city agreed to help with any balance not received from the annual donation ask letter to businesses sent in February.

**Other concerns:** Bulk fill needs to be completed.

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Motion to adjourn by Rick. Tom seconded. Passed unanimously.

The meeting was adjourned at 8:02 PM.

Dated: December 2, 2024

Attest:



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Meinrad Kuettel, Mayor



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Samantha Allen, City Administrator



City of Grass Valley  
Regular City Council Meeting Minutes  
October 7, 2024, 7:00 PM  
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**Present:** Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Tom Rolfe – Councilmember; Joann Duarte – Councilmember

**Absent:** Rick Whitacker- Councilmember.

**Guest(s) Present:** Leta Ann Reckmann, Sean Orsborn

Mayor Meinrad Kuettel called the meeting to order at 7:01 PM and led everyone in the Pledge of Allegiance.

**Consent Agenda**

Meinrad asked for a review of the agenda. Rita moved to approve the agenda. Tom seconded. Approved unanimously.

**Guest Speaker:** none

**Minutes:** Meinrad called to review the regular meeting minutes for September. Rita made a motion to accept the minutes as presented. ReeElla seconded. Passed unanimously.

**Financials** were reviewed. Question about what percentage yield on LGIP account. Sam confirmed it is 5.30%. ReeElla mentioned again how we have spent more than was coming in each month. Bonne had a question about P&L report she noticed that payroll for water was \$5000. Sam clarified with the fact that per previous auditors we split the payroll between water payroll and general payroll reflected on the fund budget sheets. ReeElla commented about the very high auditor price for our small city at \$7500 for first payment. More clarification on the 50K expected on the SCA grant not yet received. Sam stated that we were waiting for invoices to send in for the completion of the project. When the SCA grant money arrives it will be applied to the street improvement line item on the street fund budget sheet. We have already paid invoices in the amount of \$84,000. That was paid during the last fiscal year for this project. ReeElla made a motion to accept the financials as written. Rita seconded. All in favor. No one opposed.

**Walter's Maintenance Report:**

1) **Water rights regarding well 1** A letter to the city was received from a water rights broker last week (see agenda item 5.4). Apparently in 2005 when well 1 was completed, a last certification step was never taken. That step was filing a beneficial use claim, and it needed to be done by 2011. We confirmed the transference of the water rights from the old well to the new well on the state website. The letter claimed that we could lose our water rights if the use claim is not filed. Walter talked to the water master for our district and head engineer in Salem about this matter. Both individuals knew who, John Scott (the broker) was. After contacting Anderson Perry, the original company who did the well work, Walter confirmed that the beneficial use claim was never filed, and Anderson Perry would only finish it for \$8-10K, which was double the price that the broker quoted. They claimed it was not their responsibility. Walter will get a 3<sup>rd</sup> quote from a referral from Ed Hodges this week. There is a possibility of needing to file for an extension if we cannot prove that we used and benefited from the

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well before 2011. John Scott's quote was \$4800 plus filing fees which would be under \$1000. Walter agreed to go with the cheapest quote. ReeElla requested an email to the council when the 3<sup>rd</sup> contractor price is received. The council agreed that this issue is very important and needs to be dealt with as soon as possible.

2) Hemp property easement Walter asked if Meinrad had talked to Ted Swindell. Ted was aware that he would have to make an easement arrangement. He stated that he wanted to come to Grass Valley soon and call Meinrad to do a walkthrough and discuss possible options. Walter stated that a 50-foot easement is needed to access the pipe and that they needed to clear that area of all debris and structures. 3) The water line that connects to hemp property is on a loop. Walter's opinion was that it could be disconnected and pulled out. The loop was there for the school. He stated there were 3 other properties using the water on the loop, but which could be maintained without being on a loop. Any future project on the hemp property would then need to get a new updated line going into the city system. Also, he stated that there were unused meters, backflow preventors, and a vault on the same loop and suggested taking them out to be reused elsewhere. The council agreed to get all the city equipment off the loop at some point in the future.

4) There was an emergency septic tank issue on the south end of town that needed his and Meinrad's attention. Many holes were dug, and hours used. The map of the property and surrounding properties did not match referenced meters and could not be located. Bulk project not completed because of this emergency.

Late payments for water service: Overdue invoices are being paid. There were four accounts that received late notice letters with turn off dates of November 30. Sam is confident they will be paid by then. Bulk water shortage of payment updated: Corrected figure lost this past summer was actually 180,000 gallons instead of 260,000. That was better but not good. It was stated that the new bulk fill station could have more control, but if not resolved, we would have to close service and lock up the station.

Old business:

Hemp property easement and survey update: Waiting to have a walkthrough with Ted Swindell. Easement agreement on hold for now.

Bulk fill project update: Project still not completed see Walter's report.

Sharp agreement update: Still no new news from Sharp lawyers. Kristen promised to get back on them by showing up at their office every week in person.

Clint Moore property update: In our last month's minutes we were going to set up a timeline for him. He reported that he called the building code department and was told to fill out a moving permit. He was in the process of trying to get the septic signed off, but the building department was telling him things that he must do and should have done when this all started. Unfortunately, there is no list to follow with the Oregon BCD with timelines and requirements. Betsy, who just went through this process with a new manufactured home, was willing to write up a list of requirements showing all permits and their prices. The city would appreciate such a list for any future manufactured home

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projects. It was suggested to talk to the city lawyer before making a motion on any deadline or fees for Clint. Subject tabled until next month. Sam to tell him to keep moving on these permits in the meantime.

Sign resolution from (NCPHD) tobacco/vape free park: Finished signing before meeting.

Nuisance ordinance revision update: A drafted ordinance was given to the council. Ordinance number needed to be changed and what was being repealed added to the amended ordinance. Two additional items were added to the amended ordinance. Under Section 3- dangerous buildings was added, on the recommendation from Kristen, the building code from the state. Also added in section 26- UAVs within city limits. Verbiage was used from the LOC website and referred to the FAA regulation with the ORS cited. Tom moved that we adopt the amended nuisance ordinance with new additions and new ord. number of 400-24. ReeElla seconded. All in favor. No one opposed.

Zoning ordinance committee meeting: Agreed date and time: Thursday, November 14 at 7pm at the Annex. Copies of the zoning ordinances for all the cities will be sent out to committee members.

Verizon phone issue. Price depended on how many lines will be on the plan. Our office number can be ported over to a cell phone easily. We need to get Neil involved if we are going to keep Walter's number. Sam will try to get a hold of Neil.

Photo radar update: No update yet. We are still waiting for recorded traffic flow and speed data to make the decision to go forward.

**New Business:**

**Oregon Mainstreet Revitalization grant (see handout):** The deadline coming up on November 1 for the pre-application. This grant comes up every year. Dale and Sandy at Wood Carvers should be notified about this opportunity.

**Water usage maintenance income and expense comparison:** Goal was to figure out individual house usage price per gallon by comparing water receipts to water maintenance expenses; to include wages for Walter and Sam, and other expenditures that we could track in QuickBooks. Electricity, phone, water testing, health department fees, and repairs averaged out over a 2-year period. Meinrad's water usage data spread sheet said that each customer would have to pay \$59.48 to break even. More figuring needed to confirm this amount. The flat rate of \$45 has remained the same for the past 30+ years. An increase is needed. We would still use a flat rate system, but hopefully in the future get meter reading implemented to reflect each homeowner's usage. Other concerns were about replacement costs for any unforeseen repairs to the system. For example, one of our pumps at one well is past its lifespan and will need to be replaced, costing thousands of dollars. Maintenance costs and wages in every sector have gone up considerably in the last 30 years. ReeElla moved to make an increase of \$10 per month for the water bill beginning January 2025. Tom seconded. All in favor. No one opposed.

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**Council training for municipalities:** Meinrad is looking for some online training classes for the council so the city can stay in compliance for future funding.

**Water rights for well 1 (see handout):** Discussed in Walter's report.

**Snowblower:** Needed for city sidewalks instead of lawn mower. Repairing the lawnmower has become a costly problem. Purchasing a walk behind snowblower for \$2200 was suggested: Walter can start looking for sale prices and contact the council via email before purchasing.

**Review job duties for custodian at the park:** Although the restrooms are cleaned extremely well when they are being cleaned, it was stated that they are not cleaned over the weekend and not always cleaned 5 days a week every week. There was no contract signed at the beginning of employment. Meinrad will remind custodian of the cleaning schedule and requirements then we will need revisit this issue at next month's meeting.

Other Concerns at Meeting: Bulk fill needs to be completed.

Motion to adjourn by Joanne. Tom seconded. Passed unanimously.

The meeting was adjourned at 8:31 PM.

Dated: November 4, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

City of Grass Valley  
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September 9, 2024, 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 via teams online– Councilmember; Tom Rolfe–Councilmember (by phone)

**Absent:** Rick Whitacker- Councilmember; Joanne Duarte - Councilmember

**Guest(s) Present:** Michelle Colby (MCEDD) Leta Ann Reckmann, Neita Cecil (NCPHD)

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

**Consent Agenda**

Meinrad asked for a review of the agenda. ReeElla moved to approve the agenda. Bonne seconded. Approved unanimously.

**Guest Speaker:** Ed Hodges from Curran-McLeod did not phone in and is not present online, so we will move forward.

**Guest speaker:** Neita Cecil from NCPHD (North Central Public Health District) requested that the city adopt a policy to make the Grass Valley City Park a tobacco/vape free area. They will supply us with signs that will read “Thank you for not smoking/vaping in our park!” and will also offer resources for quitting. She related that tobacco remains the leading cause of preventable death in the country, and just in our county there are about six people who die each year directly from tobacco use and another 30% are sick because of smoking. She stated that in Sherman County in 2021, 15% of 11<sup>th</sup> graders reported that they had used e-cigarettes (vapes) and that the nicotine in vape products is rated much higher than cigarettes. Children are the most at risk because of the effects on their developing brains. Studies have shown that they become more addicted to nicotine than adults, and their attention span, learning, memory is slowed down. Smoke free policies in our small cities are affective ways to help. They are only suggesting a policy, and not an ordinance. She will prepare the draft policy (resolution) and NCPHD will also fund the signage and posts that we would install. Meinrad asked if we want to make a motion to adopt this policy as presented. Bonne made a motion to adopt, and Rita seconded. All in favor. No one opposed the motion. The four park signs will be 12x18 inches. One to be used as a replacement.

**Guest Speaker:** Michelle Colby from MCEDD (Mid-Columbia Economic Development District). She and Ed are available to help us with the needed income survey that is required of Grass Valley. RCAC (rural community assistance corporation) are a non-profit organization and receive funds from the federal government to help rural communities with infrastructure needs like our wastewater system. There is a free service to us if we go with them to conduct the income survey. Michelle stated that all council members need to be on board with the outreach to the community on this 3<sup>rd</sup>-party endeavor. There are only three questions on the survey to answer. Residents will need sign to validate address, number of people in their household, number of households at their residence, and their income level. We need to assure residents that the data collected is calculated with a number representing a household not a name so that everything will remain anonymous. There will be a total of three mailings. If after this

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third round of mailings, they still don't have 90% of households (quota) answered, RCAC will need to go door to door to collect the resident data needed. Michelle says Ed believes that there is a very good chance that Grass Valley will be able to contest the LMI number we received in the census survey last year. If all goes as planned the city will apply for the CDBG in March 2025. We hope with the promotion of these surveys coming, people will want to get on board and do their part. ReeElla moved to let RCAC do our income survey. Rita seconded the motion. All in favor. None opposed.

**Guest Speaker:** Meinrad spoke on behalf of the fire department representative regarding the mobile buildings moved to town. Bert told him that the buildings were only there temporarily. One is being sold and the other one is planned to be moved alongside the fire hall on Second St and made into office space. Fire Dept staff realizes that there is a long process in acquiring permits to place the building to use. For funds they plan to sell the fire house on the north side of town.

**Minutes:** Meinrad called to review the regular meeting minutes for August. Rita made a motion to accept the minutes as presented. ReeElla seconded. Passed unanimously.

**Financials** were reviewed. Question about what Granite Payment Alliance invoice. Sam clarified that was our credit card machine and We charge a 5% fee to cover the invoice each month. Question about the Bulk Water Fill project expenses completed. Some barrier material is still needed but nothing more. Rita made a motion to approve the financials as presented. Motion seconded by Bonne. All in favor. No one opposed.

**Walter's Maintenance Report:**

**1) The thistle and goat grass** are out of control at the park and certain resident properties. Park weeds have been sprayed many times this summer and now should be eradicated with a strong weed killer. He will use chemical spraying signs to warn park users.

**2) The bridges** in the city are a concern. He will complete a required survey from the state asking for bridge and road conditions. We really need to address 6 of our 7 bridges that need repair. Hopefully this survey will access funds for the city.

**3) He talked to the engineer about the phone at the pump house** and was advised to keep the analog phone in place.

**4) City dump trailer** was not purchased as discussed at last meeting. Auction sales will be coming up. Dump trailer needs to be the 7' wide by 12' or 17' in length. Everyone to keep their eyes open.

**5) Bulk water fill usage** not being paid by all users causing lost revenue. Since May we have 180,000 gallons of water not accounted for in payment or invoice. He is suggesting that the new bulk fill station require every user to fill out an application and sign agreeing to the new written regulations for its use. A clip board log was also suggested to document meter readings before and after water is pumped and use the camera that was purchased more than a year ago to record water use. It was also suggested that a letter go out to all users about the new system and the new requirements.

**6) Concern about the regular water service** as well. It seems that four people in town use more water than the whole city combined, and they pay a flat rate of \$45/month like everyone else with no meter amounts for the additional water used.

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**7) A water pipe survey** was sent out with the water statements in August for help in accessing resident pipes without having to dig to get the information. This information will be used for the upcoming state survey due starting October 17 until all properties recorded.

**8) The damaged hydrant** at the RV park has been fixed. He installed 2 reflector sticks that are high enough to see in one's rear-view mirror when backing out to hopefully avert future damage.

**9) Stop signs and street signs** have been either damaged or torn down. He is using wooden posts to replace broken ones. Oversized rigs, trailers or machinery are most likely hitting them. Outdated street signs should be replaced.

**Late payments for water service:** Overdue invoices are being paid. People are catching up once they get behind a couple of months. Three reminder letters were sent this last month.

Old business:

**Hemp property access for city maintenance:** Kristen is working on easement write-up. She will investigate getting a survey done for this area during this process. She will refer to Tenneson for any other details needed.

**Bulk fill project update** in Walter's maintenance report.

**Sharp agreement update:** Still no new news from Sharp lawyers.

**City mobile phone and office phone update:** CenturyLink office phone issue has become a problem. ReeElla moved to go with the mobile phone for the office. Meinrad stated that if we do go with the mobile phone at the office, he suggests that we see what the business phone with Verizon would cost for one phone and then the price for 2 phones, one for Walter. Sam will bring information to the next meeting about Verizon prices for one business phone compared to 2 business phones. Then we will make the decision about the existing mobile phone account that Walter uses.

**Income Survey** already talked about by Michelle from MCEDD.

**Leta Ann Clean-up date:** Bonne stated that we still need to get a timeline. Council agreed that she needs to keep city right of way that is in front of her property neat and free of debris and unsightly things. The issue is the garbage and messiness. Planters with flowers is fine. ReeElla suggested November 1 as the deadline.

**Clint Moore property update:** Application for land use was completed by Clint with a drawing approved by Dan Meader at Tenneson. He is working on a date for the septic inspection. At the next meeting the council will decide on a comprehensive timeline with hard dates and establish a completion date for him. Sam will continue to bring updates to each meeting.

**Digital from analog phone line at the pumphouse.** (See Walter's maintenance report)

**Nuisance ordinance revision update/ Zoning ordinance next steps.** Nuisance ordinance completion is the priority. It is being typed up and then will be read in public for adoption at agreed upon date. The

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zoning ordinance revisions will start only after all steps for the nuisance ordinance revisions are complete. The goal is for to both be completed by the end of December before Meinrad leaves office.

**New Business:**

**Fire Hall side building for office use:** (See above)

**Bridge repair:** (See in Walter's report)

**Insurance bond for Administration:** Sam stated this whole time have been waiting for them to figure out how to insure us and the lowest rate All admin coverage would be \$700.00 per year. To include the mayor, two council members and the administrator. Council said to go ahead and purchase as soon as possible.

**Photo Radar:** Dave from Wasco arranged a meeting for us with one of the companies that do the photo radar here in Oregon. The representative will come out and set up to measure traffic and speed. They will collect the data and then present it to us with a proposal. We would work out an agreement with the sheriff's office as to any revenue percentage Grass Valley might receive.

Other Concerns at Meeting: Rita asked about if we talked to ODOT about the bump in town by the Market that shakes the buildings as large trucks go by. Scott says that it is not possible to fix the bump and cannot be ground down.

Motion to adjourn by ReeElla. Bonne seconded. Passed unanimously.

The meeting was adjourned at 8:52 PM.

Dated: October 7, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator



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**Present:** Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel via teams online– Councilmember; Joanne Duarte - Councilmember

**Absent:** Tom Rolfe–Councilmember; Rick Whitacker- Councilmember

**Guest(s) Present:** Leta Ann Reckmann, Clint Moore, Sean Orsborn, Ed Hodges via teams

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

**Consent Agenda**

Meinrad asked for a review of the agenda. Rita moved to approve the agenda. Bonne seconded. Approved unanimously.

Meinrad asked for guest speaker Ed Hodges to address the council first. Ed wanted to update the council about the status of funding for the proposed wastewater project. He stated that funding management for the sewer system was going well. That we have direct access to the congressional Direct Spending Grant worth up to \$1.5 million and the DEQ grant worth \$4 million, but about a month ago we were informed that the city was no longer eligible to receive a community development block grant (CDBG), which we were going to need to really be in a stable place for our project. Communities qualify for this grant only if they meet the over 51% LMI (low to moderate income) percentage below their county's median income percentage. Grass Valley has met this criterion for many years at LMI 64% (well above the LMI 51%). However, this past year there was a new income survey done in the state of Oregon by HUD which somehow changed Grass Valley's LMI to below the 51% at only 42% an almost 20% decrease. This standard HUD survey is called the American community survey which is a method renowned for not being accurate for small communities. Ed stated that since we now have other funding lined up to do our sewer project, and the city really needs this extra funding for this project to be feasible, his recommendation is to do a more thorough income survey to see if the one HUD conducted was inaccurate. We are in a time crunch to get this done because our application for the CDBG is due Spring 2025. The only way to deal with this possible error in our low to median income totals is to get a 3<sup>rd</sup> party income survey done by a Business Oregon approved agency. With luck Grass Valley will be back over the 51% LMI. Last week Ed, Sam, and Michelle at MCEDD had a meeting with PSU about them doing the survey for us. They quoted \$5000-\$7000 for this service. RCAC (Rural Community Assistance Corp) is another company approved by business Oregon. ReeElla asked if the Hemp plant had a factor in our ineligibility. Ed replied that it was really the type of survey done where they took just a small sample from the community, and it happened to be the wrong sampling. Ed stated that before we decide to do the independent survey, we still have RCAC to reach out to and see what they can offer and for what price. At the next meeting we will have more information and at that time will get approval from the council.

Next guest was Leta Ann. She reported that she has been working on her yard debris project, but she is not finished and needs an extension. Hot weather and appointments scheduled have slowed her down, so she is behind. She is sorting through it, so it will take more time. Meinrad asked if she had a

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proposed date of completion. She said she is working towards getting it done before the last week in August. The council set September 1 as the completion date. Rita again remarked on the council helping if she needed it.

Next guest was Clint Moore. He was at the meeting regarding the 1973 Marlette double- wide mobile home that he placed on his property on Lincoln Street last summer. He apologized for any inconvenience he has caused the city. He has now talked to Sam and Meinrad about the property issues and wants to get back on track. He is here to answer questions from the community about what he is doing since rumors have been spread. Rita asked why he made the move in the first place without any permits. He pleaded ignorance. ReeElla asked how long the process will be until he can start getting water. He addressed the council and said that he is planning on tackling everything he can now that harvest is over. He will contact North Central Health District about septic this coming week. Bonne asked if he planned to live in the home. He stated that he is planning on selling it or renting it out. The septic system is his priority. Walter let him know that water can't be brought to the lot until all the planning is done. His intention was not to have the home just sit there and be an "eye sore". He would not have moved it if he did not plan on seeing it through to completion, but it is taking much longer than first anticipated. ReeElla wanted to know if we could ask for a monthly update. He will keep us updated when he has plans for upcoming work. The council was good with being kept informed every month on progress being made with dates of timelines for completion. Rita said to just let Sam know and then she will let the council know.

Meinrad called to review the July minutes. ReeElla made a motion to accept the minutes as presented. Bonne seconded. Passed unanimously.

Financials were reviewed. Sam and Walter worked on verifying water meters in the city for those getting water. Sam asked if there were any questions about the new budget sheet. SCA grant was taken off for 24-2025 since we did not get the paving done. Scott P will be coming through in August hopefully to go over roads to finish paving. Yearly rundown of credit card purchases included. Rita made a motion to approve the financials as presented. Motion seconded by Bonne. All in favor. No one opposed.

**Walter's Maintenance report:** Walter says that it has been a busy month. There has been progress on the bulk fill. He put in the new service at Fritts' new place, and he also fixed a water main break. He stated that he did a complete survey of our city water meters that were installed by Anderson Perry contractors in 2003 in preparation for the Lead and Copper survey required by the health department coming up due in October. All city addresses have been updated to match service payment information. Next, he stated that tree limbs that have fallen in the park during wind storms this last month have been cleaned up. He stated that there is a tree limb that fell in front of a resident's house. The owner wants the city to remove the branch that has fallen but there are 2 limbs going over the owner's house that could be a huge liability if we try to do any work. Walter will have a conversation with the homeowner. He got all the fire extinguishers inspected by a new to us company out of Bend called American Fire Extinguishers Inc. This was the only company that gave him a quote and it was very reasonable. They will come out once a year for inspection for \$35. They will replace the extinguishers every 12 years, which will be next year for us. Meinrad reported that there was damage to a fire hydrant at the RV park

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again. This time we have a police report. He stated that the next step will be to put up reinforcements around this hydrant since it seems to be such a problem. We will need to contact the state before we do any changes since it is on the state's property. Also, he stated that we need to get the state to put up some guard rail at the bridges. Three bridge pipes have been bent down in the last month. Two of the bridges in town are bad and run down. They are accident waiting to happen because there is no guardrail. This would be a big project needing grant money. Sam will keep this on the agenda for the future. The road bump in front of the Grass Valley Market heading south is still bad after ODOT road work was done in June. Meinrad talked to Bert, and he thought it could be grounded down. Meinrad mentioned that the city sign was down at the beginning of town. Most likely from the wind. Meinrad asked Sam if her husband might be interested in getting that put back up properly like it was installed in Moro with a hanger type post. Walter commented that he has collected telephone poles that could work as the side posts. Walter stated that he was back to 40 hours per week for the last couple of weeks getting caught up on everything missed during his absence.

**Report from Sam on late payments for water service:** Sam says there are 5 residents that are about 3 months late. No letters sent out this month.

**Old business:**

**Hemp property access for city maintenance:** Kristen has not finished this yet. She is now out of the office until August 17. Someone suggested that maybe Mr. Swindell can give this piece of land as a donation back to us. Meinrad will reach out to him this month.

**Bulk fill project update:** Walter says that it is basically done. Ready to put in farmer's overhead piece. All Walter must do is hook up the pipe into a breakaway system. Everything is all there ready to go.

**Forgivable Loan Sipp update from Ed Hodges:** We heard from Ed already about this. There is not much to update on this yet until we get through this income survey process mention previously.

**Sharp agreement update:** Still no new news on this from Kristen who is out of town.

**New auditor update:** Sam said that we just need to do a formal council move to hire the auditors at Accuity for the year 2023-24. They would be coming out in August do fieldwork. They need to see the formal request in our council minutes. Bonne made a motion to let Sam sign the contract from Accuity for 2023-24-year audit. ReeElla seconded. All in favor, no opposition.

**City mobile phone and office phone update:** Meinrad wanted to talk about the CenturyLink office phone issue that has been going on. Sam stated that we still have no phone service because CenturyLink disconnected our phone number and has not been able to reconnect it. There was a misunderstanding in our request to get call waiting and caller id added to the existing phone system. Sam was taking care of the issue and will continue to do so this week. Meinrad wanted to present again to the council about getting a mobile phone for the office and get rid of the landline and CenturyLink altogether. He feels like this is a wise move. He gave an example of in case there was a fire this could be helpful to have a phone that can leave the office. It would also be cheaper to have a mobile phone. We would keep the

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CenturyLink account to the water tower phone. He asked the council to consider this option and decide at our next meeting. Walter asked about changing the water tower to digital instead of analog. Meinrad asked him to get a quote for that for next meeting. There is a lot involved to make this change. Someday they may stop offering analog and we would have to change to digital. Walter will call the engineer to get his opinion.

Prices on dump trailers: Walter was under the impression that the council did not want to buy a trailer at this time. He found one this morning for \$6200 that would have been perfect, but he would have needed to jump on it since these things sell within 2 hours. A new one is between \$10,000-11,000, but they go on sale cheaper. Meinrad asked to make a motion on an amount. Ree Ella asked where this trailer would be itemized on our budget. Meinrad and Sam looked at the budget list and thought it could be split 3 ways into the water fund, street fund, and general fund. Rita made the motion that Walter purchase a utility trailer not to exceed \$10,000. Joanne seconded the motion. All in favor, no one opposed.

**New Business:**

**How much money to move from our low interest-bearing accounts to the LGIP account.** Rita suggested \$50,000 from the pavilion fund account. The water fund account should stay as is since we have upcoming projects for the water system. The general fund, on the other hand, has a high balance and we could move \$100,000 and be fine for monthly expenses. ReeElla motioned to approve these transfers in the LGIP account. Rita seconded. All in favor, no one opposed.

**Letter to residents about backflow preventor regulations from the state:** Walter and Meinrad are still working on this to make the wording clear and unoffensive.

**Leta Ann yard clean-up.** She gave us an update earlier in the meeting.

**Clint Moore manufactured home status:** He spoke earlier in the meeting.

**Storage space in fire hall-** the fire Department storage stuff is blocking city filing cabinets. They are making headway in their cleanup efforts, but in cleaning up they are moving things in front of our stuff and the power panel. Meinrad told Sam to email or call Brad about this.

Motion to adjourn by Rita. Bonne seconded. Passed unanimously.

The meeting was adjourned at 8:39 PM.

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Dated: September 9, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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**Present:** Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Tom Rolfe– Councilmember

**Absent:** Joanne Duarte - Councilmember; Rick Whitacker- Councilmember

**Guest(s) Present:** Leta Ann Reckmann

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

**Consent Agenda**

Meinrad added one thing to the agenda under new business 5.8, Sam also added something to the agenda 5.9. Bonne made a motion to approve the agenda as amended. Tom seconded. Approved unanimously.

Meinrad called to review the June minutes. ReeElla made a motion to accept the minutes as presented. Tom seconded. Passed unanimously.

Meinrad asked if Leta Anne wanted to speak tonight. She stated that she would when we talk about the flag in the agenda.

Financials were reviewed. Sam reported on the budget report first. She put all the actuals for the end of the year not to include a couple of items we can't see until we get the bank statements. Meinrad asked ReeElla about EMS supplies and how we are paying for those items that we know about that we have received. ReeElla will talk to Dana and make sure that we are billed. ReeElla wanted clarification on the Sip\$ received from Sherman County for the last fiscal year. It was divided up by 2 in the Expense resources. Visa expenses were on a separate page. There was a \$3500 payment to the visa for the bulk fill project at Home Depot. Sam suggested an accumulation report for the visa card to include the full year to date at each meeting. Rita made a motion to approve the financials as presented. Motion seconded by Tom. All in favor. No one opposed.

**Walter's Maintenance report:** ReeElla asked Walter how he was doing since the accident. He said that he was doing much better except some things are still very hard to deal with like florescent lights. He had a doctor's appointment on Friday and was told that he worked too many hours last week. The doctor put him back on limited work duty until he can see a specialist. That appointment is July 3<sup>rd</sup>. This doctor deals with traumatic brain injuries. Walter thanked Rita and Meinrad for helping in his absence. Next Walter brought up the fire extinguisher issue. He has not been able to get in contact with a new company who does inspections in our area. Bonne suggested a company to try out in Redmond. Next, he brought up that we still have no policy about back flow prevention follow up with people in the community. He is looking for direction from the council on this. Rita asked how many people are not in compliance. He stated that there are 5 people. Three people have underground irrigation with no certification of annual inspection. The city needs a copy of a back flow report from them, so we can report to the state. Residents most likely don't realize this requirement is needed, hence the policy

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letter of some sort. Meinrad asked Walter if he could get copies of what other cities have done within the county as far as a policy letter is concerned. The remaining two non-compliant residents have pressure feed pumps attached to the city line with no back flow prevention. This is very much against the state regulations because of possible cross contamination of the city water supply. These individuals need to have their backflow preventor installed by a licensed back flow preventor installation certified plumber. In this policy letter we can have a possible August 30 deadline for getting an inspection of compliance. The city enabling authority, set in place years ago, says that the city has a right to do an inspection of backflow compliance on any resident's property and can turn off the city water going to their property if owner does not agree to the inspection. Walter will work on writing a draft letter for these residents with Sam and present it at the next meeting. The council thought that this letter should go out to all residents, not just a select few.

Next, an interesting fact from Walter is our water use as of July 1st is 10 million gallons less than last year at this time.

Purchasing: Walter would like to buy a power washer. The cost would be under \$1000. He would also like a 10,000 lb. dump trailer for the city. He priced this at \$10k for a new one. The council questioned if this would be a big dollar item and need to have "best price quote" for the auditors. Bonne moved to approve the power washer for under \$1000. ReeElla seconded. Pass unanimously. As for the trailer Walter will need to research the prices for the next meeting. Another item in question is changing the Verizon mobile phone plan. We are currently spending \$134 a month on 2 cell phones. One is not being used. Walter would like to get rid of the phone plan and get a new single phone with Verizon in his name which he states would cost \$86 per month. Another option would be to give him a stipend for the phone like the City of Moro does. The council liked the stipend idea. This brought to light another phone issue, Rita brought up, that the office phone does not have caller-id. Or call waiting. Sam noted that call waiting allows someone to leave a message when the phone is busy. We get our internet with Gorge net (Blue Mountain) for free because they are housing their facility in Grass Valley. Using a voice over IP for our phone was suggested by Tom. The pumphouse phone would not work this way but the office would. Sam pointed out that they are on a separate bill. Meinrad stated that to simplify things maybe get a mobile phone for the city and get rid of the landline phone altogether. Council concerned if there was a natural disaster landline might be all that works. Bottom line: Find out if the plan can be changed with CenturyLink to have caller id, voicemail, and call waiting in a bundle. As for the mobile phone issue, Meinrad agreed that the stipend was the best way to go. ReeElla moved that we give our maintenance person a stipend for carrying a mobile phone. Maybe possibly word it "any city staff" be allowed to get a stipend to use their phone for business purposes. Then it was discussed if office staff should be available on call for any issues. Tom's opinion was that if we do get the office phone issue straightened out, that should be what the residents must call. Sam would need to check the messages daily even when she did not come into the office. The wording for stipend might be a reimbursement instead. Sam will ask Brittany in Moro about how they do that. A stipend would require taxation as income to the employee.

**Report from Sam on late payments for water service:** There were four people who were late. One of these will be paid by tomorrow. These people all got late notice letters with turn off dates a month away. Hopefully we will hear a response.

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Old business:

Hemp property access for city maintenance: Meinrad likes the idea of an easement. This probably should have been done originally when the property was transferred but wasn't. Kristen should be able to handle this. We need to give her the property description.

Bulk fill project update: This was put on hold because of Walter's injury. Meinrad went to the fire board meeting. They just wanted to make sure we did not shut off the existing bulk fill system until the new one is operational. Walter pointed out that at this point the water can be hooked up to the new system but the building at the site will take some time to complete.

Forgivable Loan Sipp update from Ed Hodges: Meinrad says that he has not heard from Ed this month. He has been on vacation. He will follow up with him for more updates at the next meeting.

Sharp agreement update: Meinrad says there is no update on this agreement yet. Kristen says she will go to their lawyer's office in person and try and get a solution done by the next meeting.

Employee Review follow-up: Everyone knows about getting employee evaluation sheets back to Meinrad. He will compile the data from that which will be added to employee files.

**New Business:**

**Need to hire a new auditor for the city:** Sam says Solutions CPA do not have time for us anymore. They were assuming that Grass Valley would be under the threshold by new Oregon state regulations, and no need to do an audit at all, except a simple reporting to the state that the city administrator would be able to do. Unfortunately, we did meet the parameters set by the state because our expenses exceeded \$250,000. We were at \$272,000. We are now in a new category that the state has designated starting this past year. It does not have to be a full audit but will require municipal CPA to perform this "partial audit". Sam has been calling various CPA offices that people use in our area. Accuity CPAs out of Albany who also do Moro, Wasco and cities in Gilliam County, was going to have a quick quote for us very soon. Sam will forward the email to the council when she receives that this week. Sam followed up by asking the council about doing a "full audit" or the new "partial audit". Depending on the price quote, the council will decide but most likely do the partial audit this year and only when needed do the full audit.

**Ordinance violation letter regarding a resident:** Meinrad typed up a letter for Sam to use for this resident but we as the council need to have an end date for resolving the issue to put into this letter. The end date is set on a case-by-case basis. After that end date the city has the option to mitigate the issue themselves. Rita said to make sure the letter says that we would be happy to help do the work if they would agree. A 30-day end date was agreed upon by the council and to also make the letter certified to the recipient. A posted notice on the property will be the next option if this one does not work. Walter brought up on going problems every year with the same individuals. He asked if we could skip some of the letters and go to immediately clean up? More discussion took place with no resolution.



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**Ordinance revisions from Kristen Campbell:** Meinrad asked if everyone was able to look at the revisions done by Kristen. The council had not received them so Meinrad will send them out as soon as possible. Kristen took the revisions the committee made and had her specialist make notes with feedback. The council was happy to hear this. This will be reviewed by the committee at the next ordinance meeting which is next Monday July 8. When the council all agrees to these changes, we will then hold a public meeting to give residents a chance to hear all the revisions before anything goes into effect. We will post ahead of time what we are revising and have available the written ordinances for the public to read. Meinrad will get hard copies for everyone on Monday, July 8. By the next meeting we will plan for the public ordinance meeting. This will most likely be at the next regular meeting in September.

**USPS mailbox rental payment:** Sam explained that we have not been paying for our post office box for several years. This was a mix up at the post office, not us. The big boxes are not free and never should have been free to us. In defense of the post office, we do not want to argue that we now owe because there is always a chance, they may close our Grass valley office altogether. To officially open the box again, we need to pay \$110 now and annually \$100. No back pay is required. All council in agreement to pay as soon as possible.

**Manufactured home on Lincoln St (draft letter from Tenneson)** Sam read the draft letter that Dan Meader wrote to use as a start point for city compliance. See letter. The council questioned why sewer and power were not mentioned in the letter. Sam will add that to the letter. They also were concerned that the owner of the property needed to present at the very least all the permits needed to complete the project within 30 days and to include all permits from the building department. ReeElla brought up that we would also like to see the permit that allowed the transport of the manufactured home on the property. This letter will be sent as soon as possible this coming week.

**CIS property/ Liability proposal for approval:** Proposal received by email. Up \$1000 from last year. But it has gone up about \$1000 every year for at least 4 years. The total cost of this invoice is \$9,733. This includes city liability and all property. ReeElla moved that we pay the invoice when received. Rita seconded. Passed unanimously.

**Purchase of a new flag** Leta Ann received the quote for a new flag to replace the unmendable retired flag. The price was down from the last flag purchased: \$408 to \$374. ReeElla moved that we buy this new flag needed. Leta Ann also said that the ring which holds the bottom of the flag up is very damaged and needs to be replaced and will cost \$37. Rita seconded buying both items. Passed unanimously.

**Airconditioning unit (added to agenda tonight)** has been working fine. Walter put in a splitter last September. If we wanted to do a new system in the future, a heat pump on Amazon or at Home Depot could cost only \$1600 or \$1800.

**New Plants/Flower for in front of City Hall.** (added to agenda tonight) A simple set up with soil and railroad ties could work for this small upgrade. Tom has access to railroad ties at his house. Walter has other things to do first. Tom can bring them if that helps.

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Motion to adjourn by Tom. ReeElla seconded. Pass unanimously.

The meeting was adjourned at 8:36 PM.

Dated: August 5, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

City of Grass Valley  
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June 3, 2024, 7:00 PM  
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**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; Joanne Duarte - Councilmember

**Absent:** Walter Grzeszczyk-Maintenance

**Guest(s) Present:** Leta Ann Reckmann, Joe Sharp

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

**Consent Agenda**

Rita made a motion to approve the agenda. Tom seconded. Approved unanimously.

Meinrad called to review the May minutes. Tom made a motion to accept the minutes as presented. Rick seconded. Passed unanimously.

Meinrad asked if there were any guests that wanted to speak tonight. No one replied.

Financials were reviewed. Sam reported that she did the regular financials like every month to include 3 months of credit card transactions. She stated that she printed the profit and loss for the fiscal year. She did not have a chance to put the numbers on the actual budget sheet to compare to the budget but will be able to do that every month going forward. The council agreed to keep grant money and transfers on the budget sheet with all of the other line items. ReeElla made a motion to accept the financials including the visa transaction report. Rick seconded. All in favor. No one opposed.

**Maintenance report from Meinrad:** He reported Walter’s injury at work last week. Stating he was hit in the head by a 2X6 board from above at the bulk fill site. He and Walter continued to work for a bit after the incident, and Walter did not want to go urgent care. This all happened on Wednesday afternoon. Meinrad did end up taking Walter to urgent care on Friday because symptoms had gotten worse. He was evaluated there and put on a no work until he could be seen by a specialist. Just today Walter set up an appointment in Hood River (the Dalles does not treat head injuries). He thinks he can get a lite duty work order. Meinrad is filling in for the time being. On Monday’s the water cycle test is done on the generator at the water tower. Meinrad reported that everything is fine there. He stated he will continue to do Walter’s rounds every other day. Before the head injury, Walter fixed the electrical board problem on the generator at the pump house. He also had gotten a lot of mowing and weed eating work done up at the cemetery, as well as the right of ways in town and at the park. Meinrad explained that they were working on the bulk fill structure framing when the accident occurred. He said that the project is almost completed except for the siding and roof and connecting the back flow preventor and valves. The timeline will not be too interrupted because Meinrad and someone else helping should be able to do it all with Walter’s guidance. Bonne pointed out that the farmers would be ready and willing to help at any time too. At this point, Leta Ann brought up getting some of the street

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signs replaced or fixed. Meinrad stated that is on Walter's to do list for sure but is not a high priority right now.

Old business:

Hemp property access for city maintenance: Meinrad was able to get Walter a pass code from the owner. The owner has no problem with Walter getting on the property to do service maintenance.

Bulk fill project update Already discussed above in Meinrad's maintenance report.

Ordinance revision update. Meinrad said all reviews on the nuisance ordinances have been edited and now he is sending the revisions to Kristen Campbell for review. When she approves it, the next step will be to hold a public hearing so that it can be presented to everyone. The city charter should tell us the steps to begin implementing the new ordinance revisions. Most likely, the council will vote on the revisions not the public. Rita read that it needs to be read in full, but we can find out for sure since that would take a lot of time to do. Next for the committee will be the zoning ordinances. All agreed on the date of Monday, July 8 at 7pm.

Sharp agreement update: Meinrad asked Joe Sharp if he has any news from Sharp lawyers, Dick and Dick. Joe said that they have been cleaning up the language of the water agreement and it will be sent back to our city lawyers very soon. A minor rephrasing was all that was needed. Most understood what the intent of the agreement was. Meinrad wanted the council to think about what we want to do for the properties that have not been charged for water service in the last 2 years or so. Everyone agreed that the properties will need to pay for water after this wording change is done. Meinrad did not think that they should be back charged, however, and everyone agreed with that as well. After a new revision is signed their payments should start up again. This will be addressed again at our meeting once the agreement has been signed.

Clean-Up Day scheduled for June 22 between 9am-1pm. Schedule for council to work the event. Margaret and Rita from 9-10am shift. Joanne and Rita will do the 10-11am shift. Tom can do 12-1pm with Rick. Meinrad will do 11-12pm with Bonne. There was discussion about a box for metal to be brought out for clean-up day. Sam will call The Dalles Disposal and find out.

Jake Brake update Enough letters were sent into the office complaining about the noise problem. Sam will follow through with the next step to get signs installed by ODOT.

FEMA FLOOD appeal date July 10- Meinrad has not heard that anyone has wanted to appeal anything. It really is too late in the game anyway to make a case.

Pavilion cleaning floors- Scheduled for August 18-23. It has been blocked out on the Pavilion rental calendar. This should leave enough time for drying as the weather will be warm and windows can be opened.

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Chip seal paving project - Meinrad meeting with Bert tomorrow. He is going to the Moro council meeting.

Agenda updated with more old business:

Sewer system funds update - ReeElla said the Sewer update is not on the agenda and asked if we had heard anything about the grants applied for. Meinrad said that Ed Hodges called him and stated that he got the grant for the DEQ funds which was for \$20,000 to do planning and engineering work on the Sewer project. Meinrad also let Ed know that we got the 2 million dollars that we applied for a while ago and Ed was very pleased. Meinrad stated that he and Sam sat through the initial training about actually getting this money, and we are trying to get an appointment with Michelle Colby at MCCED. We need to start hammering out what needs to be done to complete this application. This will all be a long process. The initial money is to do more preliminary things like site surveys, making a budget, and acquiring all the EPA requirements. It will also help when we ask for additional funding for the construction of the sewer system. Organizations like the EPA will see our progress and hopefully continue to offer financial help. At some point, Ed is going to give us an idea of what the whole project will cost and how much money will be available to apply for in grants and or loans. Then we will get the community vote. The original estimate in 2019 was 7 million dollars, and those prices have most likely gone up to 8 or 9 million dollars now. Bottom line we are going to keep moving ahead on this.

**New Business:**

**Employee appraisals-** Meinrad gave both Sam and Walter an initial evaluation sheet. It was intended to reference duties to be evaluated. He stated that as the council we need to implement a system where every 6 months, we fill out a rating sheet for each one of the employees. Meinrad will be the one to tally up the numbers and give the ratings. The point of this is to make sure that our employees know they are getting proper feedback on doing well or needing to improve in certain areas. They will also be giving us feedback with the self-evaluation part. They may want or need training in a particular area of their job that is required of them. If it came down to somebody leaving or having to be let go, we would have the documentation throughout the year. It will be very good for everyone on the council to be involved. Sam handed out the rating forms that Meinrad had available. It was a general form. ReeElla wanted the specific job description sheet to evaluate properly. Meinrad will get that to each council member this month.

**Bulk water fill completion.** We don't have a date yet due to Walt's injury.

**Stipend for the mayor-** ReeElla wanted to have a stipend added back to the mayor position Rita wanted to know if that would help with Meinrad staying on the ballot for mayor next term, but he explained that his time was more important and that would not influence the decision that he has made not to run for mayor. Rita wanted a basic list written for the position so a new candidate would know what was expected and what training was needed. A stipend could help motivate candidates to run for the mayor position. Everyone agreed that a little compensation should be offered. Bonne pointed out that we need to be careful how we word any compensation for this position. Not all people are like Meinrad who is very invested in our community and does above and beyond what is needed a lot of the time. There is a possibility of getting a mayor that is going to do nothing but meet the minimum

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requirements. We just need to be careful with the wording of the position and the offering of any stipend. ReeElla then brought up a basic \$500/ month plus any compensation for training. Other council members agreed but did not think it should be something that we advertise. And still others didn't like any compensation because we do not know who will end up in the position and may only do that for the money. If we do give compensation, we would need to hold the person to their agreed upon duties as the council decides. Having an incentive could be a good thing and might help get someone decent in the mayor position. Tom offered a minimum stipend per month with a performance report like the employees. The council discussed that this could get very complicated, but a monthly stipend would be best. The new mayor could write a monthly report about what they have been doing, not necessarily a spoken presentation, so that the council can see what is going on with each of their duties. ReeElla said that she would like to see this stipend start in July with the new year's budget. She made a motion for a \$500 stipend monthly. Meinrad did not agree to start that in July but in January with the newly appointed mayor. Rita seconded for the stipend to start in July despite what Meinrad said. All in favor, no one opposed.

Additional information from Mayor Kuettel was that he intends to still work for the city as a resident. He wants to assist the city with the sewer project. He can go to regular meetings and take the new mayor to events to introduce him/or her to relevant people. And he also intends on continuing the cemetery work and be the point of contact for the cemetery, in other words, everything he is doing now for the cemetery.

Motion to adjourn by Bonne. Rita seconded. Pass unanimously.

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

The meeting was adjourned at 7:55 PM.

Dated: July 1, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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May 16, 2024 6:30 PM  
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**Present:** Meinrad Kuettel, Mayor; Samantha Allen, City Administrator; Rita Wilson – Council President; ReeElla von Borstel – Councilmember; Bonne Whitley – Councilmember; Joann Duarte - Councilmember; Kayci Sharp – Budget Committee; Joe Sharp – Budget Committee; Leta Ann Reckmann – Budget Committee; Doris Hubbard – Budget Committee;

**Absent:** Rick Whitaker - Councilmember; Tom Rolfe – Councilmember;

**Guest(s) Present:** none.

Meinrad called meeting to order at 6:35pm

Bonne motioned to approve the agenda. Rita seconded. Passed unanimously.

New clarification on what the LGIP bank account is. It is not a separate account but a part of the general fund account that is earning interest. So, we will want to move more money into this interest earning account from our other bank accounts.

Joanne brought up that we will not be getting the SIP money from the county this next year. Sam confirmed that is what Debbie H from the county said.

Sewer plan funds are also called SIPP money but different from the county funds. We will find out in 2-3 months from that grant. Meinrad brought up the 2 million dollars that congress has approved for us to apply in the coming year. MCCED will hopefully help on the leg work on this. Kayci asked about the sewer system project happening. She hadn't heard that we can do that. Meinrad said we are still just in the planning stages and this 2 million is for the planning only.

ReeElla suggested going through the line by line. Pavilion fund budget amount will be changed to \$3500 instead of \$5000. Line-item 6 insurance and dues will stay at \$12,000 instead of \$13,000. Add a new line-item for consulting to hire someone to help with the sewer project. Sam mentioned that she will be adding classes to our QuickBooks software which means that an expense will be classified under one of these funds-general, water, or street. Meinrad wants to see actuals expenses used for cemetery account. For example- mowing, weeds, and fuel. Rita and Kayci agreed to change pavilion expenses from \$75,000 to \$15,000. And then separating pavilion and park to make clearer going forward. (2-line items) park will be \$15,000 and the pavilion \$7,500.00. Materials and services are the catch all expense category. Going forward we can investigate breaking this down into at least materials for one and services for another. ReeElla brought up that we need to separate out any money coming in for the new sewer project from water project to make things clearer. For now, sewer will be in the water resources fund but labeled sewer project for clarity. Walter's wages under street should be applied for the next coming year. Question about cash on hand in the water fund for budget amount in 2023-2024. The actual was about \$50,000 less on June 30, 2023. Sam will investigate why there is a discrepancy. The 2022 actual said \$50,000 more but Sam will check if that was the actual balance in the bank on June 30, 2022. It may have been wrong. Rita pointed out that Condon's budget column headings were clearer than

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this form we are using. Next discussed was line 8 in water resources, Joanne wanted to see water service and ag bulk water service be separated from each other. The council agreed. Council decided on 6pm for the budget hearing on June 3, 2024. Motion to adjourn the meeting by Rita, Bonne seconded. All in favor.

Meeting adjourned at 8:03pm.

Dated: June 3, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator



City of Grass Valley  
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**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; Joanne Duarte - Councilmember; Walter Grzeszczyk – Maintenance

**Absent:** None.

**Guest(s) Present:** Dan Meader from Tenneson Engineering, Everett Carson; Dale Schmitt; Sandy Price

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

**Consent Agenda**

Rita made a motion to approve the agenda. Tom seconded. Approved unanimously.

Guest speaker Dan Meader spoke about Cabral Partition. Dan with Tenneson Engineering an AKS company now, walked us through a small partition for the Cabral family. This property on the north end of town on 3<sup>rd</sup> street. This is simple and has been in the making for 2 years. It is a 14.6-acre parcel, and is being partitioned into 2 parts, one at 2.6 acres and the other one just under 12 acres. The 2.6 parcel is the BLM complex and the access road that goes to it is a public utility road that is already egressed for public street purposes. The main parcel will be accessed by the small access road off 3<sup>rd</sup> street. It is zoned Residential AG (RA), lot size is 10,000 sq feet. No water or street improvements are required because the lots down the road will determine where those things should go. We need a motion from the council to allow the mayor to approve and sign the parcel documents which are now at the county approval office and will be forwarded to the mayor for signature. And then it will go to the county court for their signatures. ReeElla made a motion to approve the small Cabral Partition as presented by Dan. Tom seconded the motion. Passed unanimously.

Meinrad called to review the April 1 minutes. The only thing noted wrong with the minutes was a misspelling of Kayci's name. Bonne made a motion to accept the minutes as presented. Rick seconded. Passed unanimously.

Next the financials were reviewed. The bulk fill project expenses are partially shown in these April financial reports. Meinrad pointed out that this is an example of Walter needing budget numbers to do a project. Most of what has been paid so far is to Ferguson and the contractors have not been paid as of April 30. Rita made a motion to approve the financials, Rick seconded the motion. All in favor.

**Walter's Maintenance report:** He stated that the bulk fill project is getting done but has stopped due to Meinrad's health. But without help he can still flush the system at the project site and get the lab work for the water system and make sure it passes. Next, he will be starting the building/ structure part of the project. He had a meeting last week with Keegan K and Brad Eakin about this. They had a question for him about the placement of the overhead bulk fill. Brad had a piece of metal (iron girder) that he wanted to use but didn't know how much it could stick out on the road. He worried that it might swing

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out over the road where rigs come into the scales. ReeElla thought Brad needed to bring a proposal to the council. They were taking it upon themselves to do this after the bulk fill was completed and wanted Walter to say it was okay, which he felt he had no authority to do. Meinrad wanted to look at other options regarding the metal girder. It should be simple to resolve. Meanwhile, Walter had plenty of other things to do. Next, he brought up the fact that the city has no access to the Hemp property city water service area. The Hemp owners have changed the code on the gates. We need a lawyer to get an easement to go on the property, since it would be illegal at this point to go on their land to do city maintenance. Meinrad and the council did not realize this, and he will ask the city lawyer to research the issue. ReeElla asked if he talked to the owner, Ted, about getting in there to do regular maintenance for the city. At that point, Meinrad said he would contact Ted (the owner) and let him know the problem. Moving on: Walter stated that the water tower generator in the control room has been acting up. It continues to throw unknown codes. He tried to contact the engineer but did not get through to them. He figured out how to recalibrate the device. But this will need to be addressed because the generator at this point will not kick on if there is a power outage. Then he went on to say his hours are too limited for the work that he needs to get done at this time. He has put in an extra 120 hours doing the bulk fill project alone and his normal day-to-day maintenance can't be done in just 20 hours a week this time of year. Rita said that it is her opinion that do as much as can be done in as many hours as it takes to get all work that is needed done. ReeElla moved that we approve 160 hours for Walt to get these projects done and have authorization to for flexibility in the hours that he puts in this summer. She moved that he has up to 40 hours a week through the summer months. Rita seconded the motion. Passed unanimously.

Meinrad asked if there were any other guests that wanted to speak. No one replied.

Old business:

Jake Brake signage: We are still waiting to get more response from the community. We have received 2 letters so far. The newsletter asked public again for letters and has received one since it was mailed out.

DEQ state revolving fund money the application has been submitted and we are waiting to hear a response.

Bulk fill project update since it has started: Already discussed above in Walter's maintenance report.

Ordinance revision meeting on April 25, 2024. Everyone has the ordinance 400 revision pages in their council packets tonight. Meinrad stated that he put in red font the results of what was discussed at both ordinance update meetings. He wanted everyone to review it line by line and make sure it is what was meant. There is plenty of time to make amendments and changes. Any resident that wants a copy of this can come to city hall and request a copy during business hours.

Park projects, Tree trimming, back flow at the park. Walter says that it is still waiting to finish the back flow replacement at the park. Regarding tree trimming, Gary gave us a bid for getting important trees down that may cause a danger in high winds and weather. The estimate for that is \$3850 for the 2 trees. Both are poplars. This bid does not include the stumps as they do not have a stump grinder. We

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should probably plan on getting a couple of trees out and replaced every year. Bonne made a motion to go ahead and get the 2 trees removed by Tarzan Tree Service and agree to the bid that was given. Rick seconded the motion. Passed unanimously. Removal of plant growth in the ditch is a non-priority right now. Walter stated that water can flow through the ditch now as he has done work on that since our last discussion on this.

Sharp agreement update: Meinrad says that he is still waiting for Kristen Campbell to give him a date. The last word was that Dick and Dick agreed that the original agreement was only meant for the Sharp farm and not extending to other Sharp properties. The two lawyers will get together and figure out how the verbiage needs to be written to clarify this fact.

**New Business:**

**Schedule a clean-up day** —Sam will call The Dalles Disposal about availability of the dumpsters and email council about possible dates in June.

**FEMA flood plain mapping**—Meinrad stated that this is still open for public appeal through July 10, 2024. He does not think that we have anyone that is concerned about this but if they are, they need to know this information. ReeElla asked if that could be put in the newsletter in June, so people understand that they only have until July 10 to make any kind of appeal on the mapping. Meinrad stated that whoever does want to appeal needs to have concrete evidence. For example, a survey they got on their own says the FEMA map is wrong. It will take work and proof to contest what they have established. Also, Sam can put the link to the flood mapping on the website.

**Cabral partition**-- Already talked about previously in detail with Dan Meader's presentation.

**Cleaning the floors at the Pavilion**-- Rita received an email from the guy that cleaned the pavilion floors in 2017 and he is offering to get them done again for \$2000. This would include screening, cleaning and recoating the floors. The drying time will be 5-10 days. Bonne made a motion to accept the bid of \$2000 to go ahead and get this done. Joanne seconded the motion. Passed unanimously.

**Moving a resident dumpster is in the right of way for drivers.** Rita talked to the dalles disposal as a council member to get the dumpster moved, but when they arrived the dumpster was blocked by the resident's van. Rita will need to call again as this is a city issue because of the right of way being blocked. The dalles disposal will move the dumpster under our direction, but we need to let them know where to move it.

**Meinrad asked if there was anything else from anyone.** ReeElla wanted to mention that she received information about the trailer house (mobile home) on Lincoln that was moved to the neighborhood last fall. She stated that she heard they are not planning on putting water and septic to the home, but instead were hoping to sell the property "as is". Meinrad stated we need to think about how to approach the issue with the owner. Meinrad stated that this is a good example of updating our zoning ordinances to reflect this type of issue. Sam will call the building code department and see what needs

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to happen now since they have not completed any permits or other requirements to leave this mobile home there now as it sits.

A question from a guest about updates on the proposed sewer system. Meinrad said we are in the process now of working out how we apply for the funding since we finally know we were approved for the two million in congressional funds about a month ago. It is a very lengthy process and will take at least a year to even start the project.

Joe Sharp wanted to add more about the Sharp easement update: Meinrad will send the actual email to Joe from our lawyers, so he knows what is happening. Resaid agreement was intended for the farm only. Joe feels that it is written well, and the interpretation is that it has to do with the farm and not the individual people involved. So, the farm is only where Joe lives. He feels that it is cut and dry.

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

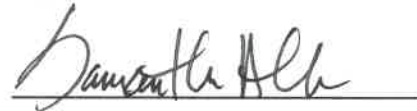
The meeting was adjourned at 8:40 PM.

Dated: June 3, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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Budget Committee Meeting  
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**Present:** Meinrad Kuettel, Mayor; Samantha Allen, City Administrator; Rita Wilson – Council President; ReeElla von Borstel – Councilmember; Bonne Whitley – Councilmember; Rick Whitaker - Councilmember; Tom Rolfe – Councilmember; Joann Duarte - Councilmember; Joe Sharp – Budget Committee; Leta Ann Reckmann – Budget Committee; Doris Hubbard – Budget Committee;

**Absent:** Kayci Sharp – Budget Committee

**Guest(s) Present:** none.

Mayor Meinrad Kuettel called the meeting to order at 6:42 PM via online (Teams).

Rita Wilson motioned to approve the agenda as presented, Rick Whitaker seconded. Passed unanimously.

Rita Wilson made a motion to appoint Samantha Allen as the 2024/2025 Budget Officer. ReeElla von Borstel seconded. Passed unanimously.

Sam presented the proposed 2024/2025 Budget to the Council and Budget Committee. It was clear that there were many questions that Sam had about how to make this budget work and balance. It seems that categories are very general and can be broken down a lot more than they are now. Sam will put classes on each expenditure so it will be clear from the start of the year which fund or class the item will be designated to. Agreed by the council that it was best to keep things the way they are through June 30, 2024. It was discussed to have an LGIP account line item as that was the account that was our "savings". Making things more transparent and easier to understand next year will be something that will be a change for the better. If we add a budget report to our agenda each month, We should be able to track what we will be spending as each month. There was lots of discussion about understanding the budget and how the line items are defined. Cash on hand, for example, was discussed at length as to why there was such a large amount in the general fund resources. Rita thought more needs to be put in the investment pool from each of the bank accounts. There are 3 separate bank accounts. GF account, Water reserve account, and the Pavilion account. There is no bank account for the street fund so the cash on hand for that fund will be coming from the GF bank account. Meinrad remembers that we usually put \$100,000 from the General Fund into the street account fund each year. Meinrad pointed out that Walter doesn't know how much he can spend on water projects or maintenance projects. So, knowing the fund budget balances will be very helpful. Line-item 20 in water fund would be a smart place to put money for contingency needs in that fund. We have run out of time, so we need to have a second meeting. Rita made a motion to plan another budget meeting. Next time is set for May 16, 2024 at 6:30. Motion to adjourn by Rita. Bonne seconded. All agreed.

Adjourn at 7:06pm.

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Dated: June 3, 2023

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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**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; Joanne Duarte - Councilmember; Walter Grzeszczyk – Maintenance

**Absent:**

**Guest(s) Present:** Michelle Colby from MCEDD, Carrie via Teams online, Leta Ann Reckmann, Keegan O. Kock, Logan Padget, Andy Miller, Roger Whitley

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

**Consent Agenda**

Meinrad wanted to make one addition to the agenda Rita motioned to approve amended agenda with added old business item. Tom seconded. Passed unanimously.

Meinrad introduced Michelle and Carries from MCEDD. Michelle is our new rep with MCEDD.

Michelle brought a presentation in memo form and passed it out to the City Councilors. She read the highlights from the memo. The main subject was about the DEQ loan application due April 12 which Ed Hodges from Curran-McLeod was currently working on. This forgivable loan will be for the detailed planning of our future wastewater system. The amount is capped at \$100,000. Ed feels that this loan has strong potential to be funded and we just need the council to agree to move forward in the application. Meinrad asked who was going to do the environmental assessment and the LIDAR data collection? Michelle stated that Curran-McLeod can do both and has the resources. Ed is already working towards that end. Carrie added that the DEQ planning loan is intended to give a better assessment of the cost estimate for the sewer system if the city decides to move forward. Michelle stated that they are hoping this will give better details to inform the community and to help them understand what benefits the system will bring. Meinrad asked if there is anything else MCEDD needed from the council, besides approval of doing the loan app for the planning of the sewer system. Michelle needed clarification of who has authority to sign or discuss application information possibly needed in the future. Meinrad stated himself and Sam can sign docs, and Walter would have most of the information that might be needed. Meinrad stated that this planning loan (grant) is an excellent next step in getting this sewer project done. Meinrad asked Carrie if there were any plans to have another One Stop meeting at any point. She said that we could if we felt it was needed, but to wait until the funds are awarded. If it is different enough, we can ask Valerie. Meinrad asked for a motion. ReeElla motioned to accept this fund planning application process presented by MCEDD. Seconded by Bonne. Pass unanimously. Walter asked if Ed was able to apply for the SIPP grant for the master plan update. MCEDD confirmed that he did. It will be 2-3 months before we know if we get the approval or not.

Another item for discussion by MCEDD (Michelle and Carrie) was the Oregon Park Local government grant. The application is due May 1. There was a survey that went out to the community in March and Michelle brought a summary of those results to share with the council in written form. There were 20

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responses. Of the 20 responses, many people wanted restroom improvements and new playground equipment, as well as more benches, picnic tables and a gazebo. She told the council that there was a 20% matching requirement for this grant to be paid by the recipient which the council already knew and understood. Michelle also stated that a resolution would be needed to show we have funds set aside for the 20% match. Walter was asked to get cost estimates before the meeting for some of the items on the survey. He stated that there is a wide range of prices on all these items. He did some pricing but wanted to know if he should get bids for installation as well. Carrie said that bids are not required until we receive the grant funds. ReeElla pointed out that we only have a month to figure out what projects we want to do with this grant money. If the council is not ready for this grant deadline, we can apply for the same grant next year. The council agreed to hold off. Rita pointed out that there is maintenance we can do without a grant. Walter felt we should not go another year without fixing the CXTs (restroom) doors. They don't lock or function properly, and they are a definite issue, agreed the council. Carrie stated that any park project we chose to do with these grant funds needs to be a significant improvement, not just a maintenance project. There is difference between maintenance and major rehabilitation of a structure. Walter stated that the cost would be \$22,000 for parts and labor just on the CXT doors. That is 1/3 of the cost of the original building. That project would be considered maintenance so not applicable to this grant. Doing some additional outreach to the community during the summer months was suggested by Carrie, since nobody could decide as to what to do about the park grant this year.

Meinrad called on guests to speak: Keegan, Andy, and Logan. Keegan wanted an update on the bulk water fill project. They were anxious to see it get started. Walter stated that the pipe survey was just completed. Meinrad said that we were also waiting for the soil to dry out enough so that work could be done. Walter also added that that the city's backhoe was at Gerald's shop for repair. Keegan wanted to schedule now as waiting any longer would not give the time needed to have help in doing the project since farming season is here now. Walter agreed to contact Charlie tomorrow about starting work as soon as possible. Keegan asked if the meter and backflow are purchased for the project and said that the fire department will pay for half of the parts and labor. Walter asked where they wanted the building structure situated to bring the pipe out of the ground. He said there needs to be a valve to drain the system, a valve to turn the water on and off, and that everything else will be above ground. After a lot of discussion back and forth it was agreed that everyone needs to meet at the site. An email or a text will go out when things are scheduled and moving along. Meinrad agreed that we need to do a weekly progress report so that work moves forward.

Meinrad asked if there were any other guests that wanted to speak. No one replied.

Regular and Executive meeting minutes for March were reviewed. Rita said that the title of the Executive minutes said Special so that change will need to be made before the final document is printed. Bonne motioned to approve the regular and executive minutes. Tom seconded. Passed unanimously.

The March monthly financial reports were reviewed. Sam stated that the Egg Hunt Event brought in \$1000 in donations, which was a happy surprise. Sam did not have a chance to get budget numbers on the March reports as requested at the last meeting but will hopefully be able to get that prepared next



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time. Rita moved to accept the financials as written. Bonne seconded the motion. All in favor. No one opposed.

Maintenance report: Walter stated that his main priority was to get the bulk fill water project done. He also stated that the lawn mower needed a part and is now up and running and the other lawn mower will need a new battery. He has been spraying weeds at the water tower, around the wells, and at the park, and anything that the county is not getting to regularly. He is using eco-friendly herbicide and that has been working well. The county has not sprayed Grass Valley yet this season. He started to dig out the back flow preventor at the park. On one day last week he had the help of some high school student volunteers. He will be buying a new meter that will cost about \$1000. He stated that he can fix the back flow preventer instead of buying a new one at \$4000. Parts to fix it will be about \$1500. He also said that it made sense to move the whole thing over to where the pavilion meter and backflow are. Next, he stated our park restroom cleaning person is moving, and we need to find a replacement. He suggested that we contract the work out this time with a salary for getting the work done every day. The council all agreed that wages should be higher than in the past. Either paying \$25 a day, or \$125 a week would be more reasonable than an hourly wage. A cleaning company service would be ideal, and they could hire someone locally to do our job. ReeElla moved that we advertise for a cleaning service that will be a contracted to pay \$125 a week, 5 days a week. Rita seconded the motion. Passed unanimously.

Old business:

Reimbursement for the SCA Grant for the road paving project. The funds were received. Meinrad amended the agenda to include a discussion about the dollar limit for the completion of the road paving project for this year. A walkthrough with Bert with Albina oil is coming up soon, which will decide which streets to finish. Bert will know how much oil we will need to purchase for whatever the council decides to get done. The council decided not to do Sharp Street this year and to use the left over ¾" rock on hand for the bulk fill project. ReeElla moved that we set the price for finishing the paving project this year at \$100,000-- \$50,000 to be from the SIPP funds received in August and \$50,000 from the SCA grant funds we just received last month. Rick seconded the motion. Passed unanimously.

Bulk fill project: Already discussed above in Walter's maintenance report.

City Park upgrade with the grant. Already discussed above. Grant to be applied for next year at this time. More preparation is needed. Walter asked if we are going to do something about the CXT (restroom) doors. We are waiting for now, but we need to keep this project on the agenda at each meeting going forward.

**New Business:**

**Jake Brakes** —Sam talked to Scott Peters who then reached out to the regional Dept at ODOT. He stated that we need to have a petition/letter of some kind from community members and a letter from the Sheriff to show that we have a problem with the Jake Brakes in our town. Meinrad suggested that we reach out to the community through billing statements in the form of a petition.

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It will be a process but not a huge obstacle. The sheriff already agreed to this months ago, so we know that part will not be an issue. Most likely everyone that lives on Hwy 97 will agree to this signage being implemented. Walter added another signage request for Hwy 97-- He wanted to see signs put up for no truck parking at the city's garage, and a no truck parking sign put in front of The Rock Shop. Sam will investigate the approval process needed to get truck parking signage on the state Hwy.

**Change of hours for the administrator in the office--** Sam requested to change her schedule from coming in 2 days a week 9-4, to coming in 3 days a week: Monday 8-1, Tuesday and Wednesday 10-3. Bonne stated as long as it is posted and kept consistent that would be fine. The council agreed to post it in the newsletter going out in a couple of days and at the post office. Sam will start this schedule next week.

**Appointing the budget officer and budget calendar--** Sam sent out letters to previous budget committee members last week. Hayli, Kayci, Doris, Leta Ann. No one had responded yet to the letter. Budget calendar passed out to council. Motion to appoint Sam as budget officer by ReeElla. Seconded by Rita. All agreed.

Meinrad asked if there was anything else from anyone.

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

The meeting was adjourned at 8:30 PM.

Dated: May 6, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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

**Absent:** Rick Whitacker- Councilmember; Joanne Duarte -Councilmember

**Guest(s) Present:** Leta Ann Reckmann, Candace Austin

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

**Consent Agenda**

Meinrad asks if there are any issues on the agenda. Rita motioned to approve the agenda as written. Tom seconded. Passed unanimously.

Meinrad asked if any guests had anything to speak about at the meeting. None replied.

Regular City Council Meeting minutes for February 5 were reviewed by the City Council. Rita noticed Bert Perisho name miss spelled. ReeElla struggling to hear everyone at the meeting since she is joining the meeting online. Bonne motioned to approve the minutes with the change in spelling that Rita identified. Tom and ReeElla seconded at the same time. Passed unanimously.

The monthly financial reports were reviewed for February. Meinrad brought up at this time that he wanted to know if there was a report that Sam could run that has our approved budget on it and the amounts that have been spent so far in each account? Sam agreed that this would be great but was uncertain how to get this report to be accurate. Sam will look further into this. The council is happy about this development. Rita moved to accept the financials as written. Bonne seconded the motion. All in favor. No one opposed.

**Old business:**

Update on reimbursement for the SCA Grant for the road paving project. Sam told the council that letter went out for the advance, which would be 50% of the total grant. She then asked about the wording to submit for remaining funds at the end of the project. Many of the streets will not be completed. Meinrad pointed out that we will be able to resubmit a grant request again to finish more streets later on this year.

Mayor Kuettel called on Walter for his Monthly Maintenance Report. He wanted to start with the park upgrades but will speak about that when it comes up on the agenda. He stated that he got a couple of bids from Tarzan Tree Service for removing 2 trees in the park. The tree service was concerned about two other trees not mentioned. One of those trees would hit the pavilion if it fell. The tree service said that the cost would be \$1200 to \$1300 each to take down. The council agreed that prices were reasonable. As far as the bulk water fill project is concerned, Walt is trying to locate the marker boundary lines to make sure that the new pipes will be on the city's property and not private property.

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Tennessee wanted to charge \$4000 to come out and mark the boundary lines. Another company, Pioneer out of Goldendale, wanted to charge only \$1500. If Walter is unable to find the markers himself, he suggested we go with Pioneer. Tom motioned to get Pioneer to do the job. Rita seconded. All agreed.

Next, Walter stated that the price of weed killer has gone up quite a bit. Then he talked about Ordinance 2021 backflow testers, being something that we don't have the means to implement as it is written in the ordinance. The ordinance wording is correct, but people are not following what it says. The problem seems to be in the lack of a procedure to enforce ordinance violations in these cases. Meinrad asked him to please check with the other cities to see what they have in writing so we can possibly copy their verbiage. We need a process for a notification letter to let residents know that they are in fact out of compliance.

**Old Business continued:**

Paving project continued: Meinrad asked Walter if he had any word from ODOT on the completion date. Justesen or Peters had not gotten back to him yet. The oil prices are variable so we will not know them until the day of the project, but the labor prices will be close to the same according to Scott Peters. Bert Pershio wants to come out soon to walk the streets and discuss details.

City Park upgrade: Walter continued his concern about replacement of the CXTs (bathrooms) being \$20,000 just for the doors and parts not including labor. He wanted to know what the council wanted to do about the playground equipment. The prices vary a lot. Playground equipment might be as much as \$40,000. Walter wants help in choosing from the council. He would like to narrow down what we want to get done this year in the park. Meinrad agreed and said that we need to prioritize. Walter stated also very important was that the back flow preventer at the park. It needs to be rebuilt this spring to follow state requirements. Rita suggested that we wait and see what the public survey results reveal. Meinrad wants to see a list, and then prioritize it when money becomes available.

Bulk water project update: Walter asked what kind of building to build at the site. The council agreed to a small 2x4 shed with a concrete slab 6 to 8 feet deep on a 10-foot area with possible solar light. Walter believes he can build this since it is so simple. Bonne suggested drawing something up for the council and possibly asking farmers who use the bulk fill what their opinion was.

Ordinance revision meeting on February 24. The committee worked on Ordinance 400 - nuisance ordinance. Meinrad put the changes in writing so all can read them. Changes are in red font. Everyone on the council needs to review the revisions before the next ordinance meeting. Next meeting the committee will go over the zoning ordinances. ReeElla via online wanted to go over questions from Ordinance 400. In Section 12 noxious vegetation, ReeElla asked if there is a way to conform to the county list that is updated each year. Meinrad agreed to change that before the next meeting. In Section 53 F about abatement by the city, this needs to be reworded to match Section 53 C, which has the correct verbiage stating that property owner must give permission to enter their property. Next, Tom pointed out the lack of signage going in and out of town regarding Jake brakes.

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Sam stated that the request for signs needs to be with the state (ODOT). Our contact person is Scott Peters. Sam will reach out to him. Tom brought up Section 38 -Livestock. Some of his family's pasture ground is within city limits, and he was worried that this ordinance said land could not be used in this way. No one on the council was concerned about this, but it could be rewritten to sound more inclusive. Meinrad asked about next meeting date. Later in April would be ideal. Email will be sent out for possible dates of the 25<sup>th</sup> or 26<sup>th</sup> of April.

Late paying residents list. Everyone has paid. The red notices worked.

**New Business:**

SIPP Grant (Master Plan Update) for the water system-- deadline March 15 Email from Ed Hodges at Curran-McLeod stated that he had completed a draft of the SIPP grant application. Another grant application is being submitted by Carrie at MCEDD. This is a loan (forgivable) through DEQ State planning which is due on April 15. This would fund the planning for the proposed city wastewater project. Regarding the SIPP grant application, Ed needs the resolution signed showing the change in fees on new hook-up and bulk water. This resolution was agreed back in May 2023 but never written up and signed. This will be revised and signed and sent over to Ed tomorrow. On a side note, we still don't know how much it is costing the city to pump water every day to include all expenses, but this planning loan will help, which in turn will help future water needs.

Meinrad said the agenda was complete and now he wanted to call an executive session after the meeting to discuss the Sharp Water Agreement.

Rita lastly brought up a resident's dumpster that is blocking the view to pull out onto Hwy 97. Since this is a safety issue, Rita was advised to call The Dalles Disposal, as a council member, and get the dumpster moved as soon as possible.

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

The meeting adjourned at 8:09 PM.

Dated: April 1, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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**Present:** Meinrad Kuettel- Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; Joanne Duarte -Councilmember; Rick Whitaker, Councilmember; Walter Grzeszczyk – Maintenance

**Late arrival (5 Min):** Tom Rolfe, Councilmember

**Absent:** ReeElla von Borstel – Councilmember.

**Guest(s) Present:** Leta Ann Reckmann, Keegan Kock, Charlie Miller

Meinrad Kuettel called the meeting to order at 7:01 PM and led everyone in the Pledge of Allegiance.

**Consent Agenda:**

The agenda was reviewed by the City Council. Rita asked the council about mailing the newsletter to those in town who normally do not get the newsletter because they do not receive a monthly water bill, since important information about the community is in the newsletter. Newsletters need to be posted at the post office and on the website. Sam had a question about the budget committee. Those who were on the committee last year should be called. Motion to approve the agenda Rick, Rita seconded. Passed unanimously.

Meinrad asked if any of the guests wanted to speak. Charlie and Keegan agreed to talk when Walter did his maintenance report about the bulk water fill project.

Minutes from the January 8, Regular City Council Meeting were reviewed by the City Council. Rita motioned to approve the minutes. Bonne seconded. Passed unanimously.

The monthly financial reports were reviewed for January, as well as the new visa credit card report for December and January. Rita moved to accept all financial reports. Bonne seconded. All agreed unanimously.

Mayor Meinrad Kuettel called on Walter Grzeszczyk for his Monthly Maintenance Report. He focused on Charlie and Keegan to see what they wanted to say about work on the upcoming project. They stated that Ree Ella had asked them to come to the meeting. Walter continued with his report and stated that he still needs to buy the cement for the project. The water table was discussed. The early spring start date may be too soon since the water table is still quite high. Walter checked the table before the storms. The council said that water level should be checked every month at both ends. When Walter is ready to start work on the project, he will call Charlie and Keegan. He told them that it was very important that DEQ inspection passes on the first time. Very hard to pass a second time. Walter went on to explain the process that he would like to do regarding this project and stated that there were plans in place. A back flow preventer will also be installed. Most difficult thing about the job is moving the hydrant. The bulk fill will be the same as before but will be metered.

Next issue for Walter was he talked to Bert Perisho about finishing the chipseal project. Walter discussed in detail and said that we are in the loop with Scott Peters and Joe Justesen at ODOT and we

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are the first job this spring. Next, he reported the #2 well water level dropped 20 inches and has remained there for 6 days. Possible that the transducer might be going out, but there is no way to tell at this point. We need to keep an eye on this. Tom asked if anyone within 4-5 miles had put in a new well? There has been a new well put in recently so that could be a possibility could have caused the drop. Lastly, Walter reported purchasing a spray trailer for spraying weeds per last meeting's decision.

**Old Business:**

**SCA Paving grant reimbursement.** Meinrad asked if we could get our reimbursement now for work completed so far. Sam explained that since the project is not complete, we can only ask for 50% which they call an advance. Sam is in the process of doing this. She had questions about how we determine if the project is finished. It was explained in the writing of the grant papers, it talks about first priority and second priority, etc... Meinrad says that we did what we had available to do with the materials on hand and just finished what made sense last fall. Meinrad then said that to finish to project we will do a single lift to the rest of the streets. Grant is approved for 3 lifts for all streets listed. Bert is going to come and walk the streets and prioritize that with us. He said that he will try to give the figures for each of the separate lifts and the length of time to finish. We have the \$44,000 in rock just sitting and waiting to be used. Meinrad pointed out that we can apply for more money next year to do even more streets on our list. If we want to do more this year it will have to be out of the city's pocket. This amount could be as much as \$20,000, he didn't know. We will go as far as we can with the funding, we have available. It sounds like we will drop Sharp Street this time around. Our priority is to finish what we have in town and then do Fourth Street. Walter asked how much we have spent on oil for the paving so far. Sam says that figure was in the ODOT bill, but she couldn't remember the amount. Broken out into labor, oil, and equipment.

**Update on Defibrillators, CPR classes:** Sam says defibrillators are going in of Friday the 9<sup>th</sup> of February. Meinrad will be there to open. Rita wanted to know where they were going to be placed. CPR Classes will be in Moro, Grass Valley, and Wasco on different dates. Grass Valley's class will be April 5<sup>th</sup> Friday at 1pm. There is a sign-up sheet that will be in the post office. Sam will make a note on it to contact city hall to sign up.

**Bulk Fill Water Project update:** This was talked about earlier with Keegan and Charlie in Walter's maintenance report.

**Update about Ordinance Committee:** Meinrad asked about possible times for special meeting. Meinrad feels that wording needs to be refined to implement some of the ordinances because now they are not clear. For example, the building ordinance. We don't seem to have an application process or guidelines set up for a building permit when somebody wants to do a new construction. We need an outline of the process and an application put together that people will use to get them through the whole process. Another goal is to pare down the ordinances. The nuisance ordinances are very wordy and not specific. Meinrad asked who wants to be on the committee to clear up the ordinances? Bonne volunteered and so did Rick and Thomas. The council knows ReeElla wants to volunteer even though she will be out of town until end of March. Keeping the committee small will help with the process. Only a couple of council members had time to go over the 4-city ordinance worksheet in the last month.

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Saturday the 24<sup>th</sup> of February at 9am at the market was the agreed upon time to meet. ReeElla can be there via Zoom.

**Sewer project update:** Representatives from DEQ, Business Oregon, Regional Solutions were at a meeting with Carrie P from MCEDD via Zoom on Tuesday January 27. They shared possible other sources for us in seeing this project through. Their input was very helpful. All the council agreed that we want to push the sewer project through. Waiting for congress to approve the 2 million to start moving forward. Meinrad contacted Merkley's office today and they said that everyone that had funding in that bill needed to wait, but Merkley was confident that the money would be there. Ed hedges from Tenneson was also at the meeting and agreed that we need to not give up on this project. He said he would be willing to help us write other grants for this project. Everything looks positive.

**Sharp easement update.** Meinrad says no updates yet. Meinrad did contact Kristen and she put out another communication to Sharp's lawyer. They continue to get free water during this process per the agreement.

**New business:**

**City Park Upgrades - with possible new grant from OPRD.** Walter says this grant is based on a point structure system with 42 categories. We can do simple things to qualify for more funding. For example, if we tore down the park playground and reused the material (the old redwood that is at the bottom) to make a path going through the park, we would get more points to qualify than if we just tore out the playground. If we added exercise equipment for park goers, and benches for older folks, that would add even more points to qualify. But there is a question about if this is worthwhile pursuing. What about maintenance on these new things? Another way to earn points for funding would be to create community involvement and get community feedback with a questionnaire about the park upgrades. This questionnaire would ask the community if they would be interested in a gazebo or a sheltered picnic area, a walking trail, upgraded restrooms to make it ADA accessible to include the much-needed new doors and locks, etc... This questionnaire can go out in the water statements at the end of the month.

**City Water system upgrades (Lead and Copper project) Grant money available for planning.** Walter inquired about the city's Master Plan that was created back in 2003. The plan seems to be missing. Walter will call Anderson Perry to see if there is a copy.

**Mayor membership in the state mayor association.** The League of Oregon Cities sent letter to our mayor to be a part of the State Mayor Association. Cost is \$100. Rita made a motion to register to be a member. Joann seconded. All agreed.

**Park maintenance-tree trimming and weed growth in the ditch behind the park.** Meinrad wanted to know if we wanted to tackle this project now and do we want to use grant money? Walter pointed out tying in the safety factor for the tree removal with the OPRD grant. The ditch, on the other hand, is full of weeds and plant life and really should be dealt with before winter is over. Rick thought we could just burn the ditch out. Amanda Whitman from the Soil and Water District was opposed to burning out the



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ditches when she inspected last time because of the natural grasses that grow there. But it was pointed out as being a fire hazard with the invasive cat tails which are very combustible and put the city at risk of spreading fire. The CiS Wildfire grant might provide maintenance funds for the ditch clearing. Meinrad explained that he burned the ditch on his property and then maintained the growth and only native grasses had come back. This could be done here at the park as well. If we get Amanda back to talk about this, we could then possibly go forward.

**Insurance Bond** for administrator's office. Do we want to insure the position of administrator or the individual who is working in the office? The cost either way is \$175/ year for \$50,000 coverage. Rick motioned to get insurance bond for the position rather than a specific individual, Rita seconded. All in favor.

**Late paying residents.** Firstly, Sam says last month's customer issue with late payment was resolved and paid in full. This month Sam sent out four letters in the statement asking for late payment to be paid in full. Joann stated that red tags should be placed at the resident's homes 48 hours before water turn off. The council agreed that the red tags will be placed 2 days before the end of the month.

**Burning Ordinance-** Resident complaining of health issues with regards to someone burning plastics or tires in their trash. The burn ordinance says that you cannot burn certain things. The council said to use a 2-step process to deal with the complaint. Letter informing resident, and if that doesn't work a second letter with a warning. Rick who works for So Sherman Fire says that a complaining resident can call them to check out any fire that might be illegal. They have the authority to fine someone and or to call the sheriff's dept. Residents can also call 911 directly if they want to, with this type of issue.

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

The meeting adjourned at 8:23 PM.

Dated: March 4, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator

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**Present:** Rita Wilson – Council President; Samantha Allen – City Administrator; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember; Joanne Duarte -Councilmember; Walter Grzeszczyk – Maintenance

**Late arrival (5 Min):** Tom Rolfe, Councilmember

**Absent:** Meinrad Kuettel, Mayor; Rick Whitaker, Councilmember

**Guest(s) Present:** Leta Ann Reckmann, Candace Austin

Rita Wilson called the meeting to order at 7:00 PM and led everyone in the Pledge of Allegiance.

**Consent Agenda:**

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

Minutes from the December 4, Regular City Council Meeting were reviewed by the City Council. Ree Ella motioned to adopt the Minutes as written. Bonne seconded. Passed unanimously. Special Meeting Minutes from December 11 were reviewed by the City Council. Bonne motioned to adopt the Minutes as written. Ree Ella seconded. Passed unanimously.

The monthly financial reports were reviewed for December. ReeElla moved that we submit what we have for reimbursement to the SCA grant, and to accept the November financial reports. Bonne seconded. All agreed unanimously.

Rita asked if any guests present wanted to speak. All guests said no.

Council President Rita Wilson called on Walter Grzeszczyk for his Monthly Maintenance Report. He would like to buy a new weed sprayer. He said he wanted a tow behind sprayer as opposed to a backpack sprayer. Ree Ella brought up that the county should be doing this, but it was argued by many that it is hard to get the county to come out on a regular basis. An example on the need for our own sprayer is the thistle in the park that needs to be sprayed many times to kill off. Ree Ella moved to allow Walter to buy a sprayer with a trailer, maximum price of \$600. Bonne seconded. All agreed unanimously.

Walter's next topic was about the gravel that was delivered for the paving project due to be completed next spring. He asked if he could use some of the larger gravel to fill holes in the various roads as needed. He was concerned about how much to use without there being a shortage. ReeElla said to use common sense and go ahead and use some of it. Next, he mentioned that he rebuilt the light fixtures in the city office putting in new fixture ends and new halogen bulbs. He then brought up an email from OPRD and said that they doubled the amount of the grant that they offer to cities for parks. He wanted to purchase a back flow preventer and a meter for the water line going to the park which would cost about \$4000. The grant could also cover a new playground and new irrigation system which needs replacing very soon. He also added that the CXTs (bathrooms) could be replaced with new ones. And

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perhaps Walter then added two hundred yards of topsoil to even out the grass area and take out the last of the very large trees and replace them with new ones. ReeElla said we should ask for \$100,000 for all these items discussed. Many people enjoy the park as they pass through. Walter said he needed to put some hours into applying for this grant. ReeElla stated that the time should not go over 10 hours without council consent.

**Old Business:**

Update about Ordinance Committee: Only a couple of council members had time to go over the 4-city ordinance worksheet in the last month. They talked about many changes that they felt should be addressed. For example, the ordinances about cargo containers, trees, bushes and dumpsters that block the view when turning out onto highway 97. Residential area measurements were also questioned and not fully understood. Junk, abandoned vehicles, old vehicles, cruelty to animals. Mobile homes. The ordinance about noise in section 27 was read out loud by Rita. There were questions about clarity on this. A letter was sent recently to a resident about noise. There is nothing in our ordinances about trucks that park and idle all night. Rita then asked about the dog barking issue recently. Has it settled down? Last month the issue was put in the newsletter. What is the recourse for the ordinance violations. We need to have fines as well as warning letters. Rita informed the council that there are steps already written in the ordinances about this, which does include warning letters and fines. Bonne stated there is a lot to discuss here and perhaps we need a special meeting to do so, and to talk about all this when Meinrad is present. Dinner and Pizzas could be served, offered Bonne. The council wanted to table this ordinance subject for now. Subject was then ended.

Update on Defibrillators, CPR classes and Fire Extinguishers: Dana says EMS just received the grant for the defibrillators, and they can be installed soon. She will be sending out a schedule for CPR classes too. Purchasing fire extinguishers are about ½ the price of getting the inspectors to come out and certify and/or replace them. Walter will go ahead and buy them.

Bulk Fill Water Project update: Walter talked to Charlie Miller. He didn't feel that Charlie knew how to do this kind of work keeping the lines clean. He just doesn't know about the process like Walter says he knows. Walter agreed to head up the project. Ree Ella reported that she talked to Keegan Kock and he says that both he and Charlie can help Walter whenever he is ready to start. This will be in the spring.

Implementing oversight of accounting practices update. This is already being done but Sam needs to put it in writing for the auditors. Sam will get this done.

Update on findings for the 2024 water line upgrade (Copper and Lead Project). Walter says he has been thinking about it and realizes we will not get this done by the deadline of Oct 2024. But if we have a plan by then that will be better than doing nothing.

Sharp easement update. Meinrad not here to tell of anything new.

City of Grass Valley  
Regular City Council Meeting Minutes  
January 8, 2024, 2023 7:00 PM  
Grass Valley Market Annex  
Minutes

**New business:**

Dan Meader at Tennison Engineering. Email and maps enclosed documents handed out this evening. He is concerned about a homeowner in town using 3 lots for building one home. Ree Ella and others think that the homeowner can do what they want with their property because we are a small town, and we like it this way. Sam will let Dan know that we are not concerned about this issue at this time, so there will be no change to our ordinances.

SCA Paving grant reimbursement. The last invoice has been paid. all the work completed so far on this project. Sam will investigate how to get reimbursement on the \$84,600 already paid by the city. The project is only partially done and will continue in the spring.

How to allocate Sherman County SIP check of \$100k. Discussion revolved around allocating the funds for the (Lead and Copper) pipe water project. Perhaps \$80,000 for the lead and copper water project and \$20,000 for finishing the paving project. Notes: Sam will look at allocation from last year. She can also collect the data on funds needed to finish the paving project beyond the \$100,000 that we got from the SCA grant.

Dog nuisance problem: Sam asked if we could go ahead and send a letter to each dog owner with the problem dogs. Everyone agreed that it should be done right away, the first letter is just a warning. Sam will get this done right away.

New resident not paying for water service. First statement was sent to the customer 1 ½ months ago which included the deposit required. How is this situation handled? Customer has been called and said they are willing to pay but never has. The council agreed that they would have 30 days and then their water service would be turned off. A red tag will be put on the door of the building along with another statement and shut off letter.

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

The meeting adjourned at 8:07 PM.

Dated: February 5, 2024

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator