

City of Grass Valley
Regular City Council Meeting Minutes
November 3, 2025, 7:00 PM
Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember via Zoom; Tom Rolfe, Councilmember; Everett Carson, Councilmember.

Absent: Joann Duarte, Councilmember

Guests Present: Ed Hodges (Curran McLeod Engineering) via Zoom; Jessica Johnston (GV PW Assistant); Jamey Orsborn; Sean Orsborn.

1.0 CALL TO ORDER

Mayor Christian Ayles called the meeting to order at 7:00 PM.

1.1 PLEDGE OF ALLEGIANCE

Pledge was recited by all present.

1.2 APPROVAL OF AGENDA

Mayor Ayles proposed amending the agenda to:

- Swap items 5.4 and 5.6 for topic flow.
- Move item 5.9 (Hiring Policy & Council Meeting Agenda Request Policy) to the next regular meeting.

Motion: Approve agenda as amended. By: Tom Rolfe | Second: Rita Wilson | Vote: All in favor.

2.0 CONSENT AGENDA

2.1 APPROVAL OF MINUTES — Regular & Special Meetings, October 2025

Motion: Approve October minutes. By: Ree Ella | Second: Joann | Vote: All in favor.

2.2 FINANCIAL REPORTS — October 2025

Council reviewed the report; no questions raised.

Motion: Approve October financials as presented. By: Rita | Second: Tom | Vote: All in favor.

2.3 MAINTENANCE REPORT — Walter (Read by Jessica)

Written report was submitted. Walter remains on leave.

Jessica Johnson was introduced as the new Public Works employee.

Operations completed included hydrant flushing and pressure readings, wind/debris cleanup, sediment removal from meter boxes, and continued meter clean-up.

2.4 PAST-DUE WATER ACCOUNTS

Six delinquency notices are scheduled for mailing; overall payments are improving.

One severely delinquent account requires outreach; staff will research assistance options at the courthouse and/ or MCCAC.

Council expressed preference to avoid shutoffs when hardship exists; standard notice procedure will continue with assistance options explored.

3.0 PUBLIC COMMENT ON AGENDA ITEMS (3 MINUTES PER PERSON)

No public comment.

4.0 OLD BUSINESS

4.1 RV PERMIT UPDATE — Draft Application Review

Administrator Sam reported the draft permit was sent to the City Planner (Jamie). Planner suggested possibly using the existing land use form with notation for RV use; dedicated RV permit still under review.

No action taken.

4.2 GRANT FUNDS — ZONING ORDINANCE REVISIONS

The City has received housing grant funding to support zoning code updates. A coordination meeting will be scheduled with staff and the planner. Estimated cost discussed (~\$45,000); final grant scope pending.
No action.

4.3 CROSS-CONNECTION COMPLIANCE — FOLLOW-UP

Three properties remain out of compliance; two have submitted plans; one remains unresponsive. Council reaffirmed prior direction: issue 30-day notice, then 5-day red notice, then shutoff if still noncompliant.

Staff will notify City Attorney of planned red notice and request:

- a. Liability analysis
- b. Enforcement recommendations (hearings officer, etc.)

Operator-in-Charge authority and OAR 333-061 support disconnection for system safety.

Action: Staff to send red notice and contact attorney when proper time has elapsed.

4.4 ADMINISTRATOR HOURS UPDATE

Administrator Sam reported working approximately 27 hours/week over the past month.

Requested continuation of up to 30 hours/week through April 1, 2026.

Council consensus to continue current authorization. **No new motion.**

5.0 NEW BUSINESS

5.1 WATER MASTER PLAN REPORT — ED HODGES (CURRAN MCLEOD)

Ed Hodges provided an overview of the City's water system based on current draft findings for the Water Master Plan.

System Overview

- The City's wells, storage tank capacity, and pump station—including pumping capacity, motor control centers, and the pump house—are all in generally good condition. The City has two wells that can produce continuously, and the system is limited primarily by pump capacity.
- Routine maintenance and minor adjustments are recommended.
- Distribution lines vary in age and condition; phased replacement and upgrades are recommended.
- Estimated water loss is approximately 25%. Ed noted the City should plan for gradual system upgrades with the long-term goal of reducing water losses to around 10%.

Issues Noted During the Hemp Fire

- The east side of town experienced reduced water flow during the Hemp Fire, likely due to aging or inadequate piping. This area was never upgraded when the west side was replaced in the early 2000s. Unknown conditions in older valves may also be contributing.
- Required fire flow is 1,000 gallons per minute (gpm). The highest flow achieved during the fire was approximately 600 gpm.

Demand & Water Usage Patterns

- Summer water use is approximately four times higher than winter use. Because the City uses a flat-rate billing system rather than meters, consumption is not tied to usage and large users do not pay proportionately.
- Ed noted that meter-based billing would typically reduce overall water consumption over time, especially during summer peak months.
- The existing 220,000-gallon reservoir is adequate for fire protection, but summer demand may reduce available volume. A past major leak on the north side of town (repaired after the Hemp Fire) resulted in the loss of millions of gallons and likely worsened flow issues for that fire.

Flow Testing

- Public Works recently tested hydrants using a diffuser and recorded pressure and flow readings on many hydrants.
- Ed requested that those results be provided to him so he can incorporate them into the Water Master Plan.

Recommended Improvements (Estimated Cost: ~\$450,000)

1. **Mill Street Water Main Replacement** (Church St. → Union St.), approx. 1,300 ft — estimated \$170,000.
 - This is the highest-priority project.
 - The City is already on the 2025–27 Capital Funding List for potential financial assistance on this.
2. **Water Meter Purchases & Gradual Meter Replacement** — cost TBD.
3. **System Telemetry / SCADA Installation**, estimated \$60,000.
 - Automated monitoring system for wells, pump station, and reservoir level.
 - Cellular-based system that improves efficiency for operational staff and allows monitoring from anywhere in town.

Action

Council and Public Works will review the draft Water Master Plan and submit comments or questions to Ed before the next meeting.

5.2 SEWER PROJECT PLANNING — BRIEF UPDATE FROM ED HODGES

Ed Hodges provided an update on the ongoing sewer planning study. A written summary was included in the meeting handouts.

Current Study Status

- The study includes six to seven major components. Work to date has focused primarily on planning and data gathering.
- Consultants are collecting information on the condition and performance of existing septic systems in Grass Valley. Service providers have been contacted to gather records and identify common issues affecting the community septic issues.
- A field survey for Grass Valley residents is scheduled to occur within the next month to obtain additional septic information.

Environmental Review Requirements

If the project proceeds, an environmental assessment will be required. A qualified consultant will evaluate:

- Wetland impacts
- Floodplain impacts
- SHPO/archaeological considerations
- Other environmental and cultural-resource requirements

Technical & Administrative Progress

- High-resolution LiDAR mapping of the city and the proposed sewer system layout has been completed. Final data products are expected by the December 1 meeting. This mapping will be useful not only for sewer planning but for other City projects.
- Engineering Administrative coordination has continued with all relevant funding partners, including DEQ's Clean Water State Revolving Fund (CWSRF), Congressional Directed Spending Program, USDA Rural Development, and additional potential funding avenues.
- Permit pathways for a potential wastewater system have been reviewed preliminarily.

Funding Outlook

- Current estimates suggest a 40–60% likelihood that a full wastewater system may *not* be fundable; additional clarification is expected within the next 1–2 months.
- More public meetings are anticipated in early 2026. Community sentiment may remain mixed.

Additional Notes

- Ed will provide the ACS dataset requested by Councilor Carson for review of potential CDBG eligibility.
- Ed confirmed he will attend the next Council meeting to provide further updates.

No Council action required at this time.

5.3 FLAG REPAIR RESPONSIBILITIES

Postponed to next meeting at volunteer's request.

5.4 STRATEGIC PLAN FOR THE CITY

Discussion on measurable goals, enforcement follow-through, and safety improvements.

LOC strategic planning training available Nov. 17 (Zoom).

Motion: Authorize Mayor Ayles to attend and report back.

By: Ree Ella | Second: Tom | Vote: All in favor.

Possible funding assistance contacts noted (Brittany Dark; Planner Jamie).

5.5 POLICIES, RULES, AND PROCEDURES REVIEW

Packet distributed.

Tabled to next meeting; staff will resend auditor excerpts to Councilor Carson.

5.6 TRACKING CITY PROGRESS

(Handled earlier under item 5.4.)

5.7 WASCO ELECTRIC — LIGHTING & FENCE COMPLAINTS

Lighting issue near RV park appears resolved.

Staff and planner checking barbed-wire compliance and confirmed adjacent pasture gap was corrected.

No action.

5.8 ADOPTION OF AUDITOR-REQUIRED POLICIES TABLED WITH ITEM 5.5.

5.9 HIRING POLICY & AGENDA REQUEST POLICY_Moved to next meeting per amended agenda.

6.0 PUBLIC COMMENT (NON-AGENDA ITEMS)

Bulk Fill Station — Countywide Mailer

Clarified that users must apply at City Hall for access code and pay city rates; Fire District's "donation" language is separate.

Action: Post signage on exterior of bulk fill building with application info and rates.

Prior reimbursement from Fire District (~\$6,500) was recorded under Misc. Income.

Accounts Payable — Max Nogle Dinner Auction Items

Motion: Approve payment of \$5,600 for auction purchases (gun safe, BBQ, other items).

By: Tom | Second: Bonnie | Vote: All in favor.

4-H Project Animal Request — Pigs in City Limits

Letter requesting two pigs (April–August 2026) for Sherman County Fair.

Motion: Approve under city's special permission process, with standard care/sanitation/containment requirements; removal by Aug. 19, 2026.

By: Tom | Second: Rita | Vote: All in favor.

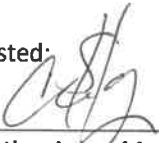
Action: Clerk to issue written approval.

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7.0 MEETING ADJOURNMENT

Motion: Adjourn. By: Ree Ella | Second: Rita | Vote: All in favor.
Meeting adjourned at 8:40 PM.

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

CITY OF GRASS VALLEY
Special Meeting Minutes
Legislative Hearing
October 14, 2025 — 7:00 PM
Held via Online Platform (Zoom)

1.0 CALL TO ORDER

1.1 Roll Call:

Present: Christian Ayles, Mayor; Rita Wilson, Council President; Bonne Whitley, Councilmember; Tom Rolfe, Councilmember; Joann Duarte, Councilmember; Everett Carson, Councilmember; Jaime Crawford, City Planner;

Public to testify present: Colin & Lurel Smith

Absent: Ree Ella von Borstel

1.2 Quorum Present via Zoom

2.0 OPENING REMARKS

2.1 Purpose of Legislative Hearing: To consider a Zoning/Development Code text amendment allowing Temporary Residences in residential and residential agriculture zones by administrative Conditional Use Permit (CUP). The mayor read key items in the written ordinance 2025-004

2.2 Hearing procedures and public testimony rules via virtual participation were read into the record.

3.0 PUBLIC HEARING ITEM

An ordinance Amending the City's Zoning Ordinance No. 120 to include a new definition of "Temporary Use" and establish criteria for permitting temporary residences under certain circumstances.

-STAFF PRESENTATION (Staff Report) – Jaime Crawford, Bell Design Co.

Planner presented the ordinance/text amendment to add "Temporary Residences" as a conditional use with administrative approval (signed by the City Administrator), with permit updates reported to Council at next meeting time.

Key elements:

What counts as a "Temporary Residence": modular, manufactured home, or RV.

Eligible situations:

- **During home construction**—must be the **owner-occupant**, on the **same lot** as the active building or manufactured home placement permit.
- **Caregiver housing**—intended to support a relative needing higher-level care; **medical documentation** required; (staff to confirm clarity that hired caregivers are included per ordinance language).
- **Seasonal workers**—discretionary case-by-case review.
- **Public facilities & services:** Connection to city water and adequate sewer/wastewater solution is required, with flexibility for unique, engineered solutions; verification by the City Public Works Manager.
- **14-day mailed notice** to property owners **within 200 ft**; written comments accepted.
- **Time limits:** Removal timelines after occupancy or after caregiving included in ordinance.

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- **Findings:** Consistent with the **Comprehensive Plan, Statewide Planning Goals**, the **Transportation Planning Rule**, and applicable ORS/OARs; limited system impacts due to the temporary nature; explicit **no dumping/code** compliance expectations.
- **Recommendation: Adopt** the ordinance as presented.

-QUESTIONS FROM COUNCIL

Emergency clause: Clarified as an **effective-date tool** (removes the usual 30-day lag to allow immediate compliance/permitting); requires a **unanimous vote** under the City Charter and proper advance publication/notice (completed).

-PUBLIC TESTIMONY

- **Colin & Laurel Smith (404 NW Third St):** Described current on-site trailer use during replacement of an existing manufactured home with a new manufactured home; trailer winterized and primarily on power, presently tied to existing **septic on family owned property**; They asked whether parents could later live in a trailer on an adjacent parcel while they will be placing a new manufactured home. Parents will own the home and not the property. **Staff response:** Intent of code would allow occupancy by intended residents during construction; **application form will capture both “Applicant” and “Property Owner.”**

Motion to close the public portion of the hearing: **Rita; Second: Tom. Vote: Unanimous Aye.**

Motion to open deliberations: **Tom; Second: Rita. Vote: Unanimous Aye.**

-COUNCIL DISCUSSION:

- **Everett** questioned the **emergency clause** and suggested **review/sunset** concepts to avoid unenforceable accumulation. Staff explained the emergency clause only accelerates the **effective date**; adoption path complied with Charter requirements (publication/notice; unanimous vote needed).
- Discussion affirmed long-standing **prohibition on living in RVs** within city limits and the need for a clear **temporary permitting path** for construction/caregiver/seasonal scenarios.
- **Compliance & enforcement:** Violations handled through development code processes (notice, fees, enforcement letters); planning staff gives permits; on-site compliance may involve coordinated code enforcement.
- **General consensus:** Intent is sound; wording of “emergency” feels awkward but is the legal term tied to effective date.
- **Findings & Decision:** Council confirmed it had **sufficient information** to decide.

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-COUNCIL ACTION

Joann motioned to adopt the Ordinance/Text Amendment as presented (Temporary Residences by administrative CUP, with emergency clause): **Second: Tom. Vote: Unanimous Aye. Motion passes.**

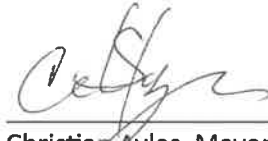
-IMPLEMENTATION/NEXT STEPS

- Staff to coordinate with **planner (Jaime)** to finalize the ordinance, **obtain signatures**, and **implement permitting** immediately.
- Application form to include fields for **Applicant** and **Property Owner**.
- Staff to include **CUP updates** in regular reports to Council.

4.0 ADJOURNMENT

Motion to adjourn: Bonnie; Second: Rita. Vote: Unanimous Aye. Meeting adjourned.

Next Regular Meeting: Monday, November 3, 2025.



Christian Ayles, Mayor

Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
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Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Everett Carson, Councilmember. Joann Duarte, Councilmember via phone

Guests present: Leta Ann Reckmann, Roger Whitley

1.0 CALL TO ORDER

1.1 Mayor Christian Ayles called the meeting to order at 7:01 PM and led the Pledge of Allegiance.

1.2 Approval of Agenda

Approve agenda as presented. By: Ree Ella | Second: Rita | Vote: All in favor.

2.0 CONSENT AGENDA

2.1 APPROVAL OF MINUTES- September 2025 (Regular & Executive Session) Council had no corrections. **Motion:** Approve minutes as presented. **By:** Ree Ella | **Second:** Bonne | **Vote:** All in favor. (One abstention noted due to absence at prior meeting)

2.2 FINANCIAL REPORTS – September 2025. Council discussed clarity of Profit & Loss snapshots and prior-period comparisons. Members requested inclusion of a previous-period P&L for easier month-to-month trend review. Staff and Council reviewed major variances, including grant receipts (e.g., a \$11,500 Water Master Plan reimbursement and a separate \$100,000 prior gift), interest income, and bank balances (such as a higher-yield LGIP-type account). **Action:** City Administrator will provide future P&L and meet with interested councilmembers to walk through report structure.

Motion: Approve financials as presented. **By:** Rita | **Second:** Ree Ella | **Vote:** All in favor.

2.3 MAINTENANCE REPORT: Walter

- **Cross-Connection Survey Update:** one-third filled out and returned; some incomplete. “Two of three known non-compliant properties responded, indicating intent to comply ‘when convenient.’” Walter emphasized immediate safety expectations for backflow/cross-connection issues.
 - **Enforcement Direction:** Council discussion favored direct letters (not newsletter) to known non-compliant properties, with a 30-day compliance deadline and notice of possible water shut-off for continued non-compliance; follow-up notice before shut-off recommended.
 - **Action:** City to issue compliance letters (30-day deadline to give a plan of action to the city; enforcement steps stated in the letter).
- **Master Control Panel:** Recent parts replacement resolved issues; power outage test passed; Monday alarm checks normal.
- **New Hire:** Jessica Johnston (Maintenance Assistant, temporary up to 6 months). First training day went well; she shows mechanical aptitude and initiative.
- **Street Signs:** Many of the brackets are cast aluminum and seized; several street signs/stop signs are faded and mounted too low to current standards.

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- **Action:** Traffic Safety Committee could inventory and prioritize a replacement sign list and look into possible help with funding (grant); or do only a small amount at a time (e.g., 10 signs at a time), considering cost escalation for poles and hardware.
- **City Monument Sign:** No field progress; welding approach reconsidered. City staff to coordinate a plan (bolted vs. weld approach) and schedule next steps.

2.4 PAST DUE WATER ACCOUNTS

- **Status:** 5 past-due notices sent this cycle (earlier-than-usual billing date may have contributed). One red-tag case was contacted and assured payment (he is out of state).
“Water hookups: 92 active billable water accounts (~102 total service connections); some inactive/owner accounts remain”

3.0 PUBLIC COMMENT (AGENDA ITEMS) No comments offered.

4.0 OLD BUSINESS

4.1 INCOME SURVEY UPDATE – RCAC OVERVIEW

- RCAC report indicates insufficient returned surveys to validate LMI eligibility; Census data keeps the City above the low-income threshold; block grant route not available via the failed survey.
- Engineer (Ed Hodges) is exploring alternative funding avenues and will report at next month's meeting.

4.2 WATER HOOKUP DISPUTE – Legal Counsel Analysis / Letter

- City received the attorney's detailed factual chronology and legal analysis (summarized orally). Key conclusion: burden is likely on the property owner to prove the \$1,000 hookup fee applies to the second property rather than the first.
- **Action:** Mayor to issue attorney approved letter to the resident via Certified Mail; councilmembers to receive the full analysis and letter via email.
- Note: Water Operator stated no formal service application has been submitted for the second property.

4.3 HEMP PROPERTY EASEMENT UPDATE

- Owner Ted Swindell is amenable to providing an easement but would like to be present during any exploratory digging. City Planner Jaime Crawford to formalize easement language; exact alignment on city line still unknown and city vault access is still needed.
- **Actions:**
 - Coordinate field locates/exploratory digs with owner present.
 - Prepare easement legal description and bring document to Council for approval; to be recorded with the property deed.

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4.4 COMMITTEE UPDATES

- **Parks Committee:** No meeting held yet.
- **Direction:** Committees should keep attendance and write brief notes/memos of discussions and goals/timelines for accountability and public transparency.

5.0 NEW BUSINESS

5.1 PLANNING GRANT NEWS/ TECHNICAL ASSISTANCE GRANT RESOLUTION CHANGE

- City awarded the Housing Planning Grant (amount pending; request was \$45,000 for zoning code update).
- **Action:** Work will not begin until the grant agreement is executed; staff will circulate the award letter to the council..

5.2 TEMPORARY RV AMENDMENT- PUBLIC HEARING

- Hearing set for Tuesday, October 14, 2025 at 7:00 PM (Zoom). Link is in Council packet and will be posted on the website and at the Post Office.
- Ordinance draft prepared by Planner; adoption timing per statutory process.
- **Action:** Upon adoption, Staff will issue a citywide notice about new RV Amendment in water statements next month. Applications to be available at City Hall or online at our website after the announcement.

5.3 MAINTENANCE ASSISTANT (NEW HIRE)

- Jessica Johnston hired as temporary (up to 6 months) Maintenance Assistant. Prior posting received two applicants. Discussion on “emergency hire” process and policy.

5.4 UPDATED MAYOR/COUNCIL/STAFF CONTACT SHEET

- Council reviewed and corrected contact details.
- **Action:** Sam to email the updated sheet to Council.

5.5 NEW ACCOUNTING POLICIES REQUIRED BY AUDITOR

- Drafts prepared and distributed late; Council requested more time to read.
- **Action:** Administrator to request an extension from the auditor and bring policies for formal adoption at the next meeting.

5.6 MAYOR STIPEND/ADDITIONAL PAY EXPECTATIONS (Discussion)

- Council discussed the mayor's stipend and past provisions allowing additional hourly pay for defined work beyond a normal mayor's scope of work during the week.
- **Consensus:** Revisit the policy language at a future meeting to add limits with approvals and align with budget realities, while preserving flexibility for legitimate extra work.

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Added to the Agenda

5.7 CITY ADMINISTRATOR HOURS (*Temporary Increase*):

- Increase Administrator hours to 30 hours/week for October 2025, to be revisited at the November regular meeting.

Motion: Approve more hours for the administrator for the month of October. **By:** Ree Ella | **Second:** Rita | **Vote:** All in favor. **Note:** The office maintains two public service days, and an additional “office-closed” administrative day is encouraged for focused work.

6.0 PUBLIC COMMENT (*Non-Agenda Items*)

- **Joann:** 2026 Easter Egg Hunt scheduled for March 28; a grant application is pending (update to follow). Coordination for prop repair/repaint offered by Walter.
- **Agenda Requests Procedure:** Public may request items via email/office or raise during public comment for future agendas; no formal request form currently.
 - **Action:** Consider a simple agenda request policy/form at a future meeting.

7.0 ADJOURNMENT

Motion: Adjourn. **By:** Rita | **Second:** Ree Elle **Vote:** All in favor.

Adjourned: 8:40 pm

Next Meeting Date: November 3, 2025

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
September 8, 2025, 7:00 PM
Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; and newly appointed Everett Carson, Councilmember.

Absent: Joann Duarte, Councilmember

Guests Present: Jaime Crawford (via Zoom), Meinrad Kuettel, Safety Committee Chair; Leta Ann Reckman, community member.

1.0 Call to Order

1.1 Mayor Christian Ayles called the meeting to order at 7:00 PM and led the Pledge of Allegiance.
**The Mayor announced that Council would enter Executive Session under ORS 192.660(2)(e) (Real Property Transactions), ORS 192.660(2)(h) (Legal Counsel), and ORS 192.660(2)(i) (Personnel Matters). Following the Executive Session, the regular meeting was reconvened.*

1.2 Approval of Agenda: **By:** Tom | **Second:** Ree Ella | **Vote:** All in favor.

2.0 Consent Agenda

2.1 Approval of August 2025 Regular Meeting Minutes: **By:** Bonne | **Second:** Tom | **Vote:** All in favor.

2.2 Approval of August Financial Reports: Ree Ella questioned the \$1,000 payment for septic removal at the park. **By:** Ree Ella | **Second:** Bonne | **Vote:** All in favor.

2.3 Maintenance Report — Walter

- Reported issues with **pump house control panel** caused by heat and aging parts. Two recent failures were repaired. Discussion on need for preventive maintenance and possible full panel shutdown with engineers present.
- Update on **backflow prevention**: one non-compliant property on Sharp Street has purchased and installed a device (receipt provided). Three properties remain non-compliant.
- **Staffing needs:** Walter suggested hiring a student (work study or part-time) for 5–10 hrs/week to assist with maintenance. Council agreed to draft a job description and consider approval at a future meeting.
- **Cemetery:** Grounds in good condition for recent funerals; gopher holes remain a challenge.

2.4 Past Due Water Accounts

- City Administrator reported four letters sent. Two residents have responded; one paid, one scheduled to pay.

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3.0 Public Comment

3.1 No comments offered on agenda items.

4.0 Old Business

4.1 Income Survey Update — Door-to-Door Results

- Despite additional canvassing, still 13 households short. Council agreed the survey effort has been exhausted.
- Direction: Request RCAC to compile current data for city records, even if inconclusive, and close out contract. Explore alternative funding options with Ed Hodges.

4.2 Water Hookup Dispute — Letter from Michael Bichler

- Council acknowledged receipt. No discussion.

4.3 Committee Updates — Park & Safety

- **Safety Committee:**
 - Speed camera data received; meeting to be scheduled with Heidi, the Mayor, and the Administrator.
 - Concerns raised over **blocked intersections** and other ordinance violations (trailers, abandoned vehicles (Fire Department), fire hazards). Council directed letters be drafted citing ordinances, with opportunity to comply before formal enforcement.
 - Fire safety concerns regarding Schilling property (2 lots). All violation letters sent to Schilling properties were returned. Council discussed liens if cleanup is not performed.
 - Reports of loose chickens and increasing cat population. Council directed a general letter or newspaper post reminding citizens of ordinances requiring animals to be contained.
- **Park Committee Update:** Ree Ella reported having three members and they are researching playground equipment options and other park upgrades. Targeting under \$100,000 for grant application. A park committee meeting to be scheduled.
- **Pavilion Committee Update:** Updates requested during committee reports for the pavilion going forward. Rita reported that a Chamber of Commerce meeting is scheduled at the pavilion during the October 11th Farmers Market.

5.0 New Business

5.1 Oath of Office — Everett Carson

- Everett Carson sworn in as City Councilmember.

5.2 Temporary RV Amendment — Jaime Crawford (via Zoom)

- Proposal: Legislative amendment to allow temporary RV use for residents during home construction or family medical need.
- Council discussion: Agreed administrative permits may be handled by planning staff, but City Council to be notified of approvals.
- Special legislative hearing via Zoom scheduled **October 14, 2025 at 7:00 PM**. Draft ordinance language to be circulated in advance to council.

5.3 Water Master Plan Update & SIPP Grant Reimbursement

- Curran-McLeod invoices received; reimbursements requested through SIPP grant. Council agreed invoices will not be paid until grant funds received and documents delivered.

5.4 Cross-Connection Survey / Ordinance Violation Letters

- Surveys included with water bills mailed September 4; responses being collected.
- Non-compliant properties to receive violation letter.
- Draft **Citizen Complaint Form** presented; Council supported moving forward after legal review. Form will be made available online and at City Hall.

5.5 Technical Assistance Grant (Due October 10)

- Council authorized application in case earlier (August 4) technical assistance grant for updating our zoning ordinances is not awarded.
- **By:** Ree Ella | **Second:** Tom | **Vote:** All in favor.

5.6 Proposed Change to City Staff Hours — Sam

- Administrator requested to return to Monday–Tuesday, 9 AM–4 PM office hours. Council approved, pending public posting of hours.

5.7 Schedule Fall City Clean-Up Day

- Date set: **Saturday, October 4, 2025, 9 AM – 1 PM**.
- Volunteer schedule established (Councilmembers to cover shifts).

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- Notices to be included with water bills, posted locally, and shared on city Facebook page.
- Discussion on ongoing issues at recycling center: dumping of trash in cardboard bins. New signage (ORS dumping fine) to be installed.

6.0 Public Comment on Non-Agenda Items

- Concerns raised about absentee Councilmember participation.
- The Charter was reviewed, confirming that a councilmember must be a resident for one year before and one year after election, with permanent residence maintained.
- Council discussed possible future reduction from 6 to 4 councilmembers to reflect city size and participation levels.

7.0 Adjournment

By: Tom | **Second:** Rita | **Vote:** All in favor.

Meeting adjourned at 8:37 PM.

Next Regular Meeting: October 6, 2025 — 7:00 PM, Grass Valley Market Annex

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

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Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Joann Duarte, Councilmember via phone.

Guests Present:

Stacie Bird replacing Brittany Dark, Frontier Chamber of Commerce; Michelle Colby, MCEDD; Yancy Fall, resident; Everett Carson, resident; Sean Orsborn, resident; Leta Ann Reckmann, resident; Michael Bichler, resident; Julie Clodfelter, resident.

1.0 Call to Order

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

2.0 Speaker to Present- Stacie Bird from Frontier Chamber of Commerce

3.0 Consent Agenda Mayor called to review the Agenda, **Motion to accept the Agenda as presented:** by Rita | **Second:** Ree Ella | **Vote:** all in favor.

3.1 Approval of Minutes Council approved the July regular and executive meeting minutes. **Motion:** Approve minutes as presented. **By:** Rita | **Second:** Tom | **Vote:** All in favor.

3.2 Financial Reports – July **Motion:** Approve financials as presented.
By: Ree Ella | **Second:** Bonne | **Vote:** All in favor.

3.3 Maintenance Report – Walter

- **Need to enforce Backflow Cross-Connection.**
 - State and federal law require compliance with backflow prevention and cross-connection control regulations.
 - Four properties have been identified as non-compliant by Walter (no double-check devices installed).
 - Official legal notices could be sent with possible water shut-off for non-compliance after receiving the notice.
 - Citywide water use survey is being developed to identify cross-connection hazards (sprinklers, irrigation, pools, etc.). Survey will require resident signatures and undergo city legal review.
- **Water Metering and Master Plan**
 - Amy Levenhagen from Curran-McLeod visited earlier in the day.
 - She will prepare a formal report for the City for the Master Water Plan.
 - Walt emphasized the need for future water metering.
- **Boswell Property – Fence and Creek**
 - Debris and fencing material had been pushed down into the creek at the Boswell property.

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- Walter discussed the matter with the property owner during a site visit.
- The owner acknowledged the issue and agreed to assist with cleanup.

3.4 Past-Due Water Accounts

- Three past-due letters are going out this cycle.
- Many habitual late payers are now paying regularly.
- Council is encouraged by the continued improvement from the previous month.

4.0 Old Business

4.1 Income Survey Update

- Door-to-door survey scheduled for Saturday, August 9.
- RCAC staff assisting Sam and Meinradd.
- 49 surveys complete; ~30 still needed.

4.2 Clint Moore Property Update

- City attorney approved the letter sent to the previous owner regarding the water hookup.
- Refund check was issued to former owner, Michael Bichler with the letter; payment from Clint Moore has been deposited.
- Water hookup for the Moore property may now proceed.

4.3 Ordinance Violations – Fire Hazards

- Immediate fire hazard violation letters were sent to several residents due to seasonal risk.
- Most residents have complied, though some frustration was expressed.
- Moving forward, the Fire Safety Committee will conduct sweeps 30 days before the Spring citywide cleanup. Contact letters will be sent first, with violation notices issued only if needed.
- Sweeps will include photo documentation and will cover both private and City/Fire Dept. properties.

5.0 New Business

5.1 Appointment to Vacant Council Position

- Mayor read the City Charter aloud prior to the appointment process.
- Applicants: Everett Carson, Yancey Falls, Sean Orsborn.
- Mayor recommended Everett Carson.
- Vacant Position #5 filled by Everett Carson. Motion to appoint Everett: Rita / Second: Ree Ella. Approved unanimously. Term ends in December 2026.

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- Oath of office to be administered at the September meeting.

5.2 Engineering Firm Switch

- Jamie Crawford has left AKS Engineering for Bell Design Co.
- Council discussed continuing services with Jamie at Bell Design Co. and ending business with AKS Engineering.
- Council agreed unanimously to continue with Jamie, citing her rural focus and commitment to the City.

5.3 TextMy.Gov Communication Discussion

- Proposal for a 3-year text alert system agreement (\$1,500/year) for emergencies, reminders, and city updates.
- Council expressed concerns regarding contract length and the August 5 deadline.
- Decision tabled pending further clarification or updated offer from TextMy.Gov.

5.4 Pavilion Request – Brittany Dark / Oregon Frontier Chamber of Commerce

- Stacie Bird spoke on behalf of Brittany Dark.
- Frontier Chamber requested the pavilion for the Tri-County Luncheon (Oct 11).
- Event may overlap with the final Farmers Market but will start after 1 PM when the market ends.
- City representative to speak at the event per request.
- Council agreed to sponsor pavilion use free of charge. Motion: Tom / Second: Rita. Approved unanimously.

5.5 Implementation of New Agenda Format

- Beginning next month, information from Robert's Rules of Order will be incorporated, including:
 - Designated public comment section with time limits.
 - Remote access via Zoom (phone number and possible QR code included on agendas and water bills).

5.6 New City Attorney – Discussion of Next Steps

- The Attorney will attend some future meetings for help and direction of rules of procedure for our meetings going forward.
- She is described as direct, proactive, and knowledgeable.

5.7 Mobile Sign-In & Phone Access Clarification

- Residents may access meetings via mobile phone using Zoom (see above).

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- Michelle (MCEDD) commented on the new requirement for meetings to be publicly accessible according to Oregon House Bill 2560 dated January 1 2022.

5.8 Liability Insurance Renewal

- Annual CIS invoice: \$10,460.44, approximately \$1,000 higher than last year.
- Council approved payment unanimously.

6.0 Public Comment (Non-Agenda Items)

Water Service Fee Dispute – Michael Bichler

- Resident disputed city letter he received denying reduced past rate for water hookup to lots 9 & 10 in block 5, Tax Lot 2S-16E-35BB, citing factual errors.
- He provided council with survey records (2021), assessor maps (2021), and proof of \$1,000 hookup fee paid August 2022.
- Allegation of misrepresentation raised by Michael Bichler.
- Mayor noted prior legal advice aimed to protect public funds.
- Council acknowledged new documentation had not been reviewed previously.
- Mayor committed to forwarding documents to City Attorney. Matter tabled pending city legal review.

7.0 Meeting Adjournment

- Meeting adjourned at 8:09 PM.

Next Meeting Date

September 8, 2025

Attested:

Christian Ayles, Mayor

Samantha Allen, City Administrator

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Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember

Absent: Joann Duarte, Councilmember

Guests Present:

Jaime Crawford, City Planner-AKS Engineering (Formerly Tenneson Engineering); Colin & Lurel Smith; Manual and Kathllen Pinheiro; Joe Sharp; Sean Orsborn

1.0 - Call to Order:

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

2.0 - Speaker to Present

Jaime Crawford, City Planner from AKS Engineering

3.0 – Consent Agenda

The council reviewed the agenda, moving Item 5.5 to the top and 5.6 accordingly. No other changes.

Motion: Approve agenda with changes. **By:** Tom | **Second:** Ree Ella | **Vote:** Unanimous Aye.

3.1 - Approval of Minutes

Council approved May and June budget meeting minutes and June regular meeting minutes.

Motion: Approve minutes as presented. **By:** Ree Ella | **Second:** Rita | **Vote:** Unanimous Aye.

3.2 - Financial Reports – June

Clarification was given on a Tenneson Engineering invoice marked "split" between general expenses and Wasco Electric Coop work; a refund is expected from Wasco.

Motion: Approve financials as presented. **By:** Tom | **Second:** Bonne | **Vote:** Unanimous Aye.

New Business

5.5 – Jamie Crawford: Resolution of Support for State Planning Grant

Jaime Crawford introduced a grant opportunity through the State of Oregon to assist cities in updating zoning codes, comprehensive plans, and public facility plans.

Key points:

- Grass Valley's zoning code (1978) is outdated.
- The grant does not require a match but offering one improves the grant opportunity.
- Examples were shared from other small cities.
- The state prioritizes housing flexibility and planning updates.
- Jaime offered to write the grant at no cost.
- Resolution of Council support is required to apply (see Res. 2025-1).

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Motion: To adopt Resolution #2025-1 in support of applying for the state planning grant.

Motion by: Ree Ella | **Seconded by:** Tom

Vote: All in favor – Aye. **Motion passed unanimously.**

Jaime will coordinate with Sam and Christian to complete the application by the **August 4 deadline.**

5.6 – Temporary RV Placement Request – 404 2nd Street

Property owners requested temporary RV placement on their lots while preparing to install manufactured homes.

Jaime noted that current zoning does not allow RVs as residences. A temporary use provision would be required, with a public process and zoning code amendment.

Council Recommendations:

- Draft a temporary use or hardship provision for future cases.
- RV applicants should stay at the RV park in the interim (pending space and cost verification).
- Applicants must begin the permitting process now (water, power, manufactured home placement) to receive this temporary use permit.

No formal motion was made. Council to revisit at a future meeting with proposed language.

3.3 – Maintenance Report (Walter)

- **Wasco Electric:** Construction progressing. Water service installed. Drain field relocation underway.
- **Cemetery:** Mowing once a year is insufficient. A full mow will be done now. Future mowing needs will be evaluated based on growth of grasses.
- **Tree Work:** Walter traded city water to Pacific Power crews in exchange for trimming a hazardous tree limb in the park. Council expressed appreciation.
- **General:** No other pressing issues.

3.4 – Past-Due Water Payments (Sam)

- Two accounts from the previous month paid after red notices.
- Three new past-due notices to be sent out.
- Overall, customers respond once notices are issued.

No concerns raised by Council.

Old Business

4.1 – Funding Update

- \$100,000 in county funding available this fiscal year.
- Application to be submitted after July 1.

No concerns raised by Council.

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4.2 – Clint Moore Property – Executive Session and Public Discussion

Council entered **Executive Session under ORS 192.660(2)(h)** to consult legal counsel about a water service connection.

Upon returning to public session, discussed the following:

- Clint Moore submitted a \$2,500 deposit and water application.
- Mike Bichler previously paid \$1,000 for a connection, but no infrastructure was installed before May 2023.
- Legal advice indicated no transferable credit for Mike Bichler.

Motion: To accept Clint Moore's \$2,500 deposit and proceed with his water hookup installation.

Motion by: Ree Ella | **Seconded by:** Rita

Vote: All in favor – Aye. **Motion passed unanimously.**

Motion: To rescind the previous motion granting Bichler a credit transfer and refund his \$1,000.

Motion by: Ree Ella | **Seconded by:** Bonne

Vote: All in favor – Aye. **Motion passed unanimously.**

4.3 – Ordinance Violation – Fire Hazard Follow-Up

Council reviewed compliance progress:

- Cleaned: NW Grain Growers, Boswell's, Dearborn's, and church/school lots.
- Sam will update needed mailing addresses with Rita.
- Fire Safety Committee (Meinrad) will coordinate enforcement with Rick.

New Business (continued)

5.1 – Wastewater Planning Contract

Council approved the revised contract with engineer Ed Hodges at Curran-McLeod to meet state standards.

5.2 – Acuity CPA Contract Renewal

Acknowledged automatic renewal of auditing services for FY 2025–26. Minor increase in fees expected.

5.3 – New Legal Counsel – Joanna Lyons-Antley

Kristen Campbell stepping down. Joanna Lyons-Antley, her recommended replacement, offers to continue under existing terms.

Motion: To appoint Joanna Lyons-Antley as City's legal counsel under the current terms.

Motion by: Tom | **Seconded by:** Ree Ella

Vote: All in favor – Aye. **Motion passed unanimously.**

5.4 – City Hall Hot Water Heater

Walter offered to donate and install an on-demand water heater in the office restroom. Approved pending electrical license/permit review due to commercial code.

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5.8 - Water Rate Fee Table Correction

Legal review revealed the updated System Development Charges (SDCs) were not properly supported or adopted. Staff will work with Joanna to correct and formally adopt.

5.9 - Real Estate Sign on Hwy 97

Tom inquired about signage on another property. Council confirmed it's allowed with owner permission and compliance with the sign ordinance.

5.10 - No-Smoking Signs at the Park and City Welcome Sign Repair

Bonne confirmed that the park's no-smoking signs are up.

Walter and Tom will coordinate welding repair for the welcome sign damaged in a storm last year.

Public Comment

- **Joe:** Commended cemetery maintenance; reported positive community feedback to Walter.
- **Resident:** Reported tall grass/fire hazard near Fire Dept. buildings. Sam to forward to Fire Safety Committee.
- **Joe:** Inquired about a Sharp Street paving project rumor. Sam to investigate SCA Grant Street Improvement List.

6.0 - Adjournment 8:27 PM

- Motion: Rita moved to adjourn the meeting.
- Second: Bonne seconded the motion.
- Result: The motion was approved unanimously.

Next Meeting Date: August 4, 2025

Attested:

 8-15-25

Christian Ayles, Mayor

 8-15-25

Samantha Allen, City Administrator

City of Grass Valley
Budget Meeting Minutes
June 16, 2025, 6:00 PM – 7 PM
Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Joann Duarte, Councilmember (via phone); Yancy Fall, Budget Committee Member; Payton Trujillo, Budget Committee Member; Joe Sharp, Budget Committee Member; Leta Ann Reckmann, Budget Committee Member

Absent: Bonne Whitley, Councilmember; Kayci Sharp, Budget Committee Member; Doris Hubbard, Budget Committee Member

1. Call to Order

Mayor Christian Ayles called the meeting to order at 7:13 PM.

2. Consent Agenda

- **Motion:** Tom moved to approve the agenda as presented.
- **Second:** Rita
- **Vote:** Motion passed unanimously.

3. Adoption of Fiscal Year 2025–2026 Budget and Resolution 2025-03

Discussion was held on the proposed FY 2025–2026 budget and accompanying Resolution 2025-03. Discussion revealed minor spreadsheet errors:

- \$100,000 missing from general resources due to a formula issue.
- \$41,798 missing from water expenditures due to a formula issue.
- **Motion:** Ree Ella moved to adopt the budget and Resolution 2025-03 as corrected.
- **Second:** Tom
- **Vote:** Motion passed unanimously

4. Public Comment

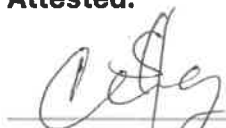
- No public comment was received.

5. Adjournment

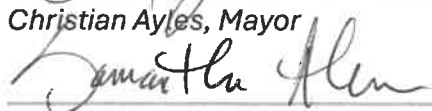
- A motion was made by Tom Rolfe and seconded by Joann to adjourn the meeting. Vote: All in favor. Meeting adjourned at 7:20 PM.

July 7, 2025

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

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Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Joann Duarte – Councilmember (by phone)

Absent: None

Guests Present:

Dan Meader, City Planner-Tenneson Engineering, Mike Bichler, Leta Ann Reckmann, Julie Clodsfelter, Joe Sharp, Brad Eakin, Bert Norris

1.0 CALL TO ORDER:

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

2.0 SPEAKER TO PRESENT:

- Dan Meader City Planner from Tenneson Engineering

3.0 CONSENT AGENDA:

- **Motion:** Bonne moved to approve the agenda as presented.
- **Second:** Rita seconded the motion.
- **Vote:** The motion was approved unanimously.

3.1 APPROVAL OF PREVIOUS MEETING MINUTES

Council reviewed the minutes from May 2025.

- Motion: Ree Ella moved to approve the minutes.
- Second: Rita seconded the motion.
- Result: The motion was passed unanimously.

3.2 FINANCIAL REPORTS

Council reviewed financial reports from May 2025.

- Motion: Tom moved to approve the financials as presented.
- Second: Ree Ella seconded the motion.
- Result: The motion was approved unanimously.

3.3 MAINTENANCE REPORT: Walter

Master Plan Update

- Edward and his colleague met last week for a discussion on setting priorities and direction for a new master plan.
- They've started preliminary work, including creating maps.
- Follow-up is expected in a couple of weeks.

Water Tower Gauge

- Float gauge cable is tangled and stuck 20 ft out.
- Needs lift/crane to fix; Gary Leander's tree truck may help.
- Non-urgent but necessary.

Tree Hazard

- Large hanging branch near Hwy 97 needs removal.
- Could be done with water tower repair.

Burn Pile

- Burn season finished; pile not burned due to low volume.
- Site is dry and safe.

Generator Alarm

- Low oil pressure alarm during weekly test.

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- Oil/filter changed; pressure stable at 64–67 PSI.
- Likely minor; will monitor.

3.4 PAST DUE WATER ACCOUNTS

- 8 past due water notices will be sent out with the next billing cycle.
 - This is higher than usual (typically 3–4).
 - No red shut-off notices yet, but some are expected soon.
- Staff are trying to notify earlier to encourage timely payments.
- Monitoring will continue, and notices will be sent out as accounts fall behind.

OLD BUSINESS

4.1 INCOME SURVEY UPDATE:

- Only 46 responses received so far; 64 total are needed.
- To avoid door-to-door surveying, one more follow-up letter will be sent.
- Community members are encouraged to spread the word and remind neighbors to participate.
- Door-to-door collection will occur only if necessary and on a limited basis.
- Clarification:
 - The required number is based on eligible households, not total water services.
 - Vacant or inactive service lines are not counted in the required total.

4.2 PARK COMMITTEE UPDATE

- *Proposed outline presented for new Grass Valley Park Committee:*
 - *Purpose: Guide park improvements via March 2026 ORPG grant.*
 - *Structure: 1 chairperson + 2–5 volunteers; 24-month terms with 6-month overlap.*
 - *Meetings: Bi-monthly + tasks as needed.*
- *Initial Goals:*
 - *Apply for ORPG grant.*
 - *Gather community input using city tools.*
 - *Install playground; consider picnic tables and windbreak (pending input/funding).*
- *Discussion:*
 - *Emphasized balancing City goals with community input.*
 - *Committee formation authorized by City Charter (Ch. 5, Sec. 20).*
- *Next Steps:*
 - *Finalize outline on letterhead for posting.*
 - *Ree Ella as Chairperson confirmed; recruitment for members will begin.*

4.3. TRAFFIC AND SAFETY COMMITTEE UPDATE

- A draft outline for the newly formed Safety Committee was presented, incorporating prior Council feedback.
- The Safety Committee will be composed of three subcommittees:
 1. Traffic Safety Subcommittee
 2. Fire Safety Subcommittee
 3. Water Safety Subcommittee

Mission Statement

"To make the City of Grass Valley a safer place for all of its citizens, with a focus on traffic, fire, and water safety."

Committee Structure

- Each subcommittee will include:

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- 1 Chairperson and 2 members
- Overall term: 24 months (June 2025 – June 2027)
- Meeting commitment: Quarterly meetings and task assignments issued by the Safety Committee Chair who reports to the council as needed.

Subcommittee Assignments

- Committee Chair Meinrad
- Traffic Safety: Bonne (Chair of the subcommittee)
- Fire Safety: Rick Whittaker (Chair of the subcommittee)
- Water Safety: *Chair position currently open*
 - Community encouraged to recommend or volunteer candidates with interest in water safety.

Water Safety Focus Areas examples

- Backflow prevention
- Water conservation education
- Safe household practices (e.g. pipe winterizing, septic care, using watering timers)
- Living on a well system

Clarification on Fire Safety Inspections

- Fire hazard identification checks will be conducted biweekly (every other week) from May through October.
 - Not to be confused with bimonthly (every two months).
 - This applies only to the Fire Safety subcommittee, not the other subcommittees.

Next Steps

- The committee structure is approved and ready to be promoted to the public.
- Recruitment for Water Safety volunteers is underway.

4.4 BULK FILL RATE

- Current rate: \$7.00 per 1,000 gallons.
- Users include fire dept. and farmers; City covers all costs.
- Nearby rates: \$9 (Wasco), \$15 proposed elsewhere.
- Consensus: \$10 is fair, competitive, and offsets costs without burdening users (~\$0.10/acre-foot).
- Motion passed unanimously to raise rate to \$10.00 per 1,000 gallons.

4.5 Fire Dept. Contribution to Bulk Fill System

- Fire Dept. had previously agreed to help with costs (e.g., backflow preventer).
- Total system cost: Approx. \$31K; City has paid all to date.
- Fire Dept. acknowledged intent to contribute but needs more info.
- Requested detailed cost breakdown for review at next board meeting (Wednesday).
- Action: Sam will send cost summary to Chief Bert.
- Fire Dept. will respond after internal review. Reuse of old parts is being considered.

NEW BUSINESS

5.1 FEMA FLOOD PLAN ORDINANCE HEARING

Presenter: Dan Meader, City Planner from Tennison Engineering

Dan Meader presented information regarding FEMA's updated floodplain requirements. Grass Valley must adopt a new floodplain ordinance and updated maps by August 1 to remain in the National Flood Insurance

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Program. Fortunately, the city's current ordinance from 2020 only requires a minor amendment. A public hearing was opened with no public or council comment.

Ordinance 2025-003 Adoption

Council completed all required motions and unanimously adopted Ordinance 2025-03, updating the city's flood hazard ordinance, repealing Ordinance 2020-002, and declaring an emergency. Dan Meter will provide final documentation.

5.2 WATER SERVICE REQUEST – Mike Bichler

- *In 2022, Mike Bichler paid \$1,000 for a new water connection but delayed installation. He has since repeatedly requested service.*
- *His request predates other recent hookups (e.g., townhouses).*
- *Bichler believes the City should honor the original payment and provide service at no added cost.*

City Clarification & Legal Advice:

- *The \$1,000 was treated as a deposit, not full payment.*
- *Current connection fee (as of April 2023) is \$2,500 + costs.*
- *Legal counsel advised the City can credit the \$1,000 but isn't obligated to honor old pricing.*

Council Discussion & Decision:

- *Council disagreed with legal advice, citing delays and lack of communication on the City's part.*
- *Motion passed unanimously to provide full water service at no additional cost beyond the \$1,000 paid in 2022.*

Follow-Up Action:

- *Concern was raised about further delay.*
- *Motion passed requiring service installation within 90 days, allowing time to hire a contractor and ensure completion.*

5.3 SHERMAN COUNTY FUNDS

- *The City is eligible for \$100,000 in county funding (from a congressional allocation).*
- *Formal request required by July 1; no project details needed.*
- *Funds are not automatic—each city must submit a request.*
- *Council agreed to proceed with the request.*

5.4 COUNCIL VACANCY DECLARED

- *A City Council member has officially vacated their seat after missing three meetings, as outlined in the City Charter.*
- *The Council member has agreed to resign, confirming the vacancy.*

Next Steps:

- *The vacancy will be posted publicly.*
- *The position must be filled within 60 days in accordance with the Charter.*
- *Earlier appointment is allowed if a suitable candidate comes forward before the 60-day deadline.*

How to Apply:

- *Interested individuals should submit a letter of intent.*
- *Council members are encouraged to talk to community members and direct potential applicants to the City Charter (available on the city website) to understand the role and responsibilities.*

5.5 FIRE HAZARD OVERGROWTH ON PROPERTIES

- *A joint inspection with South Sherman Fire identified 23+ properties with fire risks due to overgrowth.*
- *Notice letters are being prepared, citing ordinance violations and giving 10 days for cleanup.*
- *Delay in mailing was due to a personal emergency; process is now moving forward.*

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Enforcement Challenges

- Several non-compliant owners have received two notices; next step is fines and potential abatement.
- For absentee or deceased owners, legal processes are slow, delaying hazard removal.
- Council emphasized urgency due to fire danger and discussed issuing fines sooner to maintain pressure.

Community Involvement & Suggestions

- Residents offered to help, but cannot legally enter private property.
- Biweekly inspections (May–Oct) by the Fire Safety Committee will monitor and report ongoing issues.
- Photo documentation encouraged for records and to inform absentee owners.
- Council will research the condemnation process for extreme, long-neglected properties.

Specific Complaint Update

- A property flagged by resident remains unchanged despite two notices.
- The City is moving to the fine stage for that case.
- Broader discussion included how to address difficult properties with no known or reachable owners.

Action Considerations:

- The Council may need to:
 - Review legal pathways for enforcement on vacant or non-responsive properties.
 - Consider whether abatement procedures, liens, or court orders are appropriate in these cases.

ADDITIONAL TOPICS RAISED:

- City-Owned Ditches:
 - Overgrown ditches **encroaching on roads** are noted.
 - City plans to **schedule maintenance** this summer, pending availability of labor.
- Noxious Weeds (e.g., White Top):
 - Recognized as a nuisance violation.
 - Residents encouraged to report sightings with:
 - Address
 - Photos
 - Location details, so the city can act accordingly.

6.0 ADJOURNMENT AT 8: 01 PM


- Motion: Tom moved to adjourn the meeting.
- Second: Ree Ella seconded the motion.
- Result: The motion was approved unanimously.

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Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Budget Meeting Minutes
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Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Joann Duarte, Councilmember (via phone); Yancy Fall, Budget Committee Member; Payton Trujillo, Budget Committee Member; Joe Sharp, Budget Committee Member; Leta Ann Reckmann, Budget Committee Member

Absent: Kayci Sharp, Budget Committee Member; Doris Hubbard, Budget Committee Member

1. Call to Order

Mayor Christian Ayles called the meeting to order at 6:03 PM.

2. Consent Agenda

- Motion: Rita moved to approve the agenda as presented.
- Second: Ree Ella
- Vote: Motion passed unanimously.

3. Review Budget Sheet Summaries (Resources and Expenditures)

Budget Review: The committee resumed review of the proposed 2025–2026 budget, focusing on Water Fund resources and expenditures.

All Resources:

- Staff clarified that actuals through April 30, 2025, were moved over for comparison with proposed figures for FY 2025–2026.
- It was noted that column labels should clearly indicate the fiscal year (e.g., “Proposed Budget 2025–2026”) to avoid confusion.

Water Receipts:

- Year-to-date water receipts were discussed, with staff proposing an increase to \$75,000 for FY 2025–2026 due to a recent rate increase to \$55.
- Some committee members expressed concern that \$75,000 may be too optimistic given past trends. A suggestion was made to lower the projection slightly to \$70,000.

Bulk Water Sales:

- Current receipts were around \$3,100. After discussion, it was agreed to increase the projection for next year to \$5,000, acknowledging improved tracking and usage but cautioning against overestimation.

Grants and Infrastructure:

- A \$100,000 placeholder remains for potential infrastructure funding (e.g., water mains), with details to be finalized after County grant opportunities are confirmed.
- It was suggested that these funds may be better categorized under the General Fund until allocated to specific projects.

Other concerns:

- The cost of seasonal street spraying was discussed, and it was noted that it falls under general maintenance within the Materials & Services line item.

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- Cemetery expenses were discussed, with clarification that although budgeted (\$1,500), no recent expenses have been recorded.
- Donations and grants related to the Pavilion and community events (e.g., Easter Egg Hunt) were discussed. It was recommended to clarify and relabel line items (e.g., "Pavilion Donations") for transparency.

4. Tax Rate Approval

- The proposed permanent tax rate for FY 2025–2026 was presented as \$3.1834 per \$1,000 of assessed value.
- Motion: Rita Wilson approved the permanent tax rate of 3.1834 per \$1,000.
Seconded. Ree Ella von Borstel
Vote: All in favor, motion passed unanimously.

5. Public Comment

- No public comment was received.

6. Next Steps

- The final Budget Hearing will take place on **Monday, June 16, 2025, at 7:00 PM**, prior to the regular City Council meeting. Staff will present the final balanced budget (LB-1) for adoption.

7. Adjournment

- A motion was made by Tom Rolfe and seconded by Bonne Whitley to adjourn the meeting. Vote: All in favor. Meeting adjourned at 6:35 PM.

July 7, 2025

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
May 12, 2025, 7:00 PM
Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Joann Duarte – Councilmember by phone

Absent: Rick Whitacker, Councilmember

Guests Present:

- Dan Meader, City Planner-Tenneson Engineering
- Ed Hodges, Engineer- Curran- McLeod via online
- Meinrad Kuettel
- Leta Ann Reckmann
- Roger Whitley

1.0 Call to Order:

Mayor Christian Ayles called the meeting to order at 7:07 PM and led the Pledge of Allegiance.

2.0 Speakers to Present and Update

- Dan Meader City Planner from Tenneson Engineering
- Ed Hodges Engineering from Curran-Mcleod via online

3.0 Consent Agenda:

- Motion: Ree Ella moved to approve the agenda as presented.
- Second: Rita seconded the motion.
- Vote: The motion was approved unanimously.

3.1 Approval of Previous Meeting Minutes

Council reviewed the minutes from April 2025.

- Motion: Bonne moved to approve the minutes.
- Second: Rita seconded the motion.
- Result: The motion was passed unanimously.

3.2 Financial Reports

Council reviewed financial reports from April 2025.

- Motion: Tom moved to approve the financials as presented.
- Second: Rita seconded the motion.
- Result: The motion was approved unanimously.

3.3 Maintenance Report & Staffing Discussion

Presenter: Walter

- **Bulk fill update:**
 - Water Usage: As of 11:00 AM, 189,000 gallons had been pumped, a significant increase from last year.
 - Bulk Fill Project Costs: Discussion on bulk fill pricing and cost recovery. Concerns raised about increasing bulk water service cost per 1000 gals.

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- Potential payment contributions discussed at previous meetings from the Fire Department and Farmers to complete the project.
- Missing Equipment: Council discussed the disappearance of the old overhead bulk fill system, previously city property.
- **Cemetery:**
 - **Tree Removal:** Discussion about dead trees in the cemetery posing a fire and safety hazard.
 - **Cemetery Maintenance:** Many grave sites are well maintained, but others lack upkeep due to families moving away or passing on. Discussion on issuing notices to encourage grave maintenance and potentially contracting out cemetery upkeep in the future.
- **Other Concerns:**
 - Water Pressure: Multiple calls received regarding insufficient pressure for irrigation. Investigation underway.
- **Staffing Needs:**
 - Council discussed approving additional work hours for Walter to handle seasonal workload. Or- Consideration for hiring a part-time summer assistant (15-20 hours per week) to assist with landscaping, maintenance, and repairs. Discussion to continue at next meeting.

3.4 Past Due Water Service Accounts

- Four notices were sent out regarding overdue payments.

OLD BUSINESS

4.1 Small Cities Allotment (SCA) Grant Discussion

Presenter: Ed Hodges, Curran-McLeod

- Grant submitted for road reconstruction and repair in April.
- Sharp St. proposed for development from Lincoln south to Depot, with 16-foot-wide pavement.
- Funding approval expected within two months.

Discussion: No further questions or concerns were raised by council members.

4.2 CWSRF Grant Application

Presenter: Ed Hodges, Curran-McLeod

- Council reviewed legal documents required for the **Clean Water State Revolving Fund (CWSRF) grant application**, including:
 - **Resolution 2025-02** authorizing the application.
 - A **draft legal opinion letter** from Campbell and Phillips.
- **Motion:** Ree Ella moved to approve the resolution and legal opinion letter.
- **Second:** Motion seconded by Tom.
- **Result:** Motion passed unanimously.

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4.3. Income Survey Update

- Survey status: 19 mailings received, second round of mailings sent out.
- If surveys remain incomplete, door-to-door outreach will occur on May 31st.
- Volunteers are welcome to assist.

4.4 Park Committee Proposal for upcoming OPRD grant cycle in March 2026

- Discussion is postponed until a draft outline is presented at the next meeting.

4.5 Strategic Planning update

Discussion: Committee Formation Process & Strategic Plans

- **Committee Structure:**
 - All committees must have a mission statement, a chairperson, and designated members.
 - The chairperson acts as a liaison to the City Council, attending meetings to provide progress updates.
 - Council will first establish defined goals for each committee before seeking community volunteers.
- **Strategic Plan Discussion:**

Mayor inquired whether the city has an existing strategic plan in place.

- **Sewer System Strategic Plan:**
 - Council reaffirmed the sewer system as a top infrastructure priority.
 - The project is complex and will require ongoing outreach, regulatory coordination, and multi-source funding.
 - Concerns discussed included:
 - Public support and understanding.
 - Compliance with DEQ requirements.
 - Development of mandatory ordinances to ensure full participation.
- **Water System Strategic Plan:**
 - Preliminary planning for the water system will begin the following week.
 - Upcoming meetings will involve city staff and stakeholders to assess infrastructure needs and develop a coordinated plan.

4.6 Safety Committee Proposal: draft outline presented

- The Council will form a Safety Committee, consisting of subcommittees focused on traffic, fire safety, and water safety.
 - The committee will meet quarterly, with biweekly fire safety checks during summer months (June–August) to monitor fire hazards.
 - Committee objectives include:
 - Traffic Safety: Slow down highway traffic, restore crosswalks with ODOT assistance, explore photo radar enforcement.
 - Fire Safety: Educate residents about fire prevention, conduct citywide fire hazard sweeps, and encourage mitigation efforts.

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- Water Safety: Address backflow prevention, promote water conservation, and provide guidance on septic system care.

New Business

5.1 Variance Hearing - 409 Mill St (Wasco Electric Coop)

Presenter: Dan Meader, City Planner from Tennison Engineering

- Due to an oversight in the initial site plan, the warehouse at 409 Mill St. did not meet the required 30-foot rear yard setback. Instead, it was set at six feet.
- A variance request was submitted due to extraordinary circumstances, ensuring it was not detrimental to ordinance requirements or neighboring properties.
- The Wasco County Electric Co-op representatives expressed support for the request.
- Motion: Ree Ella moved to approve the variance request. Tom seconded.
- Result: The motion was passed unanimously.

5.2 Sewer Project Planning & Funding

Presenter: Ed Hodges, Curran-McLeod

- The City has received a **\$100,000 CWSRF Planning Grant** from DEQ to support the transition from individual septic systems to a centralized wastewater system.
- The proposed system accounts for future growth, projecting at least **1% annual population increase** and allowing for **industrial expansion**.
- Key components of the planning contract include:
 - **Community Outreach:** Multiple public meetings to inform and engage residents.
 - **Field Data Collection:** Surveys to assess current septic system conditions.
 - **Environmental Planning:** Permitting and necessary assessments.
 - **LiDAR Surveying & Mapping:** To determine accurate elevation and infrastructure data.
 - **Financial Planning:** Updated cost estimates and strategies to secure **\$1–2 million in additional grants**, especially if income survey results limit other funding options.
 - **Drafting Wastewater Ordinances:** Development of regulations to support the new system.
 - **Mapping Enhancements:** Refinement of road alignments and property boundaries.

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- A **\$2 million Congressional Direct Spending Grant** has already been secured, emphasizing the importance of timely planning and compliance to retain access to these funds.

5.3 Possible change of council meeting time

- **No discussion needed** on possible change of council meetings. Meeting will stay as it is on the first Monday of the month at 7pm.

5.4 Distribution of “Roberts Rules of Procedure for the council” given to the council.

- Will use as a guideline only in regard to structure and time allotments in our council meetings

Discussion: Implementing new rules for our council meetings:

- Mayor to draft an outline like the traffic and safety committee outline for the park committee.
- Council to approve committee framework before soliciting volunteers.

Other Concerns:

- **City Business & Communication Procedures**
 - Centralized Communication: City business should be directed through the office, with Sam managing inquiries and delegation.
 - Emergency Calls: Sam will keep the city phone on her person for urgent matters. Maintenance emergencies should go directly to Walter.
- **Hemp Property Discussion – Ted Swindell (owner)**
 - Council discussed city equipment retrieval from private property, valued at approximately \$10,000.
 - Options considered: granting, selling, or tax-deductible donation of property by Swindell.
 - Further discussion required to determine the owner’s intentions and next steps.
- **Ordinance Violation & Enforcement Update****
 - Formal contact letter to be issued regarding property violations.
 - Council discussed enforcement approach, including attempts at civil communication before proceeding with official abatement processes.
- **Bulk Water Rates Discussion**
 - Discussion tabled until the next meeting.
- **Sticker Weeds Safety Notice**
 - **New invasive plant identified** in town with **sharp seed pods**.
 - Safety warning to be **included in next newsletter**, with a **photo for reference**.

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6.0 Adjournment 9: 11 PM

- Motion: Tom moved to adjourn the meeting.
 - Second: Rita seconded the motion.
 - Result: The motion was approved unanimously.
-

Next Meeting Date: June 2, 2025

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Budget Meeting Minutes
May 12, 2025, 6:00 PM – 7 PM
Grass Valley Market Annex

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Joann Duarte, Councilmember (via phone); Yancy Fall, Budget Committee Member; Payton Trujillo, Budget Committee Member; Joe Sharp, Budget Committee Member; Leta Ann Reckmann, Budget Committee Member

Absent: Rick Whitacker, Councilmember; Kayci Sharp, Budget Committee Member; Doris Hubbard, Budget Committee Member

1. Call to Order

Mayor Christian Ayles called the meeting to order at 6:04 PM.

2. Consent Agenda

- **Motion:** Ree Ella von Borstel moved to approve the agenda as presented.
- **Second:** Rita Wilson
- **Vote:** Motion passed unanimously.

3. Election of Budget Committee Officers

- **Chairperson:** Yancy Fall volunteered and was elected by unanimous consent.
- **Secretary:** Rita Wilson volunteered and was elected by unanimous consent.

4. Budget Message

Mayor Christian Ayles read the budget message for the fiscal year July 1, 2025 – June 30, 2026, covering:

- General Fund
- Water Fund
- Street Fund

Planned Improvements and Goals:

- Planning progress on the Sewer System project.
- Minor budget changes noted due to increases in insurance, dues, and utility costs.

5. Budget Review and Discussion

- Summary Sheets Reviewed: Resources and expenditures for each fund.
- Land Use Payment: Suggested to be added under miscellaneous items; supported by Ree Ella von Borstel.
- South Sherman Fire Admin Contract Line Item: Must remain in the budget for three years; will remain for now.
- Grants and Gifts: Will be included in the budget as projected income, regardless of actual receipt of the funds.
- LB-20 (Resources) and LB-30 (Expenditures) forms will be filed with the County, as required by the State.
- **Pavilion Funding Discussion:**
 - Request to list donations and expenses for the Pavilion separately within the General Fund budget for transparency.

City of Grass Valley
Budget Meeting Minutes
May 12, 2025, 6:00 PM – 7 PM
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- **Water Fund:**

- It was suggested that the \$50,000 in SIP County funds be deposited into the Water Fund bank account for safekeeping, as these funds were designated for a water project in last year's budget.

6. Meeting Conclusion

- The meeting ended at 7:00 PM.
- Next Meeting: Scheduled for June 2, 2025 (in three weeks).
- Agenda to include continued review of:
 - Water Fund Expenditures
 - Street Fund Resources and Expenditures

Action Items:

- City Administrator Sam will send out updated budget sheets for review.
- Corrections will be made to:
 - Clarify Pavilion-related funds in the General Fund.
 - Fix budgeting glitches and accurately separate Pavilion and General Fund bank account entries.

July 7, 2025

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
April 7, 2025, 7:00 PM
Grass Valley Market Anne

Present: Christian Ayles, Mayor; Samantha Allen, City Administrator; Rita Wilson, Council President; Bonne Whitley, Councilmember; Ree Ella von Borstel, Councilmember; Tom Rolfe, Councilmember; Rick Whitacker, Councilmember.

Absent: Joann Duarte – Councilmember

Guests Present:

- Logan Lankford, Project Engineer, Tony Corigliano, Lindsay Forepaugh- Wasco Electric Coop
 - Dan Meader, City Planner-Tenneson Engineering
 - Ed Hodges, Engineer- Curran- McLeod via online,
 - Farmers, Keegan Kock, Brad Eakin
 - Citizens- Leta Ann Reckmann, Roger Whitley, Joe Sharp
-

Call to Order:

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

Consent Agenda:

- **Motion:** Ree Ella moved to approve the agenda as presented.
 - **Seconded by:** Rita
 - **Result:** Motion passed unanimously.
-

Speaker Presentations & Updates:

- **Dan Meader (Tenneson Engineering):** Presented Conditional Use Permit (CUP) planning for Wasco Electric Cooperative (Item 5.1).
 - **Logan Lankford, Wasco Electric Cooperative** (Item 5.1)
 - **Ed Hodges, Curran-McLeod** (Items 4.1, 4.2, 5.3)
-

Approval of Minutes:

- **Motion:** Bonne moved to approve March meeting minutes.
 - **Seconded by:** Ree Ella
 - **Result:** Motion passed unanimously.
-

City of Grass Valley
Regular City Council Meeting Minutes
April 7, 2025, 7:00 PM
Grass Valley Market Anne

Financial Report:

- **Motion:** Rita moved to accept the financial report.
 - **Seconded by:** Tom
 - **Result:** Motion passed unanimously.
-

Old Business:

4.1 CWSRF Planning Loan

- Council reviewed the \$100K planning loan agreement. Resolution to be signed at next meeting.
- Ed Hodges confirmed that the loan is forgivable if the sewer project does not proceed. A contract will be presented at the May meeting.

4.2 SCA Grant

- Grant now offers \$250K for road paving. Ed will manage the application process and meet with the Mayor to review street proposals.
- **Motion:** Ree Ella moved to proceed with Ed preparing the grant application.
- **Seconded by:** Tom
- **Result:** Motion passed unanimously.

4.3 – Income Survey Update:

Mailings scheduled for April 3, April 10, and May 1. Door-to-door efforts planned for late May.

4.4 – Manufactured Home Update: 406 Lincoln St

Septic system approved. Checklist for future applicants in development; resolution to follow.

4.5 – Budget Committee Rules:

Six members needed, two committed so far. Deadline: May 5. Discussed adding 3-year term requirement. To recruit members up to May 5 2025 meeting by council.

4.6 – Traffic & Safety Committee:

Committee proposed. Volunteers: Meinrad, Bonne. One more member needed. Notices to be posted.

City of Grass Valley
Regular City Council Meeting Minutes
April 7, 2025, 7:00 PM
Grass Valley Market Anne

New Business:

5.1 Conditional Use Hearing – 409 Mill St. (Wasco Electric Coop)

- Public hearing conducted per quasi-judicial process.
- Applicant proposes to demolish existing structures and build a 2,800 sq. ft. shop. A 6 ft. setback variance is required.
- No public opposition or bias from Council.
- Motion: Ree Ella moved to approve the conditional use application. Tom seconded.
- Result: Motion passed unanimously.
- Variance hearing scheduled for May 5. Applicant not required to attend. Notice will be posted.

5.2 Curran-McLeod Water Master Plan Contract

- Ed Hodges presented contract to update the 20-year-old master plan, funded by SIPP grant.
- Scope includes system review, chemical analysis, population projection, capital needs assessment, and public presentation.
- Timeline: Approximately 8 months.
- Motion: Ree Ella moved to accept the contract. Tom seconded.
- Result: Motion passed unanimously.

5.3 – Congressional Direct Spending (CEDS Project):

Proposal to replace old water main not updated in 2005 between Church St. and Union St., benefiting east side of Hwy 97 businesses.

5.4 – OPRD Grant (Park Improvements):

- Council to pursue grant with 20% city match from contingency.
- **Motion:** Council signed resolution to meet April 30 deadline.
- Ree Ella to assist Sam and Michelle Colby with grant preparation.

5.5 – Budget Officer & Committee Members (FY 2025–26):

- **Motion:** Rita moved to appoint Sam as Budget Officer.
- **Seconded by:** Tom
- **Result:** Motion passed unanimously.
- Committee Prospects: Kayci Sharp, Leta Ann Reckmann, possibly Joe Sharp.
- **Meeting Date:** May 5 at 6 PM.

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5.6 – Bulk Water Fill Application:

Farmers reviewed new application to use new bulk fill system.

- Access via individual codes.
- Monthly limit: 100,000 gallons unless pre-approved.
- Application available at City Hall beginning Wednesday, July 9.
- Drop box or logbook to be set up at fill site. Farmers keep track of usage separately as well.

5.7 Council Rules of Procedure

- Mayor proposed formal rules, time limits, speaker structure, remote access links, and adding maintenance bullet subjects to the future agendas.
- City Hall to review Robert's Rules and draft procedures.
- Community listening sessions and strategic planning proposed for city growth.
- Goal: Increase civic participation and efficiency.

5.8 – Spring Clean-Up Day:

Date: May 24, 2025, 9:00 AM – 1:00 PM

Volunteer Schedule:

- 9–10 AM: Rita / Margaret
 - 10–11 AM: Bonne / Ree Ella
 - 11–12 PM: Christian / Joann
 - 12–1 PM: Tom / Rick
- Sam will coordinate with The Dalles Disposal.
-

5.9 – Property Clean-Up Complaint Process:

- Clarified process: Complaints must be in writing; staff to inspect and issue letters referencing nuisance ordinance violation. Unresolved issues return to Council.

Maintenance Report – Walter:

- Backflow preventer issue still not being addressed for homeowners. Will present at the next meeting. Possible letter to residents about Ordinance 402.
- Park backflow being replaced with a 2" unit for cost-effectiveness.
- CXT Door repairs complete; replacements planned if needed.
- Bulk fill security camera proposed.
- Equipment updates: Lawn mower needs replacement; backhoe repairable.

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- Confirmed BLM station project to begin late summer.
- Pump house meter functioning well.
- Entry to town sign and no vaping signs installation in progress.

Other Discussion Items:

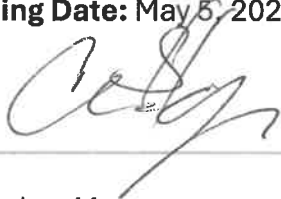
- Rick proposed moving meetings to Friday; declined. Will step down from Council due to his work schedule but encouraged to join a committee.
- Also Ree Ella proposed Walter have maintenance bullet list on the agendas for future.

Adjournment:

- **Motion:** Ree Ella moved to adjourn.
- **Seconded by:** Rita
- **Result:** Motion passed unanimously.
- **Meeting adjourned at 9:10 PM.**

Next Meeting Date: May 5, 2025

Attested:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
March 3, 2025, 7:00 PM
Grass Valley Market Annex
Minutes

Present: Christian Ayles – Mayor; Samantha Allen – City Administrator; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember (via online); Tom Rolfe – Councilmember (via online) Rick Whitacker – Councilmember; Joann Duarte – Councilmember (phone)

Absent: Rita Wilson – Council President;

Guests Present: Ed Hodges (Curran- McLeod), Michelle Colby MCEDD, Clint Moore, Meinrad Kuettel, Leta Ann Reckmann, Mike Bichler and Julie Clodfelter.

Call to Order:

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

Consent Agenda:

- The Mayor requested a review of the agenda.
- **Motion:** Bonne Whitley moved to accept the agenda as presented. Rick seconded.
- **Result:** Motion passed unanimously.

Speaker Presentations with Updates

Grass Valley Wastewater Project Update- Edward Hodges (Curran-Mcleod)

- He has been assisting with the Grass Valley wastewater project for the past four years.
- In 2022, a **feasibility study** was conducted for a city-wide wastewater system using a conventional piping system. The plan included a sanitary lagoon and spray irrigation component on leased farmland.
- Initial project cost estimates were **\$6.5 million**, with funding sources identified from the **Community Development Block Grant (CDBG), DEQ, and congressional allocations**.
- Due to an updated census, Grass Valley no longer qualifies for **CDBG funding**, necessitating a **city income survey with a high response rate (90%)** to requalify.
- Current project cost estimates have increased to approximately **\$8 million**. Alternative funding sources, including Rural Development (USDA), are being explored.
- If additional grants are secured, residents' monthly costs could be reduced from **\$76 to approximately \$50**.
- Two grants are currently under consideration:
 - **Wastewater Planning Grant (\$100K):** Funds planning, design work, environmental and archaeological studies.
 - **Clean Water Technical Grant (Business Oregon):** Updates the city's water master plan, a requirement for future funding opportunities.
- **The City Council will review and decide on these grants.**

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Minutes

(MCEDD) Update- Michelle Colby

- MCEDD assists Grass Valley in **securing funding** through its contract with Sherman County Court.
- Announced that the **Brownfield Revitalization Assistance Program** would provide **environmental site assessment** and other services that will aid owners of public and private properties located in Sherman County and other local counties. It runs from now through **September 30, 2027**, and is also available to assess and **remove underground storage tanks free of charge**.
- **March 20, 11 AM:** Legislative update meeting with **LOC**.
- Small City Allotment Grant opportunity was discussed for street improvements.

Approval of Minutes:

- The Mayor requested approval of the February meeting minutes.
- **Motion:** Bonne moved to approve the minutes; ReeElla seconded.
- **Result:** Motion passed unanimously.

Financials

- **Motion:** Bonne moved to accept the financials; Rick seconded.
- **Result:** Motion passed unanimously.

Walter's Maintenance Report

1. **CXT Bathroom Door Repair:** Locks and parts have arrived, but additional parts are needed.

Late Payments for Water Service: Overdue residents have paid; late notices will now be sent after two months of non-payment.

Old Business

City Income Survey: The March deadline is no longer applicable; the new application deadline is in the fall.

Manufactured Home Property Update: Septic approval received; **permits are being processed**. The owner to provide **monthly updates** via Sam, or council check-ins.

CXT Door Repair: Walter is working on locks replacements ; **new doors may be required (\$2,400 each)**.

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Park Grant Application: Due May 1, 2025. Last year's park public survey showed a need for a new playground. Other priorities can also be considered. ReeElla volunteered to help move the grant forward.

Photo Radar Update: Progress continues with the feasibility study for traffic monitoring.

CEDS City Project Meeting: Grass Valley's water main project is now priority #2 in the county possibly using infrastructure funding from the county directly.

ODOT Rock Removal Issue: Miscommunication led to city-owned rock being dispersed. Walter stated that he has never had the authority to give away city property. The mayor discussed with ODOT the crosswalk project across 97 and that discussion is now ongoing.

Hemp Property Easement: Further mapping is needed; a meeting with the property owner is the next step.

New Business

SIPP Forgivable Grant (\$20K):

Motion: ReeElla moved to proceed with the Clean Water Master Plan update; Tom seconded.

Result: Motion passed unanimously.

DEQ Forgivable Loan (\$100K) Update: To be reviewed at the next meeting. Documents to be sent to council via email.

Online Training for Council: All members have received the training modules via email.

Property Violation Letters: Two properties need cleanup notices. Additional violations require formal complaints.

Other concerns:

Meeting Schedule Change Proposal: Rick proposed moving meetings to Fridays instead of Mondays; discussion to be held next meeting.

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Adjournment

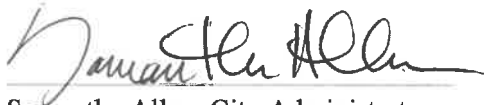
- **Motion:** Bonne moved to adjourn; ReeElla seconded.
- **Result:** Motion passed unanimously.
- **Meeting adjourned at 8:25 PM.**

Dated: April 7, 2025

Attest:



Christian Ayles, Mayor



Samantha Allen, City Administrator

City of Grass Valley
Regular City Council Meeting Minutes
February 3, 2025, 7:00 PM
Grass Valley Market Annex
Minutes

Present: Christian Ayles – Mayor; Meinrad Kuettel – Acting Administrator; Rita Wilson – Council President; Bonne Whitley – Councilmember; ReeElla von Borstel – Councilmember (via online); Tom Rolfe – Councilmember (via phone)

Absent: Samantha Allen – City Administrator; Rick Whitacker – Councilmember; Joann Duarte – Councilmember

Guests Present: Katharina Kuettel, Everett Carson, Leta Ann Reckmann

Call to Order:

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

Consent Agenda:

The Mayor requested a review of the agenda. Bonne Whitley moved to accept the agenda as presented. Rita Wilson seconded. The motion passed unanimously.

Guest Speaker:

No guest speakers were present.

Approval of Minutes:

The Mayor requested approval of the regular meeting minutes from January 6. ReeElla von Borstel moved to approve the minutes as presented. Rita Wilson seconded. The motion passed unanimously.

Financials:

Rita Wilson moved to accept the financials as presented. ReeElla von Borstel seconded. The motion passed unanimously.

Walter's Maintenance Report:

1. **Park Tree Removal:** All designated trees have been cut and cleaned. Gary will provide a recommendation and estimate for additional tree removals. One tree at the southwest corner of Lincoln and 2nd, along with another tree in the park, requires urgent removal. The estimated cost for both trees is \$2,475. The council approved this expenditure.
2. **CXT Bathroom Door Repair:** Walter consulted with professionals about the CXT building lock system. A locksmith quoted \$1,200 for a new lockset. A new door, not including shipping, would cost \$2,600. ReeElla von Borstel inquired if this would provide a long-term solution. Walter stated that door abuse is the primary issue and noted a simple latch would not be feasible.

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3. **Water Rights & Beneficial Use Claim:** Paperwork has been initiated. John Short of Water Rights Services LLC will coordinate with Walter. Half of the required payment has already been made.
4. **CXT Cleaning Procedure:** Walter drafted a job description for council to look over. He also drafted a supply list which he plans to post in the CXT's back supply area for the CXT cleaner.
5. **Emergency Diesel Supply:** Walter suggested a 1,000-gallon fuel tank for emergencies. Currently, the generator has 280 gallons, but the duration of time that would help in an emergency is uncertain. The council tabled the discussion for now.

Late Payments for Water Service:

Meinrad Kuettel reported on behalf of Samantha Allen that five accounts are overdue, with two being significantly late. Red notices will be issued to these two accounts. The council discussed the timeline for issuing red notices, agreeing that 90 days is a reasonable threshold.

Old Business:

City Income Survey: The initial March deadline is no longer applicable due to changes in the Community Development Block Grant (CDBG) application for 2025. The new expected application deadline is in the fall. RCAC, a free service, will continue assisting with the process as we still have time to get this done.

RV Installation for Fire Department: The Mayor suggested requiring an application for any modular building in Grass Valley. In some cases, a conditional use permit from the city may be necessary.

Manufactured Home Property Update: The home still requires a survey and necessary permits. Rita Wilson suggested inviting the property owner to the next meeting to review documentation. The council noted that septic holes have been dug. The Mayor requested a survey and city planner recommendations. A draft letter will be prepared inviting the owner to the next meeting.

New Business:

Bonne Whitley Reappointment: Bonne Whitley was sworn in for another four-year term as a council member and signed the pledge.

City Project List (CEDs): The project list for the county's February 19 meeting was reviewed and approved.

Mayor's Training: The Mayor will receive training to prepare him for his new role.

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Water Project Fund Account at the Bank of Eastern Oregon: The council agreed to establish special funds set aside for future water system repairs.

City Rock Removal: Walter was not informed about the removal of the overage rock from the city's street paving project. The rock was moved to private property outside city limits. Rita Wilson recommended contacting ODOT for an explanation. The Mayor requested the council's decision on further action. Rita and ReeElla von Borstel suggested requesting ODOT to replace the removed rock. The council will await ODOT's response.

Pavilion Update: Acoustic panels have been installed. The next phase includes adding stage curtains, which will improve sound and heat retention. Funds are available for this project from the Pavilion Fund Bank Account. Also, Walter recommended relocating the router for better accessibility during events. The council approved proceeding with these updates.

Budget Committee Vacancy: Haley's position needs to be filled due to her relocation. ReeElla von Borstel suggested advertising the position at the post office. Rita Wilson proposed including a vacancy notice in water bills with an explanation of the role. The Mayor requested that budget committee rules be distributed to council members. The new budget cycle starts July 1.

Other Concerns:

Photo Radar Update: This item was not on the agenda. Meinrad stated that there is still no news from the company that originally reached out to us. The Mayor plans to revisit the issue with the Sheriff and the Justice of the Peace. ReeElla von Borstel spoke with the Sheriff about increasing coverage on the south end of town. The Mayor suggested that a council member take the lead on identifying issues and exploring potential solutions, including researching other companies that provide photo radar services in Grass Valley.

Adjournment:

Rita Wilson moved to adjourn the meeting. Bonne Whitley seconded. The motion passed unanimously. The meeting adjourned at 8:22 PM.

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Dated: March 3, 2025

Attest:

A handwritten signature in black ink, appearing to read 'Christian Ayles', written over a horizontal line.

Christian Ayles, Mayor

A handwritten signature in black ink, appearing to read 'Samantha Allen', written over a horizontal line.

Samantha Allen, City Administrator

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Present: Meinrad Kuettel – Mayor; Samantha Allen – City Administrator; Rita Wilson – Council President; ReeElla von Borstel – Councilmember via online; Rick Whitacker- Councilmember; Tom Rolfe- Councilmember; Joann Duarte – Councilmember via phone

Absent: Bonne Whitley – Councilmember

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

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. Rita moved to accept the agenda as presented. Rick seconded. The motion passed unanimously.

Guest Speaker: Bert Norris

Bert Norris, South Sherman Fire & Rescue gave an update about the modular building they want placed alongside the Fire Hall. He spoke with Catherine DeKnight at the building codes division in Pendleton. Because the building they have is classified as an RV, there are no stipulations or inspections needed and setback rules don't apply. The codes division says they don't have anything to do with it. So, it seems to be up to the city council to approve the placement of the building (RV) utilizing city property. Accordingly, since it won't be a permanent structure, the only thing that will be needed is a power hook-up requiring a 50-amp RV circuit, enough for lights and radio chargers. Bert said the building/RV would be removed when a future new fire hall is built. In the time being they need storage space. Moving the Fire District's files to this new building would increase the City's filing area.

ReeElla is fine with it if the electrical can handle the additional load, and a certified electrician is hired to get this done at the fire district's expense. The fire district will get a professional to tell us what needs to be done. ReeElla moved that the fire department be given permission to put in the unit as an RV and we recognize that they will pay for any electrical updates and other things that have to be done for the unit. They are expected to keep us posted as the process goes along so that the council has an opportunity to address issues as they arise. Tom seconded the motion. All in favor with no one opposing.

Bert also brought up the upcoming water needed for the solar project. He has been going through some of their requirements during their construction phase. They are talking about a need for up to 1,070,000 gallons of water from the local municipality. Bert is gleaning this information from other projects that have done this in the past through the Oregon Department of Energy. Across the board, the solar projects are utilizing the local municipality where the project is located. This

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applies during the construction phase of the project, but that could take 6-8 months or more. He is meeting with them on Wednesday to go over a site protection plan regarding the Fire Department. Meinrad asked if Bert could keep us informed about this project. Walter let the council know that our system was not built to handle that kind of water volume. Council member Rick Whitacker pointed out that it will strain our water source since one of the 2 wells is already having issues. Our system was built to accommodate residential-only water usage with emergencies for a house fire only and limited to battling a fire for 2 hours before we need to source water elsewhere. And we all know the statistics that fires are getting bigger, not smaller.

Walter believes our well has been worse since the arrival of a new well outside of town that is causing some kind of interference, Tom pointed out that if they are pulling water for the time to do a project that is 119,000 gallons a day. Rita will bring this up at the county meeting.

The Fire District is doing a big purge of old equipment right now getting rid of 5 years of collected stuff that is unusable. None of it can't be donated because it is expired.

Minutes Approval:

Meinrad asked for approval of the regular meeting minutes from December 2024. Rick moved to approve the minutes as presented. Tom seconded. The motion passed unanimously.

Financials:

Meinrad questioned the resources on the budget sheet being less than the expense sheet. He was just making sure that we had the funds to cover this deficit. Once the SCA grant money and DEQ grant funds come in the resource line will look a lot healthier. Meinrad wanted to let the council know about the amendments that needed to be made to the request for funds for the SCA grant. There was confusion over what was completed vs. what was on our original plan. So, there was rewriting and resubmitting of documents to ODOT over this issue. Rita moved to accept the financials as presented, and Rick seconded. The motion passed unanimously.

Walter's Maintenance Report:

1. Ice storm clean-up:

Walter has been working around the clock on this. He was unsure if he was to clean up resident branches that had fallen partially on city property but mostly on their own property. He removed everything off the road, and the ditch in the back of the park.

2. If debris is on private property ReeElla sees nothing wrong with pushing branches back on resident property if we get it off the road and make it safe for travel. There is concern among the council members that this could start a dispute about whose property the tree is on. The council agreed that Walter should not have to go on private property.
3. The city's right of way is not marked clearly. A telephone pole can be used as a guideline, but the fact of the matter is that it is still unclear as to how far the property line

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is from the telephone pole. Walter is going to clean up on Oak Street between 2nd and 3rd Streets that were completely blocked

4. CXT restroom door and restroom cleaning:

Walter tried to get a grant last year for this. A couple of weeks ago the inside door handle on the north CXT fell off. He was not informed that this happened by the restroom custodian who took it with them. That night a trucker went in there at around 10 pm and got locked in. We don't know how long he was locked in there. It was 17 degrees out and he was in there in a T-shirt. He banged on the door and destroyed it, which is understandable. The guy was finally let out by a neighbor. That door is now locked with a sign on the door that it is closed. Walter got a hold of CXT and asked if they had a person who could come out and assess the situation. He will follow up this week. The south door is still usable but not working well. The doors are warped, and Walter has temporarily fixed them over the years. We will follow up at the next meeting.

- 5. Rita complained that there was no toilet paper on Sunday. Walter wanted to point out that no one had cleaned the bathroom for a week, so he did it himself. He thinks we pay the cleaning person for piece work. Not by the month. The Council and Walter need to come up with an idea of what is going to work going forward. Whether it is for the current employee, or we go with a 3rd party contracted business. Meinrad and Walter both pointed out that when it is cleaned it is done very well. Walter is checking the status of the restroom daily when he takes out the garbage. It appears maybe 2 days a week that cleaning is being done while paying for 5 days a week. The cleaning person is considered an employee the way we set her up when she was hired. It was suggested we should have at least a sign-up sheet. She has a timesheet that she keeps with her but is not posted. Because she wasn't working hourly this issue became confusing. Meinrad has talked to her in the past and thought everyone understood what was expected. If we are going to pay her by the month ReeElla suggested, we need to change her job description because there wasn't an original agreement given to her by the City administration. All the agreements with the employee were verbal, not in writing. The council feels she needs to be accountable to either Sam or Walter, and let them know when she can't come in; that there should be a notation of cleanliness posted along with the timesheet posted in the back janitor's room. There needs to be a signed contract that establishes what the expectations are. Sam can make a spreadsheet to post. Rita is going to talk to Debbie about the issue of exploring piece work job as an employee of the city.**
- 6. Late Payments for Water Service:**
Sam said that 4 letters went out for people who were 3 months late. They have until the 20th of January to pay. Payments for overdue water service invoices have been received consistently.

Old Business:

1. Income Survey for the City:

We have not received any updates other than Michelle at MCEDD has been sending out

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emails. The deadline to complete and submit the surveys is March 2025. ReeElla wants this pushed up in priority she stated we may need to get someone else to do the survey. The fact is that we are getting this service for free, and we don't know if we can afford to pay the \$3000-\$4000 to get it done sooner. Michelle is very on top of our position and is following up.

2. Road and Bridges Survey Update:

Walter stated that the bridge survey has been done every two years by the city in the past. Walter is not going to change anything on our submission because he talked to Salem about this and was told none of our bridges meet the federal guidelines to qualify as a bridge on this survey. He will also keep the mileage of our roads the same.

3. Sharp Agreement Update:

Last we heard Kristen was going to move forward coordinating with the Sharps lawyer. ReeElla wanted to know why this hasn't been resolved yet, we say the same thing every month we need to move forward and get this taken care of and off our agenda and if Kristen can't do it someone should be able to. Sam to call Kristen soon to see what is up. Meinrad said that we did talk about other avenues we could pursue to resolve the issue but didn't want to do anything that drastic in a small community like ours.

4. Manufactured Home Property Update:

The owner has gotten approval for the septic on the property. The council disagreed that he had gotten that. No permit has been posted and no holes dug at this time. Sam will call him again. Sam was to call the code Department again as well.

5. Photo Radar Update:

Meinrad spoke with Dave Bergman in Wasco and their city has not heard anything yet. Rita asked who the company that we were doing the contract with. This company was offering us a free analysis before contracting and information on a study that we could use to show that we need the photo radar system in place. We could pursue this with another company to get a second opinion. There is also concern the extra work in processing the infractions may put too much of a burden on the Justice Court in Moro which would make the whole process unaffordable. It was mentioned we might want to consider a different company. Meinrad stated he would love to see council members taking the time to investigate this and follow up with a plan to go forward. We are just having to wait for the data that was collected to be processed. Continue to address this issue next month.

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New Business:

1. **Meinrad proposed that we change the order on the agenda.**

First Rick and ReeElla were sworn in with correct verbiage documents. We are swearing in the new council member with Meinrad in the position of mayor and then once everyone is sworn in for the council, we go through with Meinrad declining the mayor position for the upcoming term and then propose a resolution to appoint a new mayor at that time. Rick signed his document. Bonne will be sworn in next meeting. ReeElla will sign the document at the next meeting.

Meinrad declined the write-in appointment: Although no one ran for mayor, Meinrad received 10 write-in votes, and Rita and Tom each received 5 votes.

Meinrad read the new resolution regarding the council appointment of a new mayor:

Signing the resolution by the council.

Roll call vote:

Rita Yea

ReeElla Yea

Rick Yea

Tom Yea

Joann Yea

2. **Chris Ayles read the oath of office for mayor:**
effective January 6, 2025
3. **Drinking water protection plan certifications:** Walter brought in a handout for the council with all the things that we have not really done here in the city. We need to fill this out. We will get to that next meeting.
4. **Auditors report the final draft of the report copy given to the council.**

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5. **Another rating on Employees Walter and Sam for the last half of 2024.**
Joannduarte60@gmail.com is better than duarte60@embarq.com

Other Concerns:

Rita ordered and has the acoustic panels for the pavilion. They will try to put them up this week. Each panel has a historical picture of Grass Valley.

Motion to Adjourn:

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

Adjournment:

The meeting was adjourned at 8:26 PM.

Dated: February 3, 2025

Attest:



Meinrad Kuettel, Mayor



Samantha Allen, City Administrator